We all know a college degree can be the difference between a routine job and a high-paying, exciting career. If you are looking for a convenient, flexible and affordable way to earn your degree, then Rio Salado College is the right place for you. According to the U.S. Department of Education, Rio Salado is one of the nation’s fastest-growing colleges* and has become the college of first choice for working adults seeking a more efficient way to complete their education. Instead of offering classes at a traditional campus, Rio Salado brings the college to you by offering courses when and where you need them. Rio Salado offers over 450 online courses, with most starting every Monday, giving you the freedom to take classes anytime and anyplace you choose.

In addition to taking online courses, many Rio Salado students earn occupational certificates and credits toward degrees at their places of employment because they work for one of our many corporate or government agency partners. Employees become Rio Salado students and undertake industry-specific classes that fit their career paths.

Rio Salado also takes pride in offering innovative solutions for the educational needs of the diverse communities we serve. Through our community outreach, we provide a variety of services and programs for students to either acquire basic skills; earn their GED’s; get a head start on their college careers; transition to higher education opportunities; integrate successfully back into society; or engage in lifelong learning. Rio Salado also maintains a strong community presence through cultural enrichment offered by its National Public Radio affiliates KJZZ-FM and KBAQ-FM plus Sun Sounds of Arizona Radio Reading Service.

Last year, more than 60,000 students seeking a better career and quality of life took advantage of Rio Salado’s numerous learning opportunities. You, too, can join their ranks. We invite you to discover how Rio Salado has truly become the college within everyone’s reach! Explore our website, www.riosalado.edu, for more information. We look forward to helping you achieve your educational goals!

Sincerely,

Dr. Linda M. Thor
President
Rio Salado College

Our Vision
We astonish our customers!

Our Mission
Rio Salado College transforms the learning experience through:
• Choice, Access and Flexibility
• Customized, High Quality Learning Design
• Personalized Service and Organizational Responsiveness

Our Core Practices
In the context of our core values, and sustained by disciplined people, thought and action, our work is focused on the following core organizational practices:
• Learning
• Innovating
• Partnering

Our Core Values
Through living our values, Rio Salado College creates a climate of high expectations for the success of our current and future students, customers and employees. We are unalterably committed to demonstrating and being accountable for the following core organizational values:
• Sustainability
• Customer Focus
• Relentless Improvement
• Inclusiveness
• Professionalism
• Teamwork

*Based on information provided by the U.S. Department of Education in the category of colleges with over 10,000 students.
Rio Salado College Administration

Linda M. Thor, Ed.D.
President
Karen L. Mills, Ed.D.
Vice President, Teaching and Learning
Chris Bustamante, Ed.D.
Vice President, Community Development and Student Services
Todd Simmons, M.Ed., C.P.A.
Vice President, Business and Employee Services
Edward Kelty, M.Ed.
Vice President, Information Services
Jo Jorgenson, M.Ed.
Dean, Instruction, Teaching and Learning
Sylvia Hantla, M.A.
Dean, Student Enrollment Services
Vernon Smith, M.O.B.
Dean, Instruction, Teaching and Learning
Kishia Brock, M.Ed.
Dean, Enrollment Management
Dana Reid, M.Ed.
Dean, Instruction, Teaching and Learning
Mary Rodes, M.A.
Associate Dean, Institutional Advancement
Rick Kemp, M.Ed.
Associate Dean, Partnership Programs
Earnestine Harrison, M.Ed.
Associate Dean, Instruction, Teaching and Learning
Blair Liddicoat, M.Ed.
Associate Dean, Adult Basic Education
Sharon Koberna, Ph.D.
Associate Dean, Employee Services
Ruby Miller, B.A.
Associate Dean, Enrollment Services
Carl Matthusen, M.A.
General Manager, KJZZ/KBAQ, Sun Sounds

Carol Scarafiotti, M.A., Vice President Emeritus
James Van Dyke, Ph.D., Vice President Emeritus

Maricopa County Community College District

Governing Board
Donald R. Campbell, Ph.D., President
Colleen Clark, Secretary
Scott Crowley, A.A.S.
Linda B. Rosenthal, M.A.
Jerry D. Walker, M.S.

Chancellor
Rufus Glasper, Ph.D., C.P.A.

Accreditation

Rio Salado College
The Higher Learning Commission
North Central Association
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
1-800-621-7440
www.ncalhc.org

Dental Hygiene and Clinical Dental Assisting
American Dental Association, Commission of Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611
www.ada.org/prof/ed/accred

Nursing
Arizona State Board of Nursing
4747 North 7th Street, Suite 200
Phoenix, AZ 85014-3653
www.azbn.gov/
(for additional accreditation info: www.riosalado.edu/nursing)

Dual Enrollment
National Alliance of Concurrent Enrollment Partnerships (NACEP)
400 Ostrom Avenue
Syracuse, NY 13244-3250
www.nacep.org

Special Recognition
Teacher Education Programs
Arizona Department of Education
1535 West Jefferson Street
Phoenix, AZ 85007
602-542-5393 / 800-352-4558
www.ade.state.az.us
Faculty Members

Melanie Abts, B.S., University of Arizona; M.Ed., Northern Arizona University.

Sue Adams, B.S.N., University of Arizona; M.S.N., Arizona State University.

Janine Adkins, B.S., The American University; M.A., Brown University; Ph.D., Case Western Reserve University.

Nicole Albo, C.D.A., Spokane Community College; M.H.P.E., Midwestern 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.

Nicole Albo, C.D.A., Spokane Community College; M.H.P.E., Midwestern University.

Kirk Bowden, B.A., Brigham Young University; M.A., Ottawa University; Ph.D., Northcentral University.

Ronald Burns, B.S., Northern Arizona University.

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.

Shannon Corona, B.S., University of Arizona; M.A., Arizona State University.

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Mary Elizabeth Kaz, R.D.H., M.S., University of Missouri-Kansas City.


Thomas Lombardo, B.A., University of Connecticut; Ph.D., University of Minnesota.

Cynthia Maxson, B.A., M.A., Grand Valley University.

Michelle Prins, B.A.E., Arizona State University; M.A. Complutense, Madrid, Spain.

Robert C. Semmler II, A.A. Northern Essex Community College, B.S., M.Ed., Boston State College; M.S., University of New Mexico.


Jessica D. Shapiro, A.A.S.N., Scottsdale Community College, B.S.N., Grand Canyon University, M.S.N., University of Phoenix.

Christy Skeen, B.S., West Virginia University; M.A., Northern Arizona University.

Kerrie Specker, A.A., Rio Salado College; B.A., Governors State University; M.A., Webster University.

Janelle Underhill, B.A., Arizona State University; M.A., University of Arizona.

Emeritus Distinction - Faculty

Julie A. Bertch, Ph.D.
Willie Minor, Ed.D.
Jean Tease, Ed.D.
Barry Wukasch, Ph.D.
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. It is the student's responsibility to be knowledgeable of its contents. The 2008-2009 Rio Salado College Catalog includes program requirements for new students enrolling in the Summer I 2008 semester, Summer II 2008 semester, the Fall 2008 semester and the Spring 2009 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 196. 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 6-7 provides a quick and simple way to find information.
- There is also a detailed, alphabetical Index on page 370.
- For a listing of all our certificate and degree programs, turn to pages 4 and 5.
- We also have sections dedicated to the various areas of Rio Salado including Student Support Services (page 15), Registration Information (page 33), and Financial Information (page 45).

- Text with a shaded background contains information that is common to all of the Maricopa Community Colleges.

Use this catalog to find out about certificate and degree requirements. This information is located on pages 79-202. Course numbers and descriptions (on pages 263-369) are necessary to ensure proper course selection to satisfy degree requirements. To map out your educational goal with Rio Salado (online), please contact an academic advisor at 480-517-8580 or check out the web site at www.riosalado.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 Advising (page 18), Counseling (page 21), How to Register (page 35), Tuition (page 51), Bookstore (page 20), and Tutoring (page 29). Other areas include Rio Salado’s Library (page 30), Policies and Procedures (pages 215-262), and Study Skills (page 12).
Certificate and Degree Programs

Associate in Arts (AA) Degrees

AA: Associate in Arts
AA: Associate in Arts, Fine Arts-Dance (AAFA-Dance)
AA: Associate in Arts, Fine Arts-Art (AAFA-Art)
AA: Associate in Arts, Fine Arts-Theatre (AAFA-Theatre)

AGEC A: Arizona General Education Curriculum

Associate in Arts in Elementary Education (AAEE) Degree

Associate in Science (AS) Degrees

AS: Associate in Science
AGEC S: 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 General Studies (AGS) Degree

ATP: Associate in Transfer Partnership Degree

Associate in Applied Science (AAS) Degrees

Chemical Dependency
Clinical Dental Assisting
Computer Technology
Dental Hygiene
Early Childhood Administration and Management
Early Childhood Education
Family Life Education
Law Enforcement Technology
Nursing
Organizational Management
Public Administration
Quality Customer Service
Retail Management

Academic Certificate

Early Childhood Education
Language and Literary Culture of the USA

Certificates of Completion

Adolescent Development
Adult Development and Aging
Advanced Computer Usage and Applications
Chemical Dependency - Level I
Chemical Dependency - Level II
Child and Family Organization Management and Administration
Clinical Dental Assisting
Computer Usage and Applications
eLearning Design Specialist
Law Enforcement Technology
Networking
Organizational Leadership
Parent Education
Practical Nursing
Professional Addictions Counseling
Programming
Public Administration
Quality Customer Service
Quality Process Leadership
Retail Management
Web Design

See detailed requirements beginning on page 79.
Educational Partnership Programs

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

Associate in Applied Science (AAS) Degrees
Airline Operations
Broadband Telecommunications
Computer Technology
Corrections
Detention Services
Fire Science
Law Enforcement Technology
Military Leadership
Public Administration
Quality Customer Service
Workforce Development and Community Re-Entry

Certificates of Completion
Advanced Computer Usage and Applications
Advanced Corrections
Airline Operations: Ground Operations
Airline Operations: Initial Flight Attendant
Airline Operations: Passenger Services
Airline Operations: Reservations
Airline Operations: Reservations and Ticketing Services
Airline Operations: Vacations
Automobile Insurance: Customer Service
Automobile Policy: Customer Service
Basic Corrections
Broadband Telecommunications: Account Services
Broadband Telecommunications: Field Operations
Computer Usage and Applications
Credit Counseling: Customer Service
Detention Services
Fire Science
Human Services - Assistance: Customer Service
Human Services - Long Term Care: Customer Service
Human Services - Specialist: Customer Service
Insurance: Customer Service
Insurance Claims and Losses: Customer Service
Law Enforcement Field Training
Law Enforcement Technology
Military Leadership
Motor Vehicle: Customer Service
Networking
Network Professional
Pharmacy Benefits Management: Customer Service Programming
Public Administration
Public Administration: Legal Services
Public Safety Technology
Quality Customer Service
Technology Troubleshooting and A+ Preparation
Travel Agency: Customer Service
Utilities: Customer Service
Web Design
Workforce Development and Community Re-Entry
Workforce Development: Automotive Technology Level I
Workforce Development: Automotive Technology Level II
Workforce Development: Carpentry Level I
Workforce Development: Carpentry Level II
Workforce Development: Culinary Arts
Workforce Development: Electrical Level I
Workforce Development: Electrical Level II
Workforce Development: Furniture Construction/Refinishing Level I
Workforce Development: Furniture Construction/Refinishing Level II
Workforce Development: Graphic Arts Level I
Workforce Development: Graphic Arts Level II
Workforce Development: Horticulture Level I
Workforce Development: Horticulture Level II
Workforce Development: Welding Level I
Workforce Development: Welding Level II
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Your life is about to get easier

My.maricopa.edu

The Student Center located at my.maricopa.edu is your hub to self-service. By using the Student Center you can register and pay for your courses online, without waiting in lines. The advantages of my.maricopa.edu include:

- Registration
- Transcripts
- Grades
- Financial Aid
- Make a payment
- Update your personal information
- Add, drop or withdraw from a class
- and more!

As a Rio student, you have access to all the tools you need to be successful. Go to www.riosalado.edu/self-serve to access the tools we have created to streamline your self-service experience. You can access the Rio Salado online schedule, build a schedule using the online worksheet, and view information about our online courses accessing the mini syllabus. These tools will enhance your experience as you use the online student center and my.maricopa.edu.

RioLounge

At Rio Salado College, it’s all about you. With RioLearn, you’ve enjoyed 24/7 online access to your classes. Now, with RioLounge you have 24/7 access to a new online community for Rio Salado students. You learn with RioLearn…now live with RioLounge!

By creating a RioLounge profile you have access to:

- An online orientation, Rio eGuide
- Articles on numerous topics
- A place to interact and have discussions with other Rio Salado students
- A marketplace to post and view items for sale

To create your RioLounge profile go to www.riosalado.edu/riolounge
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**Vocabulary for College Survival: Terms You Should Know**

**Academic Advisor:** A person in the Academic Advisement Department who is able to help you plan your course of study and select appropriate courses to reach your educational and career goals.

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

**AGEC:** The Arizona General Education Curriculum (AGEC) is a thirty-five semester credit “block” that you can complete at Rio Salado College. Completion of the AGEC means that you will have met the lower-division general studies requirements at any of the Arizona public universities.

**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 (ABus). 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 e-mail 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., B.S., B.I.S., or B.A.S. requires approximately 120 credits.

**Blog:** A user-generated website where entries are made in journal style. A blog provides interactive commentary on a particular subject.

**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.

**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.

**Class/Section Number:** The five-digit code following the subject code and course number in the schedule of classes which identifies the location and time of the class (ENG101 13027).

**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 ENG101 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.

**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.

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

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

**ESF (Electronic Student File and Retention System):** An online advisement tool that students can access from anyplace that they have web access. Through the use of ESF, students have access to degree and certificate check sheets which also includes any transfer information specific to them, data about the arrival of transcripts from other institutions, personalized class schedules, and program admittance status.

**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 www.riosalado.edu.

Lower Division: First and second year college courses. Only lower division courses are offered by the community colleges.

MCCCD or MCCD: Maricopa County Community College District.

MEID (Maricopa Enterprise ID): A student’s username assigned by RioLearn. Use your MEID to log into RioLearn and www.my.maricopa.edu.

Mixed Media: Format which combines delivery technologies; for example, print, audio or videotapes, conference calling, or laboratory kits.

Netiquette: Rules of conduct that define polite behavior in an e-mail 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.

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.

RioLearn: An online course delivery system at Rio Salado College.

RioLounge: An online student union for registered Rio Salado students. www.riosalado.edu/riolounge

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.

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.

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

Transfer Credit: Credit earned at other regionally accredited institutions that is accepted at Rio Salado College. Credits accepted in transfer do not necessarily apply to all certificates and degrees.

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 e-mail address, the characters before the ‘@’ symbol are the username.
Study Skills

How to be an Active Learner

1. Read Thoroughly
   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. For online information for study skills, go to:
   www.riosalado.edu/counseling

2. Check Your Course Calendar
   Know your due dates and last dates for exams.

3. Ask Questions
   Do not wait until just before a due date to e-mail your instructor with your questions. If you need to get a message to your instructor in a very short amount of time, contact the Instructional Helpdesk, 480-517-8380.

4. Use the RioLounge
   For a successful start, review the three online orientation topics found on the RioLounge. Additional Information regarding Rio Salado’s services and success tips, can be found throughout the RioLounge.
   www.riosalado.edu/riolounge

5. Stay on Track
   Pace yourself so that you finish work by the due dates without stressing yourself.

6. Complete Learning Activities
   Choose to complete as many lesson learning activities as possible, including practice exercises, self-checks, etc.

7. Draft Assignments
   Work off-line in a word processing application. Review your work before you submit it.

8. Utilize Feedback
   Read all feedback on assignments by clicking on the assignment in the gradebook. Use your instructor’s feedback to improve your work on upcoming assignments.
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.
   
For online information on study skills, go to: www.riosalado.edu/counseling

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
   • Services for students with disabilities

5. Connect with resources for financial support:
   • Financial aid
   • Scholarships
   • Your employer

For more information on any of these academic success skills, contact Student Enrollment Services at 480-517-8540.
Rio Salado College will be closed on the following holidays:

- **Monday, May 26th**
  - Memorial Day
- **Thursday and Friday, July 3rd and 4th**
  - Independence Day Observed
- **Monday, September 1st**
  - Labor Day
- **Tuesday, November 11th**
  - Veterans’ Day Observed
- **Thursday and Friday, November 27th and 28th**
  - Thanksgiving Holiday Observed
- **Wednesday, December 24th**
  - (closed at Noon) through
  - Thursday, December 25th
  - Christmas Holiday Observed
- **Wednesday, December 31st**
  - Thursday, January 1st
  - New Year’s Holiday Observed
- **Monday, January 19th**
  - Martin Luther King, Jr. Day
- **Monday, February 16th**
  - Presidents’ Day

**Term Start Dates:**

- **Summer I:**
  - 5/19/2008 - 6/23/2008
- **Summer II:**
  - 7/7/2008 - 8/18/2008
- **Fall:**
  - 8/25/2008 - 12/22/2008
- **Spring:**
Rio Salado prides itself on providing a positive and rewarding educational experience for each student. Student Support Services provides all the necessary information and assistance you need to succeed -- in-person, online and by phone. You will receive academic advising, career counseling, instructional and technical support and tutoring. You also have the ability to purchase your textbooks and find valuable information from our library efficiently and conveniently. Academic success is more than just a possibility, it is a reality. From registration to graduation, you’re never alone at Rio Salado.

www.riosalado.edu/current
IN THIS SECTION
• Academic Advising
• Student Course Placement Process
• Bookstore
• Career/Counseling Services
• Credit for Prior Learning
• Transfer Articulation Guidelines
• Disability Resources and Services
• Tutoring Services
• Honors Program
• Library Services
• International Education
• Community Services
The Rio Advantage is a series of student-focused benefits that ultimately make Rio Salado the college within everyone's reach*. Rio Salado provides an affordable education and prepares students for a career or for transfer to a university.

**Online Classes**
Rio offers over 450 online classes from general education to specific program classes. Get started today on your certificate, degree or that one class you have been looking for. Enroll today at www.riosalado.edu/registration

**Monday Starts**
Online classes now start every Monday, so you have the flexibility to take the class you want – when you want.

**24/7 Helpdesk**
Get your questions answered 24 hours a day, seven days a week at Rio's helpdesk. You can email, chat and even call a support person right from your computer. www.riosalado.edu/needhelp

**First-Rate Faculty**
Our instructors are highly skilled and experienced professionals in their subject areas, and our online format enhances the teacher/student communication. www.riosalado.edu/faculty

**University Transfer**
Rio has partnered with several colleges and universities across the nation to offer you easy ways to complete your bachelor's degree. To put it simply, your credits will transfer! Verification with an academic advisor is recommended. www.riosalado.edu/transfer

To learn more about these and other Rio Advantages, www.riosalado.edu/rioadvantage

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New programs are always on the horizon at Rio Salado!

To learn more about exciting new programs, go to: www.riosalado.edu/programs
Academic Advising (AR 2.2.6)

Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

- gain an understanding of their academic abilities and interests.
- be reinforced in their successes.
- be provided information regarding the nature and purpose of higher education.
- be referred to counselors and other resources to explore their interests, skills, abilities, and values.
- define and refine educational goals and objectives and understand the consequences of alternative courses of action.
- consider alternative careers through counselors, workshops, seminars, and other resources.
- make course, certificate, and/or degree selections.
- understand and utilize placement test results.
- be encouraged to be active participants in their educational planning and college life.
- be informed of support services that are available and how to make an appointment, if appropriate.
- be aware of transfer articulation arrangements.
- be informed about research results and general perceptions of student experiences at the institution.
- receive accurate printed materials on academic majors, minors, and other degree and program requirements.
- be encouraged to use the technology which supports the academic advising process.

Through Student Enrollment Services, students can speak with an Academic Advisor by online live chat, email, telephone or in person. Academic Advisors provide assistance with:

- Educational and career advice
- Transcript evaluations
- Program admission information
- Prior learning evaluations
- Transferability/applicability issues
- Degree/certificate planning
- Development of an individual learning plan/checksheet.

Call 480-517-8580 or visit us online at: www.riosalado.edu/advisement

Once you meet with an academic advisor to set up a checklist, log onto the Electronic Student File System (ESF) at: www.riosalado.edu/esf

The EFS 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 480-517-8580 or by e-mail at: academic.advisement@mail.riosalado.edu
Student Course Placement Process (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. All students must be assessed before registration to determine their current skills and knowledge levels in these three areas. An academic advisor will help you interpret your assessment scores and identify the courses that match your skill levels. Scores are valid for two years and may be used at any of the Maricopa colleges. However, an exempt score in reading does not expire. Those who have successfully completed a course in any of these three subjects may advance to the next level without further testing. Placement tests are not admissions test.

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students are strongly urged to enroll in the courses indicated by their course placement tests. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

Placement testing is free and offered throughout the year at several locations, days, evenings and weekends. For a pamphlet on preparing for the placement tests with sample questions, you can either call Student Enrollment Services at 480-517-8540, pick up a pamphlet at any Rio Salado Service Center or you can find further information at www.riosalado.edu/testing.

A. Testing for Course Placement

1. Students will be required to complete a course placement test under any one of 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 course placement scores 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 and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
   - College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.

2. Students will be strongly encouraged to complete a course placement test under any one of 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.

3. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
   - The student has earned an associate or higher degree.
   - The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
   - The student has currently valid District approved course placement scores on file.

Note: Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

B. Course Placement

- Students will be advised for specific course enrollment based on highest test or retest scores.
- Students with test scores that fall into the range described as a “decision zone” must receive advisement to select appropriate course(s).
- Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student's original or re-test at any course placement testing site.
- The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
- Students may request a Course Placement Waiver from the appropriate department/division chair or college designee. The signed waiver will be noted on the student's record and will be kept on file in the Office of Student Enrollment Services.
C. Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- All colleges shall accept the same approved course placement instruments.
- All colleges shall adhere to the same approved cut-off scores.
- Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

D. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy’s effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores.

Bookstore

480-517-8710

www.riosalado.edu/bookstore

The Rio Salado College Bookstore provides one-stop shopping to meet your needs.

Bookstore Hours (subject to change):

Monday - Thursday: 9 a.m. - 7 p.m.
Friday: 9 a.m. - 5 p.m.
Saturday: 10 a.m. - 2 p.m.

3 Ways to Purchase Your Textbooks:

When purchasing textbooks, provide the course and section number. All major credit cards are accepted.

1. Online at the conclusion of your Maricopa Online registration or at www.riosalado.edu/bookstore

2. By telephone 480-517-8710 or 1-800-584-8775 (credit card required)

3. In Person: 2323 W. 14th Street, Tempe, AZ 85281

Delivery Location Options:

- Any Maricopa Community College Bookstore within 1-2 business days. Prepay or pay when you pick up your order.
- Rio Salado computer lab sites and Rio West Valley (for registered students only) 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.

Book Returns and Buyback:

Full refunds can be approved in person or by mail within two weeks of the date of purchase or start date. Books must be in the same condition as purchased and must be accompanied by a receipt or invoice.

After 14 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 480-517-8719, or e-mail list to rio@bkstr.com.

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.
STUDENT SUPPORT SERVICES
Career/Counseling Services • Credit for Prior Learning

**Career/Counseling Services**

Counselors assist students to set personal, educational, and career goals. Services are provided in-person, online, by phone or chat.

- **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, resumes, 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.
- **Resources**: Online workshops and information on personal development and academic success.

For more information, call 480-517-8785 or visit: www.riosalado.edu/counseling

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**Need Help with Your Career Decisions?**

Rio Salado's Career Services are designed with you, the 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 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.

- Beatriz Cohen, M.C.
  beatriz.cohen@riosalado.edu
- Melanie Abts, M.Ed.
  melanie.abts@riosalado.edu

**Online Career Center**

Career advice is also accessible online at Rio's Career Center. Resources include steps for career planning, a guide for career change and transitions, steps for job searching, job management, business information, library career resources, counseling services, and career videos for Rio Salado students.

Contact Jacque Beale, M.C., Director of Career Services and Online Career Center at: jacque.beale@riosalado.edu

OR visit: www.riosalado.edu/services/student/enrollment/counseling/career_center.shtml

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**Credit For Prior Learning (AR 2.2.4)**

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend.

For further information on Prior Learning Assessment, contact the Office of Student Enrollment Services.
A. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

1. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

a. training parallels a discipline area offered through the Maricopa Community Colleges, and
b. credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

2. College Credit Recommendation Service (CREDIT)

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to College Credit for Workforce Training. If a student has received training which appears in the guide, he or she may receive college credit if:

a. training parallels a discipline area offered through the Maricopa Community Colleges, and
b. credit meets a program requirement or is used as elective credit.

3. Departmental Credit By Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Student Enrollment Services, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

a. the evaluation of a course a second time;
b. the evaluation of a course while currently enrolled in the course;
c. to establish credit in a previously completed course; and
d. to establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCD colleges for their unique programs of study.

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 as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Student Enrollment Services from the specific testing company(s) before credit is awarded.

All equivalency is subject to future review and possible catalog change.

1. Advanced Placement Examinations

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

**English AP Recommendation:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ ENG101, ENG100AA, AC, AD eligible for Honors ENG102</td>
</tr>
<tr>
<td>English-Literature and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ ENG101 ENH110 eligible for Honors ENG102</td>
</tr>
</tbody>
</table>

**Math AP Recommendation:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit for Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math-Calculus AB</td>
<td>3, 4 or 5</td>
<td>MAT220 or MAT221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>3</td>
<td>MAT220 or MAT221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>4 or 5</td>
<td>MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241</td>
</tr>
<tr>
<td>Computer Science A and AB</td>
<td>4 or 5</td>
<td>CSC100</td>
</tr>
</tbody>
</table>
2. College Level Examination Program
The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

English Composition:
Students pursuing credit for ENG101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.

Foreign Languages:
Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges.

For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>50-54</td>
<td>49-53</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
<tr>
<td>201</td>
<td>55-61</td>
<td>54-62</td>
<td>51-59</td>
<td>12 (101, 102, 201)</td>
</tr>
<tr>
<td>202</td>
<td>62-80</td>
<td>63-80</td>
<td>60-80</td>
<td>16 (101, 102, 201, 202)</td>
</tr>
</tbody>
</table>

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 ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

4. American College Testing Proficiency Examination Program
The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

5. Departmental Credit By Examination
Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule 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. Exceptions may be granted at some MCCCD colleges for their unique programs of study.

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>Score</th>
<th>Semester Hours</th>
<th>MCCC Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)</td>
<td>3</td>
<td>With essay qualifies for ENG101</td>
</tr>
<tr>
<td>Humanities</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>6</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>3</td>
<td>MAT122</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>8</td>
<td>Elective Credit*</td>
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<tr>
<td>Social Sciences &amp; History</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
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<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Semester Hours</th>
<th>MCCC Equivalency</th>
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</thead>
<tbody>
<tr>
<td>Accounting, Principles of</td>
<td>ACE Score</td>
<td>6</td>
<td>ACC Elective Credit</td>
</tr>
<tr>
<td>American Government</td>
<td>ACE Score</td>
<td>3</td>
<td>POS 110</td>
</tr>
<tr>
<td>American Literature</td>
<td>ACE Score</td>
<td>6</td>
<td>ENH241, 242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>ACE Score</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Biology</td>
<td>ACE Score</td>
<td>8</td>
<td>BIO Elective Credit*</td>
</tr>
<tr>
<td>Calculus (Calculus with Elem Functions)</td>
<td>ACE Score</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>Chemistry</td>
<td>ACE Score</td>
<td>9</td>
<td>CHM Elective Credit*</td>
</tr>
<tr>
<td>College Algebra (1993)</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>(replaces College Algebra [1979])</td>
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</tr>
<tr>
<td>College Algebra - Trigonometry</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>English Language</td>
<td>ACE Score</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>French Language</td>
<td>50-54</td>
<td>4</td>
<td>FRE101</td>
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<tr>
<td>French Language</td>
<td>55-61</td>
<td>8</td>
<td>FRE101, 102</td>
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<tr>
<td>French Language</td>
<td>62-65</td>
<td>12</td>
<td>FRE101, 102, 201</td>
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<tr>
<td>French Language</td>
<td>66-80</td>
<td>16</td>
<td>FRE101, 102, 201, 202</td>
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<tr>
<td>Freshman College Composition</td>
<td>ACE Score</td>
<td>3</td>
<td>With Essay ENG101</td>
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<tr>
<td>German Language</td>
<td>39-45</td>
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<td>GER101</td>
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<td>German Language</td>
<td>46-50</td>
<td>8</td>
<td>GER 101, 102</td>
</tr>
<tr>
<td>German Language</td>
<td>51-59</td>
<td>12</td>
<td>GER101, 102, 201</td>
</tr>
<tr>
<td>German Language</td>
<td>60-80</td>
<td>16</td>
<td>GER101, 102, 201, 202</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>ACE Score</td>
<td>0</td>
<td>No Credit</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>ACE Score</td>
<td>3</td>
<td>CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>ACE Score</td>
<td>3</td>
<td>EDU Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>ACE Score</td>
<td>3</td>
<td>GBS Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>ACE Score</td>
<td>3</td>
<td>SOC101</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT142</td>
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<tr>
<td>Macroeconomics, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN211</td>
</tr>
<tr>
<td>(replaces Introductory Macroeconomics)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MGT Elective Credit</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MKT271</td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN212</td>
</tr>
<tr>
<td>(replaces Introductory Microeconomics)</td>
<td></td>
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<tr>
<td>Spanish Language</td>
<td>50-54</td>
<td>4</td>
<td>SPA101</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>55-65</td>
<td>8</td>
<td>SPA101, 102</td>
</tr>
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<td>Spanish Language</td>
<td>66-67</td>
<td>12</td>
<td>SPA101, 102, 201</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>68-80</td>
<td>16</td>
<td>SPA101, 102, 201, 202</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT182</td>
</tr>
<tr>
<td>U. S. History I - Early Colonization to 1877</td>
<td>ACE Score</td>
<td>6</td>
<td>HIS103</td>
</tr>
<tr>
<td>U. S. History II - 1865 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS104</td>
</tr>
<tr>
<td>Western Civilization I - Ancient Near East to 1648</td>
<td>ACE Score</td>
<td>6</td>
<td>HIS100, 101</td>
</tr>
<tr>
<td>Western Civilization II - 1648 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS102</td>
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</table>

*The general studies requirement in Natural Sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.
### Advanced Placement Credit

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>MCCCD</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art - History</td>
<td>5 or 4</td>
<td>ARH101, 102</td>
<td>6</td>
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<tr>
<td></td>
<td>3</td>
<td>ARH101 or 102</td>
<td>3</td>
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<tr>
<td>Art - Studio - Drawing</td>
<td>5</td>
<td>ART111, ART112</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ART111</td>
<td>3</td>
</tr>
<tr>
<td>Art - Studio - General</td>
<td>5</td>
<td>ART111, 112</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ART112</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>BIO181, BIO182</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>BIO100 or Equivalent</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 or 4</td>
<td>CHM151/151LL and CHM152/152LL or CHM154/154LL</td>
<td>8 or 9</td>
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<tr>
<td></td>
<td>3</td>
<td>CHM151, 151LL</td>
<td>4</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>ECN211</td>
<td>3</td>
</tr>
<tr>
<td>Economics - Introductory Microeconomics</td>
<td>5 or 4</td>
<td>ECN212</td>
<td>3</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>5 or 4</td>
<td>ENG100AA, AC, AD and ENG101</td>
<td>6</td>
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<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>No Credit</td>
<td>3</td>
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<tr>
<td>French - Language</td>
<td>5, 4 or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>French - Literature</td>
<td>5, 4 or 3</td>
<td>FRE101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German - Language</td>
<td>5, 4 or 3</td>
<td>GER101, 102, 201, 202</td>
<td>16</td>
</tr>
<tr>
<td>German - Literature</td>
<td>5, 4 or 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>
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<tr>
<td>History - European</td>
<td>5 or 4</td>
<td>HIS101, HIS102</td>
<td>3</td>
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<td>Latin - Language</td>
<td>5</td>
<td>LAT101, 102, 201, 202</td>
<td>16</td>
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<td></td>
<td>4</td>
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<tr>
<td></td>
<td>3</td>
<td>LAT101, 102</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics - Calculus AB</td>
<td>5, 4 or 3</td>
<td>MAT220 or MAT221</td>
<td>4 or 5</td>
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<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>
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<tr>
<td>Music</td>
<td>5 or 4</td>
<td>MTC105</td>
<td>3</td>
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<tr>
<td>Physics B</td>
<td>5</td>
<td>PHY111, PHY112</td>
<td>8</td>
</tr>
<tr>
<td>Physics C - Electricity &amp; Magnetism</td>
<td>5</td>
<td>PHY116, with calculus and laboratory course work, or PHY112, with laboratory course work</td>
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</tr>
<tr>
<td></td>
<td>4</td>
<td>PHY112, with laboratory course work</td>
<td></td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>5</td>
<td>PHY115, with calculus and laboratory course work, or PHY111, with laboratory course work</td>
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<tr>
<td></td>
<td>4</td>
<td>PHY111, with laboratory course work</td>
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</tr>
<tr>
<td>Political Science - American Government</td>
<td>5 or 4</td>
<td>POS110</td>
<td>3</td>
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<tr>
<td>Political Science - Comparative Government and Politics</td>
<td>5 or 4</td>
<td>POS140</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>PSY101</td>
<td>3</td>
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<tr>
<td>Spanish - Language</td>
<td>5, 4 or 3</td>
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<td>16</td>
</tr>
<tr>
<td>Spanish - Literature</td>
<td>5, 4 or 3</td>
<td>SPA101, 102, 201, 202</td>
<td>16</td>
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<tr>
<td>Statistics</td>
<td>5, 4 or 3</td>
<td>MAT206</td>
<td>3</td>
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</table>
6. **International Baccalaureate Diploma/Certificate**

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>MCCCD Equivalency</th>
</tr>
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<tbody>
<tr>
<td>Art/Design</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ART111, 112, ART112</td>
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<td>4</td>
<td>3</td>
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</tr>
<tr>
<td>Biology</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>BIO181, 182, BIO182</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5</td>
<td>9</td>
<td>CHM151, 152, CHM151</td>
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<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN211, 212, ECN211</td>
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<td></td>
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<td>English A</td>
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<td>ENG101, ENG100AB, AC, AD</td>
</tr>
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<td></td>
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<td>3</td>
<td>ENG100AB, AC, AD</td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
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<td>None</td>
</tr>
<tr>
<td>Foreign Language A or B*</td>
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<td>8</td>
<td>Foreign language 101, 102</td>
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<td>Foreign Language 101</td>
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<td>History - American</td>
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<td>7, 6, or 5</td>
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<td>Human Geography</td>
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</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 health care 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 or by e-mail at ican@domain.maricopa.edu. Website: http://healthcare.maricopa.edu/healthcarecourses.php

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 Examination.

Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/healthcarecourses.php

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 Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

a. to challenge a course a second time;
b. to challenge a course while currently enrolled in the course;
c. to establish credit in a previously completed course; or
d. to establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D or P, earned as a result of examination or skills assessment, will be recorded on the student’s transcript. Fees are not refundable after the examination or skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of “CREDIT BY EXAMINATION,” “CREDIT BY EVALUATION,” or “CREDIT BY SKILLS DEMONSTRATION” and the number of credits will appear on the student’s transcript. If a grade is assigned, it will be used in computing the grade point average.

D. Transfer Credit

Students who have had official transcripts sent directly to the Office of Student Enrollment Services 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.
Transfer Articulation Guidelines (Appendix S-2)

Transfer Articulation with Secondary Institutions, the Maricopa Skills Center, and the Southwest Skill Center

Students who have participated in programs articulated with Maricopa Community Colleges District programs may be granted credit for prior learning as provided for in the respective articulation agreements. No fees will be assessed for credits for prior learning granted through articulation. Articulated program credit is transferable within MCCCD, but is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain a program of study from an academic advisor. Once the course requirements are completed, students must provide the valid documentation of articulated credits to the Office of Student Enrollment Services to place credits on their academic record.

Transfer Articulation from Arizona Public Community College Districts and Universities into the Maricopa Community Colleges

Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the courses were completed with a grade of C or better. Acceptance of courses other than general education requirements is determined by individual Maricopa Community Colleges.

A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-A, AGEC-B, or AGEC-S) will transfer as a block and fulfill the requirements for the corresponding AGEC at the Maricopa Community Colleges.

Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges 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. These degrees may not be available at all of the Maricopa Community Colleges. Maricopa’s Associate degrees are accessible on the web at: www.maricopa.edu/academic/ccta/cphb/hb_academic.php

Select Matrix of MCCCD Courses.

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 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 Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona's public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following web sites:

- Arizona State University Main or Arizona State University East
  http://www.asu.edu/provost/articulation/
- Arizona State University West
  http://www.west.asu.edu/tranguid/
- Northern Arizona University
  http://www4.nau.edu/aio/articulation/tginfo.htm
- University of Arizona
  http://transferguides.arizona.edu

Arizona Course Applicability System (AZCAS) Transfer Planning Guides

A student may enter community college or university coursework into AZCAS to create a Transfer Planning Guide. The guide evaluates progress toward completing a community college transfer certificate, transfer degree, and/or an Arizona public university degree and assists students in selecting additional course work that meets the academic program requirements. The transfer planning guides are accessible at the following web site:

http://www.az.transfer.org/cas/

Disability Resources and Services

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

Depending upon the disability and the resources that Rio Salado has available, students with documented disabilities may receive accommodations that include, but are not limited to, interpreters, alternative text, readers/scribes, and extended test taking time.

For more information and/or to make an appointment, please contact Disability Resources and Services at 480-517-8562 or 480-517-8565 (TDD phone for the hearing impaired) or via e-mail at: Disability.Services@mail.riosalado.edu or online at: www.riosalado.edu/disability_services

Tutoring Services

480-517-8247 or 1-800-729-1197 (outside of Maricopa County)
www.riosalado.edu/tutoring
E-mail: tutoring@riosalado.edu

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
- E-mail a Tutor
- Dial a Tutor
- Meet a Tutor
STUDENT SUPPORT SERVICES
Honors Program • Library Services • International Education

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.

Students who have completed 12 or more credits of 100- or 200-level college work at Rio Salado or another MCCCD college with a GPA of 3.25 or higher are eligible for membership in the Honors 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.

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 with a cumulative GPA of 3.25 or higher are eligible for membership in the Alpha Theta Omicron chapter of Phi Theta Kappa, the international honor society for two-year colleges. Members enjoy recognition, fellowship, leadership, service, and travel opportunities on a regional and national basis. In recent years, the chapter ranked Third Runner-Up Internationally from more than 1,200 participating chapters in the United States, Canada, Germany, and other countries.

For more information on the Honor Roll or Honors Program, write the Honors Program Coordinator, Rio Salado College, 2323 W. 14th Street, Tempe, AZ 85281-6950, or call 480-517-8284. For more information on Phi Theta Kappa, write the Phi Theta Kappa Advisor at the same address or call 480-517-8284.

Library Services

480-517-8424 or
1-866-670-8420 (outside of Maricopa County)
www.riosalado.edu/library

Online:
• Available 24x7
• Full-text databases of magazines, journals, newspapers, encyclopedias, and images
• Full-text electronic books
• 24x7 live chat and e-mail reference services
• Online tutorials
• Complete access from any web-enabled computer from your home, work, or a Rio Salado College site

In-Person:
Rio Tempe, 2nd Floor, 2323 W. 14th Street, Tempe, AZ 85281
• Check out of books, DVDs, and videos
• Interlibrary loan services
• Reference assistance
• Library materials mailed
• Borrowing privileges from any Maricopa Community College library
• Call for your library card: 480-517-8424 or 1-866-670-8420 (outside of Maricopa County)

International Education

You can make lifelong friends and gain valuable cultural experiences through Rio Salado’s International Education opportunities. We are here to assist you—from the application process to departure. All programs have eligibility requirements, so please contact the Office of International Education for more information.

• Study Abroad—long and short term programs
• Earn transferable college credit while living abroad
• Learn Spanish by immersion

480-517-8416
www.riosalado.edu/international
Your Rio Salado College education just became more affordable—and customized! Thanks to an innovative partnership with Pearson Custom Publishing and Follett Higher Education Group, you can now purchase custom textbooks for Rio Salado courses that contain exactly the material you need for your classes. And here’s another great advantage—students can save up to 52% on their textbooks with the Textbook Savings Program! These customized textbooks are only available through the Bookstore @ Rio Salado.*

Check out these great savings!

<table>
<thead>
<tr>
<th>Textbook/Class Name</th>
<th>Original Price</th>
<th>Rio’s Price</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM110 Interpersonal Communication</td>
<td>$81.75</td>
<td>$41.00</td>
<td>50%</td>
</tr>
<tr>
<td>MAT151 College Algebra / Functions</td>
<td>$135.75</td>
<td>$64.75</td>
<td>52%</td>
</tr>
<tr>
<td>BIO201/202 Human Anatomy &amp; Physiology (Textbook and Lab Manual)</td>
<td>$274.25</td>
<td>$144.75</td>
<td>47%</td>
</tr>
</tbody>
</table>

For updates and to find out what books are available:
480-517-8710
www.riosalado.edu/textbook

*Please refer to the online course listing to find out when customized textbooks are available for your course.
Community Services

Adult Basic Education
Do you know someone who needs to improve their basic education, prepare to take the GED exam, or learn English? We offer a variety of classes at numerous locations throughout Maricopa County and they meet during convenient daytime and evening hours. Classes are self-paced. Instructors work with students to identify their individual learning goals and to develop plans to reach those goals. Books and materials are provided for students to use in the classroom.

- Adult Basic Education (ABE)
- General Educational Development (GED)
- English for Speakers of Other Languages (ESOL)

These programs are brought to you by the Arizona Department of Education, Adult Education Division in partnership with Rio Salado College.

For more information, contact us today! 480-377-4050 or 480-517-8110 www.riosalado.edu/abe

Adult ACE Program
This cohort-based program is modeled after the high school ACE model at the other Maricopa Community Colleges. It is designed to offer similar scholarship opportunities to students in Rio Salado’s Adult Basic Education Program. Along with the cohort model, other significant elements of the program include: full scholarships, assistance with books, support services such as customized advisement and tutoring, family involvement and supplementary workshops in practical matters such as home buying, career exploration, personal finance, and parenting. Contact 480-517-8031 for more information.

Monterrey Tech Computer Program
English fluency is no longer a prerequisite for learning computing thanks to a partnership with Monterrey Tech of Mexico. Rio Salado now offers a program for Spanish-speaking adults who want to gain skills in computer and software use. Courses are offered at various sites around Maricopa County. Contact 480-517-8417 for more information.

Sun Sounds of Arizona Radio Reading Service
The Sun Sounds of Arizona information access service provides audio access to printed information including newspapers, magazines, advertisements, and other textual materials 24/7, for any individual who cannot read due to visual, physical, or learning disabilities. Services can be accessed by radio, online, or on the phone. 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: www.sunsounds.org or call 480-774-8300.

Rio Salado Lifelong Learning Center
The Rio Salado College 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 Learning for Life.

RISE is a locally-based program serving the Northwest Valley. RISE offers individuals 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, call 480-517-8770.

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.

www.kjzz.org or www.kbaq.org

Rio Salado College - Getting Involved in the Communities We Serve!

For more information about these programs/services and others, go to: www.riosalado.edu/communityservices
Registration Information

Find out everything you need to know to enroll at Rio Salado — whether you are a new or returning student, a lifelong learner, a busy professional, a dual-enrollment high school student or an international student. Rio Salado provides you access to all the tools you need to be successful. College representatives are trained to assist you with: general college information, tuition and fee information, registration, prerequisite approval, transcript requests, basic course selections, and much more.

www.riosalado.edu/registration
Registration Information

IN THIS SECTION

• Registration
• Cancellations, Drop/Add, & Withdrawals
• Admission/Registration/Enrollment
• Graduation
• Social Security Number
• Transcript Information
• Change of Student Address or Telephone Number
• Veterans Affairs Office
Registration (AR 2.2.8)

Students must register according to the dates indicated and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure enrollment. Students may not attend a class for which they are not registered.

Registration Checklist:

When you contact Rio, have the following information ready:

1. Student Identification Number. (Note: See page 43 for more information regarding Social Security Numbers.)
2. Course prefix, number, title, and course start date.
3. Credit card number (MasterCard, Visa, American Express, Discover/Novus) and expiration date. Payment can also be made by check, money order or eCashier.
4. Placement test scores for English, reading, or math or proof of prerequisite.
5. A transcript must be submitted for prerequisite courses taken outside MCCCD.

Online using My.maricopa.edu

My.maricopa.edu is an online self-service hub. New and continuing students can register and pay online using this tool. (For payment information, see page 47.) To register for classes, first visit www.riosalado.edu/schedule to select courses and build a worksheet. Print the worksheet and follow these steps:

New Students: Go to www.my.maricopa.edu and:

1. Click "Need a MEID and password to log in?". (MEID will be the student’s username.)
2. Follow Steps 1-6 below.

Continuing Students Who Know Their MEID: Login to www.my.maricopa.edu and:

1. Scroll to Admissions and verify admission to Rio Salado College. If Rio Salado is already listed, skip to step #3.
2. To add Rio Salado College, click MCCCD Admissions and Choose Rio Salado as the college.
4. Select the attendance term.
5. Continue the new enrollment process, completing all required fields.
6. Add a class by entering the course number (Course NMR) from the completed worksheet.

By Phone

Call 480-517-8540 (or out-of-state 1-800-729-1197). You may register by phone during the following hours:

Monday - Thursday 8:00 a.m. - 8:00 p.m.
Friday and Saturday 8:00 a.m. - 5:00 p.m.

In Person

Come to the Rio Tempe office or to the nearest Rio office. At Rio Tempe, you may also pay by cash. (Note: if paying with cash, exact change is required on Saturday.) Student Enrollment Services hours are:

Monday - Thursday 8:00 a.m. - 8:00 p.m.
Friday and Saturday 8:00 a.m. - 5:00 p.m.

By Mail/Fax

1. Complete a Student Information Form.
2. Select your course/s.
3. Mail your completed form and copy of your placement test scores (if registering for English, reading, or math), along with payment to: Rio Salado College, ATTN: Registration; 2323 West 14th Street; Tempe, AZ 85281; or fax completed Student Information Form, with credit card number, expiration date, and security code to 480-517-8199.

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 class schedule.

Drop/Add

During the drop/add period, students may revise their schedules. These changes can be made online at www.my.maricopa.edu, by calling Student Enrollment Services at 480-517-8540 or in person at a Rio Salado site. 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 class schedule. When registering for "flex start" classes, which start every week, registration must be received by the Monday of the start date.

Withdrawals

A student who must withdraw from a class after the drop/add period must inform Student Enrollment Services. 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.
Admission/Registration/Enrollment

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. Admission is determined in accordance with state law (A.R.S. §15-1805.01, 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

A. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

2. Has a high school certificate of equivalency.

3. Is at least 18 years of age and demonstrates evidence of potential success in the community college.

4. Is a transfer student in good standing from another college or university.

B. Admission of Students Under 18 Years of Age

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes any one of the following requirements:

   a. a composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).

   b. a composite score of 930 or more on the Scholastic Aptitude Test (SAT).

   c. a composite score of twenty-two or more on the American College Test (ACT).

   d. a passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).

   e. the completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.

   f. is a graduate of a private or public high school or has a high school certificate of equivalency.

2. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

3. Home schooled students are exempt from this subsection.

4. 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 a specified score on a college entrance examination.

5. The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under Section B status will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

C. Vocational Courses

Students who enroll in Vocational Courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student’s admission is in the best interest of the student.

D. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE), and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Office of Student Enrollment Services.
**E. Admission of F-1 Nonimmigrant Students**

Prospective students should contact the Office of Student Enrollment Services or designated office for the necessary student information form(s). When completed, the form(s) should be returned to the Office of Student Enrollment Services 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 provide proof of secondary school with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Office of Student Enrollment Services or designated office. In addition, it is the applicant’s responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

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) or 61 (on the internet-based test, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The Dean or Director of Student Enrollment Services 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) or 23 (on the internet-based test, known as the iBT);

   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 10 months to be:

- Tuition and fees: $6,800
- Living Expenses: $8,700
- Books: $800
- Health Insurance: $1,000

Total: $17,300

Footnotes:
1. Based on 2007-2008 tuition and fee schedule.
2. Based on estimated living expenses for 2 semesters (10 months).
3. Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
4. Based on 2007-2008 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Insurance Plan.
5. Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

4. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

5. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' International Student Health Insurance Plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information, contact the college Office of Student Enrollment Services or designated international student office.

Footnotes:

A. Student Status

1. Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.
2. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
3. Unclassified - A student who has earned an associate degree or higher.
B. **Student Identification Number**

Disclosure of the social security number is voluntary (A.R.S. §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

C. **Declaration of Previous College Attendance**

Students who have attended other colleges are required to give the names of those colleges when they apply for admission to one of the Maricopa Community Colleges. If this is not done, enrollment in the college may be canceled.

Transfer students who do not meet the minimum grade point averages listed under Scholastic Standards may be admitted on academic probation.

D. **Residency for Tuition Purposes (Appendix S-1)**

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802, 15-1802.01, 15-1803, et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Student Enrollment Services for clarification.

**Implementation**

1. Domicile status must be established before the student registers and pays fees. It is the student’s responsibility to register under the correct domicile status.
2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Student Enrollment Services 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**

**In-State Student Status**

A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

1. The person’s parent’s domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
2. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
3. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person’s family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

C. The domicile of an unemancipated person is that of such person's parent.

D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.

E. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

F. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student 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. An Arizona driver license.
   b. Arizona motor vehicle registration.
   c. Employment history in Arizona.
   d. Arizona voter registration.
   e. Transfer of major banking services to Arizona.
   f. Change of permanent address on all pertinent records.
   g. Other materials of whatever kind or source relevant to domicile or residency status.

3. Filed an Arizona income tax return with the Arizona 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 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.

B. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. § 15-1802 or entitled to classification as a county resident pursuant to A.R.S. § 15-1802.01.

C. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:

A. Foreign Government Official or Adopted Child of a Permanent Resident

E. Treaty Trader
G Principal Resident Representative of Recognized Foreign Member Government to International Staff
K Spouse or Child of Spouse of a U. S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
L Intracompany Transferee, or Spouse or Child
N6 NATO-6
V Spouses and Dependent Children of Lawful Permanent Residents

D. Students who hold visas as listed in Section C above, or who were issued a visa of a type other than those listed in Section C above, and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

In the event an alien student's parent is domiciled in this state and whose parent is allowed to claim him or her as an exemption for state or federal tax purposes (B.1), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in Paragraph C above.

Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

A. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

C. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person’s presence in any other state or country while a member of the Armed Forces of the United States.

Proof of Residency

When a student's residency is questioned, the following proof will be required:

A. In-State Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying residency.

2. Any of the following may be used in determining a student's domicile in Arizona:
   - Arizona income tax return
   - Arizona Voter registration
   - Arizona Motor Vehicle registration
   - Arizona driver’s license
   - Employment history in Arizona
   - Place of graduation from high school
   - Source of financial support
   - Dependency as indicated on federal income tax return
   - Ownership of real property
   - Notarized statement of landlord and/or employer
   - Transfer of major banking services to Arizona
   - Change of permanent address on all pertinent records
   - 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:
   - Notarized statements of landlord and/or employer
   - Source of financial support
   - Place of graduation from high school
   - Ownership of real property
   - Bank accounts
   - Arizona income tax return
   - Dependency as indicated on a Federal income tax return
   - Other relevant information
Concurrent Enrollment in Arizona Public Institutions of Higher Education
(A.R.S. §15-1807) (Appendix S-3)

It is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions.

Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

Other Admission Information (AR 2.2.3)

A. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years’ service in the Armed Forces of the United States. Students admitted or re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7.)

B. Ability to Benefit - Classifications

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS or SPECIAL.

REGULAR status, for the purpose of 2.2.3 B, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

REGULAR WITH PROVISIONAL REQUIREMENTS status, for the purpose of 2.2.3 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

SPECIAL status, for the purpose of 2.2.3 B, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

C. Transcripts

The Maricopa Community Colleges reserve the right to require transcripts for clarification or admission to specific programs, for verification of course requisites, for determination of academic standing and eligibility, and for participation in official athletic events. When an official transcript is required, the transcript must be sent directly to the college Office of Student Enrollment Services. It is the student’s responsibility to ensure that transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

D. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Assessment and Course Placement Process (AR 2.2.7).
**Academic Load (AR 2.3.1)**

The following guidelines are for institutional purposes. Rules regarding academic load for financial aid eligibility, veteran benefits and athletic eligibility may be defined differently.

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 Student Enrollment Services for clarification.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

**Schedule Changes**

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see Appendix S-7 for Withdrawal Procedures).

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**Social Security Number**

Correct Social Security numbers are required for students applying for financial aid or to report information pertaining to potential education tax credits. Contact Student Enrollment Services at 480-517-8540.

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**Graduation**

When completing a program of study, a student must apply for his/her degree or certificate by March 1st in order to participate in the graduation ceremony held in May of the same year. If a student wishes to participate in the ceremony he/she must also indicate this on his/her graduation application(s). Applications for summer and fall graduation are processed on a year-round basis, and degrees are posted to the student’s records upon verification of successful completion. For more information visit: www.riosalado.edu/graduation or call 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 Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

To have a transcript of Rio Salado coursework sent to another college, fax your request to 480-517-8199, or mail it to the Office of Student Enrollment Services. 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 and expiration date with your faxed request.

You can view your transcript or order an official transcript online at: www.riosalado.edu/transcripts.

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 an application packet. Please contact the VAO and request a packet. Once all forms are completed, submit them to the VAO. 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.

www.riosalado.edu/veterans

Change of Student Address or Telephone Number

All students who have a change of address or telephone number should notify the Rio Salado Student Enrollment Services Office immediately so that records can be accurate.

- Call 480-517-8540.
- Students can also change their address online at: www.my.maricopa.edu
Rio Salado is dedicated to providing superior service, while accurately maintaining each student’s financial account. Information regarding tuition, fees, refunds, third party billing, employee tuition waivers – even the payment plan option, eCashiers, is available from the Cashiers Office.

The Financial Aid Office provides you with the resources necessary to successfully apply for and receive financial aid and scholarships. The financial aid process does take time, we encourage you to start right away. Financial aid funds are often limited, so it is important that you apply early – however, Rio Salado continues to award financial aid throughout the academic year.

www.riosalado.edu/cashier
Financial Information

IN THIS SECTION
• Cashiers Services
• Student Financial Assistance
• Financial Aid Office
• Scholarships
• Refund Policy
• Tuition and Fees
• Veterans Services
**Cashiers Services**

Cashiers Services is located at Rio Tempe and may be reached at 480-517-8334 or online at www.riosalado.edu/cashier. 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 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 480-517-8330.

You can now pay for tuition and fees online by going to the Finance Section in Rio Salado’s new Student Center at www.my.maricopa.edu. Once there, you can select to make a payment in full (credit card only) or you can sign up for a payment plan using eCashier (see below for more details).

**Tuition Payment Plan:**

Maricopa Community Colleges offer students an option to pay their tuition and fees in smaller increments over a longer period of time. With a new payment plan called e-Cashier, pre-scheduled payments are automatically drawn from the student’s checking account or credit card until the balance is paid. As many as six payments per semester are available to those who register early.

By providing more payment options, Maricopa Community Colleges hope to help more students overcome the financial obstacles that may otherwise keep them from achieving their goals. To learn more visit www.riosalado.edu/ecashier.

**Student Financial Assistance (AR 2.2.11 & Appendix S-5)**

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 www.fafsa.ed.gov/. Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

**Types of Aid**

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available by calling 480-731-8400 or at www.maricopa.edu/resdev/scholarships/apply.php.

**Distribution of Aid**

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

**Rights and Responsibilities**

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.
**Satisfactory Academic Progress**

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

**Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility**

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet the following minimum standards in order to receive financial aid.

I. Evaluation of Financial Aid Eligibility

A. Standards of Satisfactory Academic Progress (SAP) are applied at least 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 2008-2009 academic year, academic progress will be evaluated on Spring 2008, Fall 2007, and Summer 2007).

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>Min GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*for which grade points are computed.

Note: Grades of F, I, N, W, X, Y, Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

III. Maximum Time Frame Eligibility

A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.

B. All evaluated transfer credits will be included when determining Maximum Time Frame Eligibility.

C. A student with a Bachelor’s degree or higher will be considered to have exhausted Maximum Time Frame Eligibility. An exception to this rule occurs if the student is enrolled in a state-approved teacher certification program.

D. A student may appeal as outlined in 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 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 Office of Student Financial Aid when this condition has been met.

For more information, please contact the Office of Student Financial Aid.

Refunds and Repayments
In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix S-7 for Withdrawal procedures.

Financial Aid Office
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: www.riosalado.edu/financial_aid.

Office hours for the Financial Aid Office:
Monday - Thursday 8:00 a.m. to 8:00 p.m.
Friday and Saturday 8:00 a.m. to 5:00 p.m.

Summer hours are:
Monday - Thursday 8:00 a.m. to 8:00 p.m.
Friday and Saturday 8:00 a.m. to 5:00 p.m.

Contact the Financial Aid Office at 480-517-8310.

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 Enrollment Services, or on the Rio Salado web page at: www.riosalado.edu/financial_aid.

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.

Additional information on privately funded scholarships is available at public libraries, and on the Rio Salado web page at: www.riosalado.edu/financial_aid under scholarships.

Award Amount and Level of Enrollment
Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.
Refund Policy (AR 2.2.10)

A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Official Withdrawal Deadlines for 100% Refund*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 calendar days</td>
<td>Prior to the class start date</td>
</tr>
<tr>
<td>10-19 calendar days</td>
<td>1 calendar day including the class start date</td>
</tr>
<tr>
<td>20-29 calendar days</td>
<td>2 calendar days including the class start date</td>
</tr>
<tr>
<td>30-39 calendar days</td>
<td>3 calendar days including the class start date</td>
</tr>
<tr>
<td>40-49 calendar days</td>
<td>4 calendar days including the class start date</td>
</tr>
<tr>
<td>50-59 calendar days</td>
<td>5 calendar days including the class start date</td>
</tr>
<tr>
<td>60-69 calendar days</td>
<td>6 calendar days including the class start date</td>
</tr>
<tr>
<td>70+ calendar days</td>
<td>7 calendar days including the class start date</td>
</tr>
</tbody>
</table>

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

Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student.

Refunds for students receiving federal financial assistance are subject to federal guidelines.

Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

B. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

C. Canceled Classes

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

D. Other Refunds

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Student Enrollment Services or designated college official:

- A student with a serious illness, verifiable by a doctor’s written statement that the illness prevents the student from attending all classes for the semester. The doctor’s statement must be on file with the college before a refund can be given.

- Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse’s/ partner’s father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.

- 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 partial 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.
Tuition and Fees (AR 2.2.9)

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice.

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802, 15-1802.01, 15-1803 et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

A. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

B. Tuition and Fees Schedule (Appendix S-4)

(Effective July 1, 2008 for Fall, Spring and Summer Sessions)

Current information can be found at www.maricopa.edu/gvppolicy/adminregs/appendices/S-4.htm

The following is a tuition and fees schedule for 2008-2009 and is provided for reference. These tuition and fees are subject to change. Consult the college’s Office of Student Enrollment Services for fees in effect at the time you intend to register.

| Student Status | County Resident - Resident Rate: per credit hour | County Resident - Audit Rate: per credit hour | Out-of-County Resident (7 & more credit hours system-wide): per credit hour | Out-of-State Resident* (including F-1 Non-Immigrants - 7 & more credit hours system-wide): per credit hour | Unclassified Student - Out-of-State, Out-of-County* (less than 7 credit hours system-wide): per credit hour | Out-of-State Students Participating in Western Undergraduate Exchange (WUE) Program* (any number of credit hours): per credit hour | Courses offered out of Arizona, including Distance Learning, to Non-Resident Out-of-State Students** Total tuition per credit hour | 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 Out-of-State Surcharge: $76.00 plus General Tuition: $69.00 plus Fees: $2.00 | Corporate Contract - Out-of-State Non-Resident Total tuition per credit hour | Skill Center Tuition Rates Hourly Tuition | Nursing Asst & Practical Nursing Programs | Credit by Examination & Credit by Evaluation per credit hour - excludes HCIES courses Regular Rate: Contract Testing Rate: $34.50 | 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 ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

** According to ARS §15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an Arizona community college district distance learning course or a classroom based credit course.

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)
Please note: Rio Salado College does not have child care facilities.

GCC
- Drop in $2.25
- For each 15 minutes of late pick-up $2.50
- Registration per semester - Students $6.00

GWCC - Students $2.00
- Staff & Faculty $3.00
- For each minute of late pick-up $1.00
- Registration per semester $10.00

MCC - Students $2.50
- Faculty & Staff $3.00
- Drop in $3.00
- Registration per semester - Students $20.00
- Registration per semester - Staff & Faculty $25.00
- For each 15 minutes of late pick-up $5.00
- For every week payment is late $5.00

PC
- For each 15 minutes of late pick-up $15.00

PVCC
- Registration per semester $3.00
- Supply Fees $15.00
- For each 15 minutes of late pick-up $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
College Level Examination Program (CLEP) (Paradise Valley) $15.00
Course Materials Fee actual cost

Dental Hygiene Skills Enhancement
(Rio Salado): 4 hour block $160.00
8 hour block $320.00
Distance Learning Fees actual cost
Electronic Health Record Student Access Fee actual cost
Emergency Medical Technology (EMT) actual cost, not to exceed $400.00
Excessive Laboratory Breakage actual cost
Field Studies actual cost
Field Trips & Out-of-County/Country Tours actual cost
Fitness Center $20.00

GED
- First Test $50.00
- Test Repeat (per section) $10.00
- Administration Fee $15.00

Graduation Fees
Application/Recording/Issuance Fee
(Degrees/Certificates - 25 or more credits) non refundable - effective March 2006 $0.00
Commencement Fee
(One time fee refundable up to 2 weeks prior to graduation) $25.00

HCIES (Health Care Integrated Education System)
Skills Demonstration Assessment Fee actual cost

HESI-PN (Health Educ System)
Practical Nurse for Advanced Placement actual cost

Library Fines - lost materials (List price) + $5.00

NET - Nursing Entrance Test actual cost

Nursing
- NUR102 Nursing Process Transition $30.00
- NUR103 Nursing Science Transition $40.00
- NUR151 Nursing Theory & Science I $140.00
- NUR158 Nursing Assistant $30.00
- NUR171 Nursing Theory & Science II $140.00
- NUR251 Nursing Theory & Science III $140.00
- NUR271 Nursing Theory & Science IV $100.00

Parking Fines
(All fines are doubled if not paid within 15 working days.)
Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: [http://www.dist.maricopa.edu/gypolicy/adminregs/students/2_10.htm](http://www.dist.maricopa.edu/gypolicy/adminregs/students/2_10.htm)

- 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
- Improper display of parking permit (i.e. not affixed to window) $15.00
- Obstructing a properly parked/moving vehicle $15.00
- Parking in an unauthorized parking area $25.00
- Parking by a college employee or student in a visitor area $15.00
- Parking in a Fire Lane $50.00
- Parking on or blocking a pedestrian path $15.00

FINANCIAL INFORMATION
Tuition and Fees
FINANCIAL INFORMATION

Tuition and Fees

Rio Salado College Specific Fees

The following fees are in addition to applicable tuition and fees. Students may incur expenses beyond the established fees in certain courses. Fees are subject to change.

Astronomy Courses
- AST102 Survey of Astronomy Lab $50.00

Biology Courses
- BIO100 Biology Concepts Lab $25.00
- BIO105 Environmental Biology Lab $25.00
- BIO145 Marine Biology Lab $25.00
- BIO156 Introductory Biology for Allied Health Lab $25.00
- BIO162 Microbiology Concepts for Allied Health $10.00
- BIO201 Human Anatomy and Physiology I Lab $42.00
- BIO202 Human Anatomy and Physiology II Lab $42.00
- BIO205 Microbiology Lab $10.00

Chemistry Courses
- CHM107LL Chemistry and Society Lab $50.00
- CHM130LL Fundamental Chemistry Lab $25.00
- CHM130LL Fundamental Chemistry Lab (online) $50.00
- CHM138LL Chemistry for Allied Health Lab $50.00
- CHM151LL General Chemistry I Lab (hybrid) $25.00
- CHM151LL General Chemistry I Lab (online) $50.00
- CHM152LL General Chemistry II Lab $25.00
- CHM235LL General Organic Chemistry I Lab $100.00

Dental Assisting (Clinical) Courses
- CDA105 Introduction to Clinical Dental Assisting and Dental Office Management $35.00
- CDA110 Infection Control and Hazard Communication $75.00
- CDA115 Dental Anatomy and Pathology $10.00
- CDA120 Dental Practice Emergencies and Patient Management $55.00
- CDA125 Dental Materials $295.00
- CDA240 Dental Radiographic Imaging $130.00
- CDA242 Clinical Dental Assisting I: Basic Skills $185.00
- CDA245 Fundamentals of Basic Clinical Skills $165.00

Dental Hygiene Courses
- all DHE courses $175.00
- Skills Enhancement (4 hrs. block) $160.00
- Skills Enhancement (8 hrs. block) $320.00

Parking outside stall lines $15.00
Parking beyond posted time limit $15.00
Removing a barricade or failure to obey vehicle control device $25.00
Violating disabled parking stall or access $50.00

PED Special Course Charge actual cost

Private Music Lessons
- Music Majors
  - First 1/2 hr per wk/per semester $0.00
  - Each additional 1/2 hr per wk/per semester $102.00
- Non-Music Majors
  - First 1/2 hr per wk/per semester $320.00
  - Each additional 1/2 hr per wk/per semester $320.00

Registration Processing Fee
(Assessed on a per student, per semester, per college basis) Refundable only if the student drops all credit classes at a particular college during the 100% refund period $15.00

Skill Centers Material Fee - See schedule
Specific clothing & headwear issued to students - prorated for course of program less than 21 days. The Skill Centers do not operate bookstores. Instead, a standard Books/Lab/Materials Fee of $250 per section covers all books/lab cost, materials, and job-specific clothing and headwear issued to students. The standard $250 fee is prorated for students enrolled in a course of program less than 21 days long. The average training length of 5-7 months includes many courses in which the first $250 fee covers all books and materials. The additional assessment of the $250 fee for courses with high books and material costs is assessed as students pass into advance sections with new books and materials. It is also prorated when the cost are less than $250. Due to open-entry/open-exit scheduling and the changing costs of textbooks, the individual course totals for books/lab/materials are listed in campus and program-specific materials. $250.00

Student Teaching Lab
Schedule Change/Cancellation $100.00

Transcript Fee $5.00
### Child/Family Studies Courses

<table>
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<tr>
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<th>Course Title</th>
<th>Fee</th>
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<tbody>
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<td>Health in Early Childhood Settings</td>
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<td>CFS125</td>
<td>Safety in Early Childhood Settings</td>
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<td>CFS140</td>
<td>Special Topics: Child and Family Studies</td>
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<td>CFS157</td>
<td>Marriage and Family Life</td>
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<td>CFS159</td>
<td>The Modern Family</td>
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<td>CFS176</td>
<td>Child Development</td>
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<td>CFS178</td>
<td>Survey of Early Childhood Education</td>
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<td>CFS183</td>
<td>Contemporary Issues in Adolescence</td>
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<td>CFS190</td>
<td>Home-Based Visitation</td>
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<td>CFS192</td>
<td>Child Care Center Staff Development</td>
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<td>CFS193</td>
<td>Financial Management in Child Care Centers</td>
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<td>CFS1904AA</td>
<td>Early Childhood Program Management: Staffing and Managing</td>
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<td>Early Childhood Program Management: Human Relations</td>
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<td>Early Childhood Program Management: Organizational Structure</td>
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<td>CFS195</td>
<td>Early Childhood Personnel Supervision</td>
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<td>CFS196</td>
<td>Ethics and the Early Childhood Educator</td>
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<td>CFS205</td>
<td>Human Development</td>
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<td>CFS206</td>
<td>Child and Family Organizations: Management and Administration</td>
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<td>CFS207</td>
<td>Organization and Community Leadership in Child and Family Organizations</td>
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<td>CFS208</td>
<td>Child and Family Organizations: Fiscal Management and Grant Writing</td>
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<td>CFS209</td>
<td>Child and Family Organizations: Project Management</td>
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<td>CFS210</td>
<td>Family Life Education</td>
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<td>CFS220</td>
<td>Introduction to Parenting and Family Development</td>
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<td>CFS225</td>
<td>Foundations of Parent Education</td>
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<td>CFS240</td>
<td>Human Behavior in Context</td>
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<td>CFS247</td>
<td>Family Ties and Aging</td>
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<td>CFS249</td>
<td>Transition to Adulthood</td>
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<td>CFS250</td>
<td>Social Policy and Families</td>
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<td>Transitions: Work to Retire</td>
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<td>CFS252</td>
<td>Contemporary Issues in Aging</td>
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<td>CFS258</td>
<td>Families in Society</td>
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<td>CFS259</td>
<td>Sexuality over the Life Span</td>
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<td>CFS277</td>
<td>Adult-Adolescent Interaction</td>
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<tr>
<td>CFS285AA</td>
<td>Family-School Interaction: Preschool</td>
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### Career and Technical Education

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CTE200</td>
<td>Career and Technical Education: Principles, Philosophy and Student Organizations</td>
<td>$10.00</td>
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<tr>
<td>CTE210</td>
<td>Career and Technical Education: Teaching Methods and Curriculum Development</td>
<td>$10.00</td>
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<tr>
<td>CTE220</td>
<td>Career and Technical Education: Classroom Management and Lab Safety</td>
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<tr>
<td>CTE230</td>
<td>Career and Technical Education: Instructional Technology</td>
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### Early Childhood Education Courses

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<th>Course Code</th>
<th>Course Title</th>
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<td>EED111</td>
<td>Multimedia and the Early Childhood Education Classroom</td>
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<tr>
<td>EED200</td>
<td>Foundations of Early Childhood Education</td>
<td>$10.00</td>
</tr>
<tr>
<td>EED210</td>
<td>Creative and Cognitive Play</td>
<td>$10.00</td>
</tr>
<tr>
<td>EED211</td>
<td>Language Acquisition in the Young Child</td>
<td>$10.00</td>
</tr>
<tr>
<td>EED212</td>
<td>Guidance, Management, and the Environment</td>
<td>$20.00</td>
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<tr>
<td>EED215</td>
<td>Early Learning: Health, Safety, Nutrition and Fitness</td>
<td>$10.00</td>
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<tr>
<td>EED220</td>
<td>Child, Family, Community and Culture</td>
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<tr>
<td>EED222</td>
<td>Introduction to the Exceptional Young Child: Birth to Age Eight</td>
<td>$10.00</td>
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<tr>
<td>EED250</td>
<td>Early Literacy Development</td>
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<tr>
<td>EED255</td>
<td>Portfolio Development and Writing for the Profession</td>
<td>$10.00</td>
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<td>EED260</td>
<td>Early Childhood Infant/Toddler Internship</td>
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<td>EED261</td>
<td>Early Childhood Preschool Internship</td>
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<td>EED262</td>
<td>Early Childhood Internship: Infant/Toddler</td>
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<td>EED263</td>
<td>Early Childhood Internship: Preschool</td>
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<td>EED270</td>
<td>Early Learning Development: Birth to Age Eight</td>
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<td>EED272</td>
<td>Early Childhood Educational Psychology</td>
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<td>EED278</td>
<td>Early Learning: Curriculum and Instruction- Birth/Preschool</td>
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<tr>
<td>EED280</td>
<td>Standards, Observation &amp; Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight</td>
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<td>Course Code</td>
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<td>ECH125</td>
<td>Writing for Early Childhood Professionals</td>
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<td>ECH270</td>
<td>Observing Young Children</td>
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<td>ECH271</td>
<td>Arranging the Environment</td>
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<td>ECH280</td>
<td>Food Experiences with Young Children</td>
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<tr>
<td>ECH282</td>
<td>Discipline/Guidance of Child Groups</td>
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<td>EEP215</td>
<td>Early Childhood Health and Nutrition</td>
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<td>EEP218</td>
<td>Early Learning: Health and Nutrition</td>
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<td>Early Childhood Language and Literacy Development</td>
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<td>EEP255</td>
<td>Portfolio Development</td>
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<td>Early Childhood Elementary Methods: K-3</td>
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<td>Foundations, Guidance, and Management in the Early Childhood Environment</td>
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<td>Introduction to the Exceptional Young Child and Early Learning Development</td>
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<td>EEP284</td>
<td>Early Educational Psychology: Child, Family, Community, and Culture</td>
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<td>EEP285</td>
<td>Curriculum, Instruction, Standards, Observation and Assessment in Early Education</td>
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<td>EEP286</td>
<td>Internship: Early Childhood Infant/Toddler</td>
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<td>EEP287</td>
<td>Internship: Early Childhood Preschool</td>
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<td>EEP288</td>
<td>Student Teaching Lab-Early Childhood</td>
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<td>EEP290</td>
<td>Early Learning Environment: Foundations, Guidance, and Management</td>
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<td>EEP291</td>
<td>Early Learning: Development and the Exceptional Young Child</td>
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<td>EEP292</td>
<td>Early Learning: Family and Community Educational Psychology</td>
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<td>Early Language/Literacy Development: Curriculum, Instruction, Standards, Observation, and Assessment</td>
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<td>EEP296</td>
<td>Early Learning: Student Teaching Lab</td>
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<tr>
<td>EDU207</td>
<td>Teaching Adolescents</td>
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<td>EDU208</td>
<td>Introduction to Structured English Immersion</td>
<td>$8.00</td>
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<tr>
<td>EDU209AA</td>
<td>Teaching Students with Emotional Disabilities</td>
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<tr>
<td>EDU209AB</td>
<td>Teaching Students with Learning Disabilities</td>
<td>$25.00</td>
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<tr>
<td>EDU209AC</td>
<td>Teaching Students with Mild &amp; Moderate Mental Retardation</td>
<td>$25.00</td>
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<tr>
<td>EDU209AD</td>
<td>Teaching Students with Physical &amp; Other Health Impairments</td>
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<tr>
<td>EDU215AA</td>
<td>Methods and Curriculum Development in Secondary Social Studies</td>
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<td>Methods and Curriculum Development in Secondary Mathematics</td>
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<td>Methods and Curriculum Development in Secondary Science</td>
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<td>EDU215AD</td>
<td>Methods and Curriculum Development in Secondary English</td>
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<td>EDU215AE</td>
<td>Methods and Curriculum Development in Secondary Education- Special Topics</td>
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<td>EDU217</td>
<td>Methods for the SEI/ESL Student</td>
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<td>EDU219</td>
<td>Special Education Techniques and Methods</td>
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<td>Introduction to Serving English Language Learners (ELL)</td>
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<td>Introduction to Education</td>
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<td>Emotional Disabilities in the Classroom</td>
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<td>Learning Disabilities in the Classroom</td>
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<td>Mild and Moderate Mental Retardation in the Classroom</td>
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<td>EDU223AD</td>
<td>Physical and Health Impairments in the Classroom</td>
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<td>EDU223AF</td>
<td>Assessment in Special Education</td>
<td>$25.00</td>
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<tr>
<td>EDU225</td>
<td>Foundations for Serving English Language Learners (ELL)</td>
<td>$25.00</td>
</tr>
<tr>
<td>EDU226</td>
<td>Methods in Special Education</td>
<td>$35.00</td>
</tr>
<tr>
<td>EDU227</td>
<td>Social Studies Techniques and Methods</td>
<td>$35.00</td>
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<tr>
<td>EDU229</td>
<td>Science Techniques and Methods</td>
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</tr>
<tr>
<td>EDU231</td>
<td>Mathematics Techniques and Methods</td>
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</tr>
<tr>
<td>EDU251</td>
<td>Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>EDU255AA</td>
<td>Intern Certificate Student Teaching Lab</td>
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</tr>
<tr>
<td>EDU255AB</td>
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<tr>
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<td>Intern Certificate Student Teaching Lab</td>
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<td>EDU257AF</td>
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<tr>
<td>EDU259</td>
<td>Methods for Early Childhood Elementary: K-3</td>
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<tr>
<td>EDU268</td>
<td>Secondary School Dynamic Instruction</td>
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<td>EDU270AA</td>
<td>Elementary Reading and Decoding</td>
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<tr>
<td>EDU270AB</td>
<td>Secondary Reading and Decoding</td>
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<tr>
<td>EDU271</td>
<td>Phonics Based Reading and Decoding</td>
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<tr>
<td>EDU274</td>
<td>Understanding Adolescent Behavior in the Classroom</td>
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<tr>
<td>EDU276</td>
<td>Classroom Management</td>
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<tr>
<td>EDU277AA</td>
<td>Elementary Student Teaching</td>
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<td>Special Education Student Teaching</td>
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<td>EDU284</td>
<td>Dynamic Teaching in the Secondary School</td>
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<td>EDU285AC</td>
<td>Education Perspectives</td>
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<td>Master Teacher Seminar I</td>
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<td>Secondary Mathematics Methods and Curriculum Development</td>
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<td>Secondary Science Methods and Curriculum Development</td>
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<tr>
<td>EDU289AE</td>
<td>Secondary Methods and Curriculum Development in Special Topics</td>
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<td>Science Methods and Curriculum Development</td>
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<td>EDU293</td>
<td>Mathematics Methods and Curriculum Development</td>
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</tr>
<tr>
<td>EDU295</td>
<td>Social Studies Methods and Curriculum Development</td>
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</tr>
</tbody>
</table>

**Education**

- Rio Salado College Teacher Prep Performance Assessment: Actual Cost
- Student Teaching Lab Schedule: Change/Cancellation $100.00
- Change/Cancellation: $100.00

**English as a Second Language**

- ESL010AA English as a Second Language I: Grammar $10.00
- ESL013 Vocabulary for ESL I $10.00
- ESL014 Idiomatic English for ESL I $10.00
- ESL020 English as a Second Language II: Grammar $10.00
- ESL054AA American Culture: History $10.00

**Family and Consumer Science**

- FCS250 Portfolio Development and Professional Writing $25.00
- FCS260 Family and Consumer Science Internship $75.00

**Geology Courses**

- GLG103 Introduction to Geology I - Physical Lab $25.00
- GLG104 Intro to Geology II - Historical Lab $25.00
- GLG110 Geologic Disasters and the Environment $25.00
- GLG111 Geologic Disasters and the Environment Lab (at home online format) $25.00

**Geography Courses**

- GPH113 Introduction to Physical Geography Lab $20.00
Financi al Information

Tuition and Fees

Law Enforcement Technology Courses
- LET155 General Instructor Certification $10.00
- LET201 Physical Fitness Instructor Certification $37.00
- LET226 Arrest and Defense Tactics Instructor Training $30.00
- LET229 High Risk Situations/Instructor Training $75.00
- LET250 DUI Detection $20.00

Nursing Courses
- NUR102 Nursing Process Transition $30.00
- NUR103 Nursing Science Transition $40.00
- NUR111 Nursing Process and Critical Thinking I $70.00
- NUR117 Pharmacology and Medication Administration I $40.00
- NUR119 Nursing Science I $30.00
- NUR121 Nursing Process and Critical Thinking II $70.00
- NUR127 Pharmacology and Medication Administration II $40.00
- NUR129 Nursing Science II $30.00
- NUR151 Nursing Theory and Science I $140.00
- NUR157 Nurse Assisting Lab $25.00
- NUR158 Nurse Assisting $30.00
- NUR167 Pharmacology and Medication Administration I $25.00
- NUR169 Nursing Science I $25.00
- NUR171 Nursing Theory and Science II $140.00
- NUR181 Nursing Process/Critical Thinking I $35.00
- NUR187 Pharmacology and Medication Administration II $25.00
- NUR189 Nursing Science II $25.00
- NUR231 Nursing Process and Critical Thinking III $70.00
- NUR237 Pharmacology and Medication Administration III $40.00
- NUR239 Nursing Science III $30.00
- NUR241 Nursing Process and Critical Thinking IV $70.00
- NUR249 Nursing Science IV $30.00
- NUR251 Nursing Theory and Science III $140.00
- NUR271 Nursing Theory and Science IV $100.00
- NCE214OP Orientation to Nursing Program $25.00

Physics Courses
- PHY111 General Physics I Lab $25.00
- PHY111 General Physics I Lab (online) $50.00

Foreign Language Courses
- SPA201 Intermediate Spanish I $12.00
- SPA202 Intermediate Spanish II $12.00

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.

C. 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.

D. 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. Employees, Dependents and Mandated Groups

   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.

3. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

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

   All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa Community Colleges tuition waiver manual.
Veterans Services (AR 2.9)

The Maricopa Community Colleges’ Veterans Services Offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans’ Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved program. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran’s educational benefits. Students applying for veteran’s educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran’s benefits available:
- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

Academic Progress Policy for Students Receiving Veteran's Educational Benefits

<table>
<thead>
<tr>
<th>Credit Hours for Which Grade Points are Computed</th>
<th>Maricopa Community College</th>
<th>Minimum Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>A, B, C, D, F, and Y</td>
<td>1.60</td>
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<tr>
<td>16-30</td>
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<td>1.75</td>
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<tr>
<td>31-45</td>
<td></td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td></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.
Online Learning

Rio Salado is a recognized national role model in the delivery of online courses and programs leading to certificates and degrees. You will have access to over 450 courses through RioLearn, a state-of-the-art course management system custom-designed by Rio Salado in partnership with Microsoft Corporation and Dell Computers. Furthermore, you will have extensive support through the college’s vast online resources to complete your assignments and achieve your educational goals whenever and wherever you have access to a computer.

www.riosalado.edu/online
Online Learning

IN THIS SECTION
• The College Within Everyone's Reach: Online Learning
• Other Distance Learning Formats
• Look What's Online
• You Have the Whole College Supporting You!
• Education Programs
• ESL Online
• Dental Assisting (Clinical) Program
• Nursing
• Test Prep for Professional Certifications
• Instructional Computing
• Languages
• Military
For Rio Salado College, caring about the environment represents a lifestyle change that blends into daily routines. The college has adopted several measures to “think green” and beyond. It is in this forward-thinking nature that we have become committed to the principles of sustainability. That is, we try to meet the needs of the present generation while taking care of the future.

We take a broad view of sustainability, including socio-cultural, environmental and economic dynamics to make sustainability bearable, equitable and viable. In plain English, we aren’t blindly “going green.” We’re carefully weighing the benefits and costs in the big picture and taking an approach that makes sense.

Thinking green is the first step, but Rio Salado is going beyond that and taking action! Rio’s online students do their part, saving countless amounts of paper and reducing pollution caused by commuting. Now Rio Salado’s administration, faculty and staff are working together to implement small changes that make a big difference to the environment.

www.riosalado.edu/sustainability
The College Within Everyone’s Reach: Online Learning

What if you had the option of converting your home, office or favorite place into a college? Look no further – we made it possible by placing Rio Salado College online for your convenience. Since most classes start every week, you can get started when you are ready.

my.maricopa.edu

The online Student Center, located at my.maricopa.edu, is your self-service hub. By using the Student Center you can access all of the following online: registration, transcripts, grades, financial aid, payments, update personal information and add, drop or withdraw from a class.

Discover the Rio Advantage!

Rio Salado is one of the premier distance learning colleges in the nation. Through eLearning, choice, access, flexibility, and affordability combine with innovative technology to create a complete college experience you can access 24/7 – anytime and anyplace. We call these components the Rio Advantage. Some of these include:

RioLearn

RioLearn is simply the best online learning delivery system anywhere. Through your personal RioLearn portal you have access to:

- your online course materials
- your instructors
- your course syllabus
- your grades
- ESF II (Electronic Student File and Retention System)
- an extensive library
- and the entire college’s student support services

You can take more than 450 different, high quality college courses using RioLearn. This innovative, reliable, and cutting-edge online course management, support and delivery system was developed specifically for Rio Salado through a three-way partnership with The Microsoft Corporation and Dell Computers.

RioLearn is a totally integrated system with all online support seamlessly incorporated for a completely user-friendly experience. Students, faculty and Rio Salado staff members each have separate portals that enable them to access the system for their specific purposes. After choosing your study time, you can submit assignments, receive instructor guidance, and even access your grades through RioLearn.

Once you have registered for a class, you can access RioLearn through: elearning.riosalado.edu

Multiple Start Dates

Most online courses start every week, so you can get started when it is most convenient for you. With Rio Salado College’s 50 start date schedule, you have the opportunity to enroll in and begin a course at multiple times throughout the year. In most cases, you have 14-weeks to complete the course. You may accelerate and complete the course in less time with instructor approval.

A course syllabus helps you identify the specific dates for submitting assignments and taking exams. In-person testing may be required for the midterm and final exams. For non-local students, the college will work with a proctor for the in-person testing components.

Mini Syllabus

Rio Salado College lets you preview courses before registering! From Rio’s Homepage, you can enter a course number, click on the mini syllabus icon and find the following information about online courses: length of course, grading procedure, course description and prerequisites, assignments and exams, required course materials, course competencies. For more information please visit www.riosalado.edu/schedule.

Anytime, Anyplace Education

With the power of the Internet, you can learn when it’s most convenient for you. Most of Rio Salado’s students are working adults with families. With a variety of learning formats, Rio Salado is sure to have a format that meets your needs.

And More!

To learn about more Rio Advantages, visit the Rio Advantage website at: www.riosalado.edu/advantages
Variety of Certificates and Degrees
Rio Salado’s fully-accredited and highly-marketable online certificate and degree programs include the areas of business, education, healthcare, law enforcement and more. We also have programs designed for military service members and their families. Courses are taught by expert faculty with high academic standards and valuable work experience promoting a better learning environment.

Over 450 Unique Online Courses
Rio Salado serves 25,000 online students each year through over 450 unique online courses. In addition to career pathways, Rio offers a number of transfer partnerships to colleges and universities.

Discover Rio’s Online Enhancements!
Online students using RioLearn have access to the following enhancements:

RioLounge
RioLounge is a new online community for students. Communicate with fellow students and faculty and post items for sale in the marketplace. Rio Salado staff and faculty will be posting important news and events on RioLounge.
www.riosalado.edu/riolounge

Ask Rio?
Ask Rio gives you immediate answers to questions you pose in our home page textbox for 24/7 assistance. Located in the upper right corner of every Rio homepage, you’re always a mouse click away from the answers you need. Ask Rio is also conveniently located within RioLearn.

RioCast
RioCast allows you to listen to educational events and course content by utilizing podcasting technology. You may download and listen to individual programs on your PC or mp3 device (such as iPod) or subscribe to RioCast (free!) and automatically download new programs as they are posted, then listen to quality education programs on your mp3 device throughout the day, while you drive, work or exercise. Course-related RioCast content will be available through your class on RioLearn, and educational events are available at:
www.riosalado.edu/riocast

Chat@Rio
Chat@Rio adds another layer of access and flexibility to Rio Salado College’s online support team. Through Chat@Rio, you will be able to interact with Academic Advisors, Registration Technicians, Instructional Helpdesk support, Financial Aid Technicians, and Counseling all live, online, and in the comfort and convenience of your favorite place. You can chat with a Rio representative online at:
www.riosalado.edu/chat

Electronic Student File System (ESF)
Rio Salado advisors use a dynamic web-based database called the Electronic Student File (ESF) system to create individualized check sheets, contact notes, and program plans for students. ESF helps you keep track of your academic progress, check the status of your transcript, and contact your assigned advisor. It is secure and available online 24/7 with a valid username and password.
www.riosalado.edu/esf

Student Software Purchase Program
The Rio Salado College has subscribed to the Microsoft Student Select program to make Microsoft products available at a reduced cost to currently enrolled Rio Salado College students. See the URL below for information and purchase options.
www.riosalado.edu/studentpurchase

TechCheck
To find out if your computer meets the current online requirements through our fully automated tech check, please visit:
www.riosalado.edu/techcheck

Grades
You can access final grade information at www.my.maricopa.edu. Please be sure to verify that you are able to view your final grade in my.maricopa.edu prior to requesting an official transcript. Call 480-517-8540 with questions.
www.riosalado.edu/grades
Here Is How It Works…

Most Classes Start Every Week

Enroll for your online classes well in advance so you have your books/materials and are ready to begin assignments on your course start 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 classes:

1. You will receive a welcome message online as well as a registration confirmation email from Rio Salado College explaining several important getting started steps.

2. Purchase the required textbooks through the Rio Salado College Bookstore. Textbook information can be found in your course syllabus or in the course mini syllabus online. To purchase your books in person, visit the bookstore at 2323 W. 14th Street in Tempe, Arizona, or by phone, call 480-517-8710 or 1-800-584-8775. To purchase your books online, go to: www.riosalado.edu/bookstore

3. You may print your course materials from the web or at a local Kinko’s print shop. For more information, call 480-517-8243. If you live outside the Phoenix metropolitan area, please call 480-917-9600 for assistance. Once you have your textbooks and materials, you may begin your coursework as outlined in your course materials.

4. If you are enrolled in courses requiring media materials (tapes or CD’s), these will be checked out and mailed to you automatically from the Rio Library once all tuition and fees have been paid. These materials need to be returned to the library when you complete your course.

5. You may contact your instructors by e-mail through your RioLearn portal.

6. Submit required assignments online. Due dates for assignments are noted on the course syllabus. Your instructor will grade assignments and provide feedback on your progress.

7. Take your exams at an approved testing site. Refer to your course syllabus for details of required exams. If you reside outside the Phoenix metropolitan area, inquire about proctored exams at 480-517-8560. For testing site locations, go to: www.riosalado.edu/testing

Other Distance Learning Formats

Hybrid Learning

Some Rio Salado classes are offered in a hybrid learning format. Hybrid classes combine in-person class meetings with independent online course work. Students still have the convenience and flexibility of an online course, but with the added support of a regular class meeting. Contact Rio Salado at 480-517-8540 for details.

Mixed Media and Print-Based Learning

In mixed media courses, you participate in classes that combine delivery technologies that include conference calling, audio and videocassettes, CD’s and DVD’s, print materials and/or laboratory kits. In print-based courses, you utilize textbooks, study guides, course packets and supplemental readings in your classes.

Mixed media and print-based students may leave messages for their instructors using Voice Messaging, 24 hours a day. Required assignments will be submitted via mail or fax. Due dates for assignments are noted on the course syllabus. Your instructor will grade assignments and provide feedback on your progress.

You may print your course materials from the web or at a local Kinko’s print shop. For more information, call 480-517-8243. If you live outside the Phoenix metropolitan area, call 480-917-9600 for assistance. Once you have your textbooks and materials, you may begin your coursework as outlined in your course materials.

If you are enrolled in a course requiring media materials (DVD’s or CD’s), these will be checked out and mailed to you automatically from the Rio Library once all tuition and fees have been paid. These materials need to be returned to the library when you complete your course.
Look What’s Online

You can take convenient online General Education courses plus certificates and degrees in Business, Education, Healthcare and more! You can progress at your own pace - anytime, anyplace; and you can accelerate your courses with instructor approval to as little as six weeks.

General Education @ Rio Salado

The General Education core for an associate degree provides students with opportunities to explore broad areas of commonly-held knowledge and fulfills lower-division general education requirements for transfer to most universities.

The general education experience at Rio Salado College, and in the Maricopa Community College system, is comprised of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Mathematics/Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Problem-Solving and Critical Thinking
- Information Literacy
- Cultural Diversity
- Foreign Languages

www.riosalado.edu/gened

Business Programs @ Rio Salado

Get prepared for a real world career in a business-related field. You can start when, where, and how you want via the Internet. You’ll be logging on to one of the leading fully-accredited providers in distance learning with a reputation for excellence.

- Computer Technology
- Organizational Leadership
- Public Administration
- Quality Customer Service
- Retail Management

www.riosalado.edu/business

Education Programs @ Rio Salado

Be at the forefront of education by making a difference in children’s lives. Enter the world of education through our Online Teacher Education Programs and share your passion for learning. Rio Salado College: Where your teaching career begins and continues!

- Associate Degree
- Baccalaureate Degree Partnerships
  - “3 + 1” Elementary, Secondary, Special and Early Childhood Education.
  - Teacher Education “Bridge” Program
- Post-Baccalaureate Teacher Prep Programs
- Master’s Degree Partnership
- Endorsements

www.riosalado.edu/teachers

Healthcare Programs @ Rio Salado

Do you enjoy helping others? Are you looking for a well-paying and highly sought after career in one of the fastest growing fields in the United States? Consider starting a new and exciting career in healthcare through Rio Salado College - where college comes to you anytime and anyplace! We will provide you with the skills, professional experience, and contacts you need to begin your career the day you graduate.

- Chemical Dependency Program
- Chemical Dependency Professional Continuing Education
- Clinical Dental Assisting
- Dental Hygiene (not available online)
- Health Care Core (HCC)
- Nursing

Whether you are looking for a new career or that well deserved promotion, Rio Salado College is just a mouse click away!

www.riosalado.edu/healthcare

Dream. Click! Become.

Some of the national awards presented to Rio Salado College:

- Top 10 Digitally Savvy College / Center for Digital Education and the American Association of Community Colleges
- National Award of Excellence for Online Learning by the Sloan-C Consortium
- Most Innovative Use of Technology / National Council of Marketing and Public Relations
- Exemplary Initiatives, Workforce Development Category / National Council of Instructional Administrators, for Rio’s Online Clinical Dental Assisting Program and Online Post Baccalaureate Teacher Education Program
- Award of Excellence for Best Institutional Program in the Western United States / District VII, Council for the Advancement and Support of Education
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 **480-517-8580** or e-mail an advisor.

E-mail: academic.advisement@mail.riosalado.edu

You can also check out our online services such as Chat at Rio at:

www.riosalado.edu/advisement

**Bookstore:**
Order your books online, by telephone or purchase your materials in-person. Call **480-517-8710** or **1-800-584-8775** or visit the web site at:

www.riosalado.edu/bookstore

**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 **480-517-8785** or visit:

www.riosalado.edu/career

**Electronic Virtual Library:**
The library provides reference assistance online, 24x7, via real-time live chat. Request your copy of our virtual library orientation and instruction CD. Call **480-517-8424** or **1-866-670-8420** (outside of Maricopa County) or visit:

www.riosalado.edu/library

**Financial Aid:**
Grants, student loans, and scholarships are available to assist eligible students with college expenses. Call **480-517-8310** or visit:

www.riosalado.edu/financial_aid

**Instructional Helpdesk:**
Assistance is available to answer questions about your course, help you contact your instructor, provide Successful Start information, and to help you work through instructional issues that may arise during your “Online Experience.”

Phone: **480-517-8380** or **1-866-511-8380** (outside of Maricopa County)

E-mail: instruction.helpdesk@mail.riosalado.edu

www.riosalado.edu/helpdesks

You Have the Whole College Supporting You!

**Technology Helpdesk:**
Assistance is available to help you work through any technological barriers that may come up during your “Online Experience.” Phone: **480-517-8600** or **1-800-729-1197** (outside of Maricopa County) 24/7.

E-mail: Technology.helpdesk@mail.riosalado.edu

You can also do a live chat with our ‘Helpdesk Connect’ feature (go to the webpage listed below for more information).

www.riosalado.edu/helpdesks

**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.

**Tutoring:**
Our tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. We offer tutoring services in the following formats: online, via e-mail, by phone and/or in-person.

For more information, call **480-517-8247** or **1-800-729-1197** (outside Maricopa County) or visit us online.

www.riosalado.edu/tutoring
Online Post - Baccalaureate Teacher Preparation Programs

**Student Goal:** to become a certified Elementary (K-8), Secondary (7-12), Cross-Categorical Special Education (K-12) or Early Childhood teacher (Birth - Grade 3).

The Rio Salado College Online Post-Baccalaureate Teacher Preparation Program was created to address state and national needs regarding the shortage of qualified teachers. The program is approved by the Arizona Department of Education (ADE) and leads to elementary, secondary, or special education (to include specialization in Learning Disabilities, Emotional Disabilities, Mental Retardation, and Health and Orthopedic Impairments) teacher education certification. The program capitalizes on e-learning by offering courses in an Internet format. The online courses are supplemented with “Master Teacher” seminars, extensive site based school practicums, as well as a full-time nine week student teaching experience. 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 Level III, the full-time nine (9) week student teaching lab.

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 certificate.

**Program Description:** These specialized programs are 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.

For information on any of Rio Salado's Education programs, contact Student Enrollment Services at:

- Phone: **480-517-8540**
- E-mail: academic.advisement@mail.riosalado.edu
- Visit: [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers)

**Note:** Students should plan on attending a program orientation session and consult with a Student Enrollment Services Academic Advisor regarding course and program requirements. For specific information, visit:

[www.riosalado.edu/teachers](http://www.riosalado.edu/teachers)

**Elementary Education** 45 credits

**Required Courses, Level I**

*(Fingerprint clearance card required prior to taking courses that require a field experience.)*

Students must earn a grade of “B” or better in all Level I EDU courses and a GPA of 3.0 or better to be considered for Level II formal admission.

- EDU285AA  Education Program Seminar
- EDU287AA  Master Teacher Seminar I
- EDU222  Introduction to the Exceptional Learner
- EDU220  Introduction to Serving English Language Learners (ELL)
- EDU270  Learning and the Brain
- EDU270AA  Elementary Reading and Decoding
- EDU271  Phonics Based Reading and Decoding
- EDU272  Educational Psychology
- EDU276  Classroom Management

**Required Courses, Level II**

*(Successful completion of all Level I courses, fingerprint clearance card, and formal program admission required.)*

Students must earn a grade of “B” or better in all Level II EDU courses and a GPA of 3.0 or better and successfully pass the subject knowledge portion(s) 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 Provisional Certificate.

- EDU285AC  Education Perspectives
- EDU287AC  Master Teacher Seminar III
- EDU251  Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
- EDU290  Science Methods and Curriculum Development
- EDU293  Math Methods and Curriculum Development
- EDU295  Social Science Methods and Curriculum Development
Required Course, Level III
(Successful completion of all Level II courses, fingerprint clearance card and the Subject Knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Provisional Certificate.)
EDU288AA Student Teaching Lab - Elementary

Note: During or 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 except if you are certified in history, government, citizenship, social studies, law or civics; then they must be taken within one year).

Secondary Education
33 credits + passing score on AEPA subject knowledge exam + 24 credits in Teaching Content Area, if needed.

Required Courses, Level I
(Fingerprint clearance card required prior to taking courses that require a field experience.)
Students must earn a grade of “B” or better in all Level I EDU courses and a GPA of 3.0 or better, in order to be considered for Level II formal admission.
EDU285AA Education Program Seminar
EDU287AA Master Teacher Seminar I
EDU220 Introduction to Serving English Language Learners (ELL)
EDU270 Learning and the Brain
EDU272 Educational Psychology
EDU276 Classroom Management

Required Courses, Level II
(Successful completion of all Level I courses, fingerprint clearance card, and formal program admission required.)
Students must earn a grade of “B” or better in all Level II EDU courses and a GPA of 3.0 or better and successfully pass the subject knowledge portion(s) 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 administered by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Provisional Certificate.
EDU285AC Education Perspectives
EDU287AC Education Seminar III
EDU251 Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
EDU274 Understanding Adolescent Behavior in the Classroom
EDU284 Dynamic Teaching in Secondary Schools
EDU289 Secondary Methods & Curriculum Development AND one of the following methods course modules:
EDU289AA Secondary Social Studies Methods & Curriculum Development*
OR
EDU289AB Secondary Mathematics Methods & Curriculum Development*
OR
EDU289AC Secondary Science Methods & Curriculum Development*
OR
EDU289AD Secondary English Methods & Curriculum Development*
OR
EDU289AE Secondary Methods & Curriculum Development in Special Topics* (for students planning on teaching subjects such as: music, art, computers, etc.)

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

Required Course, Level III
(Successful completion of all Level II courses, fingerprint clearance card, and the Subject Knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Provisional Certificate.)
EDU288AB Student Teaching Lab - Secondary

Note: During or 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 except if you are certified in history, government, citizenship, social studies, law or civics, then they must be taken within one year).
Special Education

Required Courses, Level I

(Fingerprint clearance card required prior to taking courses that require a field experience."

Students must earn a grade of “B” or better in all Level I EDU courses and a GPA of 3.0 or better, in order to be considered for Level II formal admission.

EDU285AA Education Program Seminar
EDU287AA Master Teacher Seminar I
EDU220 Introduction to Serving English Language Learners (ELL)
EDU222 Introduction to the Exceptional Learner
EDU271 Phonics Based Reading and Decoding
EDU272 Educational Psychology
EDU276 Classroom Management

Required Courses, Level II

(Successful completion of all Level I courses, fingerprint clearance card, and formal program admission required.)

Students must earn a grade of “B” or better in all Level II EDU courses.

EDU285AC Education Perspectives
EDU287AC Master Teacher Seminar III
EDU223AA Emotional Disabilities in the Classroom
EDU223AB Learning Disabilities in the Classroom
EDU223AC Mild and Moderate Mental Retardation in the Classroom
EDU233AD Physical and Other Health Impairments in the Classroom
EDU223AF Assessment in Special Education
EDU226 Methods in Special Education
EDU293 Mathematics Methods and Curriculum Development

Required Course, Level III

(Successful completion of all Level II courses, fingerprint clearance card, and the Subject Knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) required. Arizona teachers must pass the Professional Knowledge portion of this exam to obtain a Provisional Certificate.)

EDU288AC Student Teaching Lab - Special Education*

Note: Following completion of Level III, the student must take and pass the Elementary Professional Knowledge and the Cross-Categorical Special Education portions of the Arizona Educator Proficiency Assessment (AEPA). The AEPA is a standardized exam administered by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass these exams to obtain a Provisional Certificate (these tests may be taken prior to student teaching, but are not required.)

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 except if you are certified in history, government, citizenship, social studies, law or civics; then they must be taken within one year).

* Student Teaching in specialization required
*AEP A required in specialization

Early Childhood

A new online program in Early Childhood Teacher Preparation is being developed. It will be available in the very near future. Please check the Rio Salado Teacher Education website for more information regarding this program and its availability.

www.riosalado.edu/teachers

Professional Development Institute

Through its new Professional Development Institute (PDI), Rio Salado College continues to offer many internet courses that are accepted by the Arizona Department of Education and lead to approved endorsements.

In addition, Rio Salado College now provides high quality professional development presentations, seminars and workshops to schools and districts that can be offered on-site or in an internet format.

The Institute can meet schools’ and districts’ specific and unique needs through cost effective professional development contracts. The PDI works with schools and districts in areas such as academic content, classroom management, ELL, teaching and learning methodologies/strategies, etc. and delivers them in a format that the school/district determines best meets the needs of the intended audience. CEUs can also be awarded if requested.

The PDI is prepared to respond to the professional development needs of teachers in a relatively short period of time. For additional information, contact the Professional Development Institute at 480-517-8122.
Online Learning

Education Programs

Teacher-In-Residence Post Baccalaureate Program

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

Rio Salado College (RSC) offers a specialized teacher preparation program that utilizes the Arizona Department of Education’s (ADE) Intern Certificate. This **school district initiated** two year program requires that a student possess a baccalaureate degree from a regionally accredited institution and an ADE Intern Teaching Certificate that is valid for two years from the start of the program. Since this is a **school district initiated** program, the district (not the student) is required to contact RSC to request program participation. District participation requires verification that the district has hired the prospective student to teach full time; that the district agrees to partner with Rio Salado College for the entire duration of the two year program; and that a Teacher in Residence Program Plan, signed by the school district, the student, and Rio Salado College, has been reviewed and approved. All required documentation must be on file at RSC before student formal admission to the program can be awarded. Please note that this program is intended to help school districts meet the highly qualified portion of the No Child Left Behind requirements.

For additional information, please visit [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers) or call 480-517-8126.

Note: Students interested in this program must first pass the subject knowledge portion of the AEPA in the content for which they are being hired.

Teacher Assessment Proficiency (TAP)

**Student Goal:** To become an elementary, secondary, special education, or early childhood teacher utilizing prescribed course work and a teaching competency assessment.

**Pathway Description:** Individuals interested in becoming an elementary, secondary, special education or early childhood teacher and have two years of full-time teaching experience (or equivalent) within the last seven years, and have completed an alternative/Military Teacher education program recognized by the Rio Salado College EDU Selection and Evaluation Committee, can qualify to participate in the new Teacher Assessment Proficiency (TAP).

**Benefits:**
- Offers individuals with teaching experience the opportunity to demonstrate their competency.
- Assesses against National and State Teaching Standards using validated Performance Based Methodologies and Evaluators.
- Results in meeting Student Teaching Requirements.

For additional information visit [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers) or call 480-517-8845.

Online Masters Degree Partnerships

Rio Salado College (RSC) has established educational partnerships with Northcentral University and Plymouth State University. These educational partners are regionally accredited institutions of higher learning.

Through these special partnerships, 18 credit hours of the RSC State Approved Post Baccalaureate Teacher Preparation Program will be applied toward the Northcentral University 36 credit hour Master’s Degree Programs and 18 credit hours toward Plymouth State University’s 33 credit hour Master’s Degree Programs.

For more information on these Master’s in Education degree partnerships, contact the following:

**Northcentral University**
Prescott, Arizona
Pam Sallee- Academic Advisor
General Admission @ 1-866-776-0331
[http://rsctep.ncu.edu/](http://rsctep.ncu.edu/)

**Plymouth State University**
Plymouth, New Hampshire
James J. McGarry, Ph.D. - Partnership Director
jamesm@plymouth.edu
NH Phone: 603-535-2365 NH Fax: 603-535-2572

Career and Technical Education (CTE)

Professional Knowledge Course work in Career and Technical Education to help CTE teachers meet requirements for Arizona CTE teacher certification and recertification is now available with additional course work scheduled for development. For additional information, please visit [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers) or call 480-517-8122.
Online Baccalaureate Degree Partnerships: Elementary, Secondary, Special Education, and Early Childhood (Birth - Kindergarten) with Northcentral University

**Student Goal:** to obtain a Bachelor's degree and become a Certified Elementary, Secondary, Special Education, or Early Childhood Teacher.

Rio Salado has established an educational partnership with Northcentral University located in Prescott, AZ. This partnership was developed to provide enhanced flexibility toward becoming a certified teacher.

This collaborative agreement provides a flexible and non-traditional means of earning credits necessary for Arizona Elementary, Secondary, Special Education or Early Childhood Teacher Certification and a Bachelor's degree as a requirement for the certification process. The specific components of this partnership can be found at: [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers), or phone: **480-517-8540**, or e-mail: academic.advisement@mail.riosalado.edu

**Required ATP Courses**

Students must earn a grade of “C” or better in all General Education courses.

**General Education** 35 credits

First Year Composition (6 credits)
ENG101 or ENG107 and ENG102 or ENG108

Literacy and Critical Inquiry (6 credits)
ENG213 or COM207 or COM225 or COM230

Mathematical Studies & Computer Studies (9 credits)
MAT142 or MAT150 or MAT151 or MAT152 and any approved college math or college algebra or pre-calculus course or any higher level mathematics courses for which college algebra is a prerequisite and CIS105 or BPC110 or equivalent. **Note:** Students are encouraged to meet with an advisor to determine appropriate courses.

Social/Behavioral Requirements (6 Credits)
HIS103 or any United States approved general survey history course and HIS104 or GCU121 or GCU122 or ECN211 or ECN212 or POS110.

Natural Science (8 credits)
BIO100 or BIO105 or GPH111 or any Natural Science courses with labs. **Note:** Students are encouraged to meet with an advisor to determine appropriate courses.

Humanities and Fine Arts (9 credits)
6 credits in any Humanities and Fine Arts course, except courses with the ENH prefix. 3 credits of any ENH course. **Note:** Students are encouraged to meet with an advisor to determine appropriate courses.

Historical or Global (3 credits)
HIS103 satisfies the Global and/or Historical awareness areas.

Cultural Awareness (3 credits)
Shared with EDU230.

Associate in Transfer Partnership Degree: K-12 Classroom Instructional Support

**Student Goal:** to become an Instructional Associate/Paraprofessional in K-12.

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 and North Central University.

**Program Description:** This degree focuses on preparing adults to work effectively with children in a K-12 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 continue taking courses towards a Bachelor's degree through the Rio Salado baccalaureate partnership with Charter Oak State College or North Central University.

**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/teachers](http://www.riosalado.edu/teachers)
Education Foundation Courses 31 credits

Students must earn a grade of “C” or better in all Level I EDU courses and an overall GPA of 2.5 or better. Students are encouraged to complete the majority of their general education courses prior to enrolling in teacher education courses. **Note: Students with intentions to continue taking EDU courses (Level II) through the Rio Salado/Charter Oak State College Partnership to become a certified teacher must have received a “B” or better in all Level I EDU courses to gain entry into the program.**

EDU285AA  Education Program Seminar
EDU287AA  Master Teacher Seminar I
EDU204  Fine Arts in Educational Settings
EDU222  Introduction to the Exceptional Learner
EDU220  Introduction to Serving English Language Learners (ELL)
EDU230  Cultural Diversity in Education
EDU234  Role and Function of the Paraprofessional
EDU270  Learning and the Brain
EDU270AA  Elementary Reading and Decoding
EDU271  Phonics Based Reading and Decoding
EDU272  Educational Psychology
EDU276  Classroom Management

### Associate in Transfer Partnership Degree: Early Childhood Teacher Education

**Student Goal:** to become an Early Childhood Education Certified Teacher (Birth to Kindergarten).

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 the new state requirement that by July 1, 2009, the Early Childhood Education Teacher Certification will be required of all individuals teaching in public school early childhood programs serving birth through kindergarten. Many of the general education requirements for this degree are currently available at RSC via e-learning in an Internet format. Other specific early childhood education courses required for this new degree will become available via e-learning at a later date and may also be available at identified Rio Salado sites. **All courses contained in this ATP will apply directly toward a Bachelor’s degree at Northern Arizona University, focusing on Early Childhood Education.**

For additional information contact:
**Rio Salado College Student Enrollment Services**
Phone: 480-517-8580
E-mail: academic.advisement@mail.riosalado.edu
Visit: www.riosalado.edu/teachers

**Program Description:** This degree focuses on preparing adults to work effectively with children from birth to Kindergarten. It includes both general education and early childhood teacher education course work. After completing this degree, the student will continue taking courses towards a Bachelor's degree through the Rio Salado baccalaureate degree partnership with Northern Arizona University.*

**Required ATP Courses**

Students must earn a grade of “C” or better in all General Education courses except ENG101 or ENG107 and ENG102 which must be completed with a 3.0 and MAT156 and MAT157 which must be completed with a 2.5 GPA.

*Note #1: Teachers in private, federally-funded or other non-public school programs are not required to obtain an Early Childhood Education Teacher Certificate or Endorsement unless their program or classroom contracts to provide services for one of the public school programs noted below that require a teacher certified in Early Childhood Education.

- Early Childhood Block Grant
- Family Literacy
- Title I
- Community Education Programs
- Head Start only if the LEA is the Delegate Agency (has administrative and fiscal authority)
- Half-day or Full-day Kindergarten.

**Note #2:** Teachers are not required to obtain the Early Childhood Education Certificate or Endorsement if teaching in the following types of programs in public schools:

- Career and Technical Education (CTE) Early Childhood Training Programs (parent tuition-funded only).
- Head Start only if LEA is not the Delegate Agency and classroom space only is rented from LEA or provided in-kind.
- Child care programs provided for LEA employees.
- Before or after-school programs.

To link to the Arizona Certification Requirement sheets, go to: [http://www.ade.az.gov/certification/requirements/default.asp](http://www.ade.az.gov/certification/requirements/default.asp)
**Rio Salado College/NCU Bachelor of Education (BEd) Partnership Program**

**Student Goal:** To become a certified Elementary, Secondary, Special Education or Early Childhood teacher.

**Program Description:** The BEd partnership program requires the successful completion of 90 credit hours at Rio Salado College that includes general education subjects and credits in teacher preparation courses and related course work. The content areas currently available in Secondary Education are Business, English, Math, Science, and Social Science. The 90 credits from RSC are accepted as a ‘block transfer.’ This includes all Level I courses and following program acceptance, all Level II courses. Upon successful completion of all Level I and Level II course work with a grade of “B” or better and a GPA of 3.0 or better, and with successfully passing the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the program, the student qualifies for student teaching. The AEPA is the state teacher exam that Arizona teachers must pass to obtain a Provisional Certificate. It is the RSC foundation course work that prepares the student for the Arizona teacher certification examinations.

Application to the Northcentral University Bachelor of Education (BEd) degree program can be initiated with successful completion of Level II course work. NCU will accept a maximum of 90 lower and upper division semester credits in transfer toward the Bachelor’s degree course work completed at RSC with a grade of “C” or better. The final 30 credit hours of upper division course work required to complete the 120 credit BEd degree must be coordinated through Northcentral University. The 10 upper division education courses taken at NCU and the award of the Bachelor’s degree* allows the student to apply for the teaching certification after they have successfully passed the Arizona State Teacher Examinations.

*(A Bachelor’s degree is required for the student to be awarded a teaching certificate in Arizona.)

For more information, visit [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers) or call 480-517-8580, or e-mail academic.advisement@mail.riosalado.edu.

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**“Bridge” to the Baccalaureate Program Partnership**

**Northcentral University**

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

**Program Description:** Students who have completed two years (or more) of transferable college credits and are seeking a Bachelor’s Degree to fulfill personal goals and secure the academic credential (Bachelor’s Degree) required to obtain certification as a certified teacher in Elementary, Secondary, Special Education or Early Childhood may be able to include some or all Rio Salado Level I teacher certification courses into their baccalaureate degree plan of study. Students are jointly advised by Rio Salado College and Northcentral University. Upon completion of a NCU baccalaureate degree, the student is eligible to submit an application for formal acceptance into Rio Salado College’s Arizona Department of Education (ADE) approved Post-Baccalaureate Teacher Certification Program. Following program acceptance, students can enroll in Level II education methods courses that are required for Arizona teacher certification.

For additional information regarding this unique partnership program, contact:

**Rio Salado College Student Enrollment Services**

Phone: 480-517-8580

E-mail: academic.advisement@mail.riosalado.edu

Visit: [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers)

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**Human Development and LifeSpan Education**

**Student Goal:** To become a paraprofessional within the human services field and/or transfer to a partner university for completion of a Bachelor’s degree in an associated field.

**Program Description:** Human Development and LifeSpan Education provides skills and knowledge to enrich individual life across the life span. It includes a solid understanding and knowledge of how to teach and/or develop curriculum for adult learners; knowledge of family dynamics; adult aging; fatherhood issues; parenting; early intervention for infants/toddlers; and early brain development and brain trauma. This program is now available. For the requirements of the degree and certificates, go to pages 96-98.

For questions or more information, visit [www.riosalado.edu/teachers](http://www.riosalado.edu/teachers) or call 480-517-8122.
**Professional Development Institute**

Rio Salado College, renowned for innovations in teaching and learning, is offering unique education professional development coursework to classroom teachers through its new Professional Development Institute.

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:

**K-12**
- Computer Science
- English-as-a-Second Language (ESL)
- Math Specialist
- Middle School
- Reading Specialist
- Structured English Immersion (SEI)

**Birth - Kindergarten**
- Early Childhood Education Teacher*

*Note: The Arizona Department of Education strongly encourages teachers currently certified in Elementary Education or Special Education who will need this new endorsement by July 1, 2009 to obtain the Early Childhood Endorsement as soon as possible. Link to the certification requirement sheets at [http://www.ade.az.gov/certification/requirements/default.asp](http://www.ade.az.gov/certification/requirements/default.asp).

Most school districts also accept these courses for salary increases. These classes begin every week 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, Secondary and Cross-Categorical certification requirements.

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**ESL Online**

_Do you want to improve your English skills?_  
_Do you know someone who does?_

ESL@Rio Salado College is for you if you want to improve your English communication, reading, vocabulary, and writing skills.

**Enjoy the Flexibility of:**
- **Online Classes**
  
  Rio Salado College created ESL Online for busy individual who want to learn or improve their English skills but cannot make it to a traditional campus. ESL Online gives students the flexibility to improve their reading, writing, listening, and speaking skills in a way that best meets their needs and daily schedules. Students no longer have to drive miles away to improve their English. Students can access course content 24-hours-a-day, anywhere in the world where the Internet is available.

- **In-person Classes**
  
  ESL Online offers in-person classes as well. Students meet with an instructor in a traditional classroom one night a week and in a computer lab the second night a week. The class in the computer lab is optional for students; however, the instructor will be available to assist students.

**The Rio Advantage**
- Take basic, intermediate or advanced level classes.
- Choose a 3 credit course (14 or 15 weeks) or a 1 credit course (5 or 7 weeks).
- Earn college credit.
- Choose from in-person courses supported by lab instruction or a completely online class.
- Access to free computer labs in Tempe, Surprise, Paradise Valley, and Mesa.
- Receive helpdesk support all day or whenever you need it.
- Pay affordable tuition with payment plans and financial aid.
- Complete lab coursework during class, at home, or at a Rio Salado computer lab.

**Benefits**
- Students receive college credit.
- Students gain both language and computer skills.
- Students receive personalized attention from highly-qualified instructors.
- Students interact with engaging technology that caters to their learning style: audio, visual, and kinesthetic.
- Students can access their classes anytime or any place the Internet is available.

For more information:
- 480-517-8249  
- [www.riosalado.edu/eslonline](http://www.riosalado.edu/eslonline)
Dental Assisting (Clinical) 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 chairside 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 apply to this program.

This affordable program will provide you with the skills, professional experience, and contacts you need to begin your career the day you graduate! Best of all, the entire program takes nine-twelve 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 required short in-person 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 internship will be with a participating dental office in your area. 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).

Please refer to www.riosalado.edu/dental_assisting for the latest program information.
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.

Rio Salado’s Online Nursing Program

Rio Salado College offers 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 online courses. Clinical laboratory courses will meet the same requirements as those offered at other Maricopa Community College District Nursing Programs and will be conducted at partnering clinical settings.

Courses available online at Rio Salado:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCR230</td>
<td>Culture and Health</td>
<td>3</td>
</tr>
<tr>
<td>HCR240</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR187</td>
<td>Pharmacology and Medication Administration II</td>
<td>1.5</td>
</tr>
<tr>
<td>NCE232</td>
<td>Health Assessment of the School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>NCE234</td>
<td>Fundamentals of School Nursing Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Registered Nurse Degree:

Rio Salado College offers an Associate in Applied Science (AAS) in Nursing degree. A complete program description, list of courses and program admission requirements is available on pages 102-105. Currently, every course is offered through Rio Salado College. Student enrollment advisors are available to assist you with transcript evaluation and course enrollment.

Upon completion of the program, successful students will be eligible to sit for the NCLEX-RN exam. The estimated cost to complete the in-state program is $5000. The cost to complete the out-of-state program is estimated at $9000. Costs include tuition, 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.

To get started, call 480-517-8580 or 1-800-729-1197, or For program information visit: www.riosalado.edu/nursing
For Academic Advisement visit: www.riosalado/advisement

Test Prep for Professional Certifications

Rio Salado College offers test preparation courses for individuals wanting to advance their careers with a professional certification. After taking these courses, students are better prepared to take exams given by the entities offering certification.

Certified Bookkeeper

This national certification for working bookkeepers, established by the American Institute of Professional Bookkeepers (AIPB), is for professionals who would like to advance their career. Distinguish yourself to potential employers and become a Certified Bookkeeper!

Certified Pharmacy Technician

You could start earning between $35,000-$45,000 per year as a Certified Pharmacy Technician in the rapidly growing pharmaceutical industry. Rio Salado College can provide you with the training you need to get your license to work as a pharmacy technician or technician trainee.

Certified Apartment Manager (CAM) or National Apartment Leasing Professional (NALP)

If you work in the apartment management or leasing industry, or would like to, you can complete coursework through Rio Salado College that can lead to a nationally-recognized designation from the National Apartment Association Education Institute (NAAEI). Set yourself apart from the competition and prepare to become a Certified Apartment Manager (CAM) or a National Apartment Leasing Professional (NALP).

Visit www.riosalado.edu/certifications or call 480-517-8540.
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 from their 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 Salado @ East Valley
1455 South Stapley Dr., Suite 15
Mesa, AZ 85204
480-517-8055

Rio Salado @ PV Mall
4550 East Cactus Rd.
Mezzanine Level
Phoenix, AZ 85032
480-517-8765

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

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

Computing Resources
- Valley-wide accessibility
- Computer Help Desk for student questions
- Over 75 personal computers available throughout the Valley
- Internet Access

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 schedule that works best for you.

Online Learning
You can take Spanish, French, German, Arabic, Mandarin Chinese, and Japanese courses via the internet. Your instructor is just a click away, and our nationally recognized Tutoring Services are available in-person, online and on the phone. Rio's online language courses emphasize reading, writing, grammar, listening and speaking skills, and are ideal for the student working on a degree. There are no in-person exam requirements, and classes start every Monday!

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.

Technology Requirements
Instead of traditional textbooks, students registered in online Spanish, French, German, Arabic, Mandarin Chinese, and Japanese courses will purchase voice recognition software for use on their own computers.

Please note that the technology required for these courses is not compatible with Macintosh computers.
Military

Servicemembers Opportunity College (SOC)

We are here to support the military students by offering a wide range of online courses, student services, and advanced technology for the men and women in our Armed Forces. We want to help you reach your educational goals. We are a military-friendly institution, serving servicemembers worldwide. With a service center on Luke Air Force Base and more than 450 online courses and numerous career paths to choose from, it is no wonder thousands of military personnel have selected Rio Salado College as their education provider.

Rio Salado is a participating institution in the GoArmyEd program and is also a Servicemembers Opportunity College (SOC). In addition, Rio Salado partners with all service branches and the Department of Defense “Troops to Teachers” program.

What is GoArmyEd?

GoArmyEd is the virtual gateway for soldiers on active duty to request Tuition Assistance (TA) online, anytime for classroom, distance learning, and eArmyU online college courses.

GoArmyEd is a dynamic online portal that automates many of the paper-based processes you historically conducted with your Army Education Counselor.

GoArmyEd is your one-stop location for managing your college education and using TA benefits. GoArmyEd gives you access to many regionally accredited colleges and universities and over 1,000 available degree plans.

GoArmyEd is also the new way to access eArmyU and its 28 partner colleges and universities and 145 degree and certificate programs. Soldiers can still enjoy the benefits of eArmyU by enrolling in eArmyU classes through GoArmyEd.

Rio Salado’s Certificate of Completion and Associate of Applied Science in Military Leadership offer active guard, reserve, veteran, or retired military personnel leadership training that will develop and enhance their skills and professional opportunities. In addition, Rio Salado offers a number of certificate and degree programs to GoArmyEd students.

Why do military students trust Rio Salado College?

• Transferability: receive credit for your military training.
• Quality: our online courses are powered by RioLearn, the most advanced integrated course delivery and management system, developed in partnership with Microsoft and Dell.
• Convenience: take your classes when and where you want.
• Customer Service: students are our highest priority at Rio Salado.
• Experience: over 25 years providing adults with flexible educational opportunities designed for convenience.
• Affordable: pay less and get more with Rio Salado’s online format with 100% online support services.
• Support: 24/7 instructional and technology helpdesks.
• Value: Rio Salado offers the courses military personnel need, including medical prerequisites and foreign language courses.

Make your New Mission a College Education.

www.riosalado.edu/military
480-517-8590 or toll-free 1-800-517-8590
Rio Salado has always developed certificate and degree programs to meet the needs of the communities we serve. Almost every certificate program is the foundation of a corresponding associate degree. In most cases, the additional required and elective courses are a combination of general education courses, such as English, Math, Humanities, and other subject specific courses. You will find a variety of programs to explore and compare to determine which one is best for you. All courses that are a part of a certificate and/or degree program are worth college credit.

www.riosalado.edu/programs
Certificates and Degrees

In This Section

Chemical Dependency
Certificate of Completion in:
- Chemical Dependency - Level I
- Chemical Dependency - Level II
- Professional Addictions Counseling
Associate in Applied Science in Chemical Dependency

Computer Technology
Certificate of Completion in:
- Computer Usage and Applications
- Advanced Computer Usage and Applications
- Networking
- Programming
- Web Design
Associate in Applied Science in Computer Technology

The Maricopa Community Colleges Health Care Integrated Educational System (HCIES)

Dental Assisting (Clinical)
Certificate of Completion in Clinical Dental Assisting
Associate in Applied Science in Clinical Dental Assisting

Dental Hygiene
Associate in Applied Science in Dental Hygiene

Education
Certificate of Completion in:
- Adolescent Development
- Adult Development and Aging
- Child and Family Organization Management and Administration
- Parent Education
Academic Certificate in Early Childhood Education
Associate in Applied Science in:
- Early Childhood Administration and Management
- Early Childhood Education
- Family Life Education

eLearning Design Specialist
Certificate of Completion in eLearning Design Specialist

Language and Literary Culture of the USA
Academic Certificate in Language and Literary Culture of the USA

Law Enforcement Technology
Certificate of Completion in Law Enforcement Technology
Associate in Applied Science in Law Enforcement Technology

Nursing
Certificate of Completion in Practical Nursing
Associate in Applied Science in Nursing

Organizational Management
Certificate of Completion in:
- Organizational Leadership
- Quality Process Leadership
Associate in Applied Science in Organizational Management

Public Administration
Certificate of Completion in Public Administration
Associate in Applied Science in Public Administration

Quality Customer Service
Certificate of Completion in Quality Customer Service
Associate in Applied Science in Quality Customer Service

Retail Management
Certificate of Completion in Retail Management
Associate in Applied Science in Retail Management

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.riosalado.edu/programs/ or to speak to an academic advisor, call 480-517-8540.
## CERTIFICATES & DEGREES

### Chemical Dependency

**Certificate of Completion in Chemical Dependency Level I**

The Certificate of Completion (CCL) in Chemical Dependency Program will prepare individuals with the skills necessary to become a chemical dependency professional, as well as provide continuing education to current chemical dependency professionals. Courses in the Certificate of Completion in Chemical Dependency Level I focus on theories and techniques, ethics, communication skills, interviewing and documentation, and recovery and relapse.

**Required Courses:**

- BHS205* Therapeutic Intervention Models 3
- CHD100 Foundations of Chemical Dependency 3
- CHD102 Communication Skills in Chemical Dependency 3
- CHD110 Pharmacology of Substances of Abuse and Dependency 3
- CHD120 Professional Ethics in Counseling the Chemically Dependent 1
- CHD145 AIDS and Chemical Dependency 1
- CHD150 Principles of Self-Help Groups 2
- CHD161 Beginning Clinical Documentation Skills 3
- CHD165 Theory and Techniques in the Treatment of the Chemically Dependent 2

**Restricted Electives:**

- CHD130 Legal Aspects of Chemical Dependency 1
- CHD215 Adult Children of Alcoholics 1
- CHD280* Chemical Dependency Practicum 6
- CHD284 Current CD Issues Seminar 0.5
- CHD285 Chemical Dependency Seminar 1
  
  *(Note: May be repeated for a total of four (4) credit hours. Various topics offered)*
- CHD285xx Any CHD Chemical Dependency Seminar course 1
- PSY2xx* Any 200 Level PSY Course 3
- SOC2xx* Any 200 Level SOC Course 3
- SWU2xx* Any 200 Level SWU Course 3

**Certificate of Completion in Chemical Dependency Level II**

The Certificate of Completion in Chemical Dependency Program will prepare individuals with the skills necessary to become a chemical dependency professional, as well as provide continuing education to current chemical dependency professionals. Courses in the Certificate of Completion in Chemical Dependency Level II focus on advanced theories and techniques, family dynamics, and diverse populations.

**Program Prerequisites:**

Students must have a Bachelors, Masters, or Doctoral degree in behavioral health or a related field.

**Required Courses:**

- CHD110 Pharmacology of Substances of Abuse and Dependency 3
- CHD150 Principles of Self-Help Groups 2
- CHD220 Family Dynamics and Chemical Dependency 3
- CHD226 Counseling Multicultural and Diverse Populations 3
- CHD236 Recovery and Relapse of the Chemically Dependent 3
- CHD275* Advanced Theory and Techniques in the Treatment of the Chemically Dependent 3
- CHD285xx Any 1-credit Chemical Dependency Seminar course** 2
  
  **(Note: Students must complete two 1-credit seminar courses for a total of 2 credits.**
- CHD294 Advanced Foundations: Review for Chemical Dependency Counselor Licensing and/or Certification Exams 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.

**Program Prerequisites:**

Students must have a Bachelors, Masters, or Doctoral degree in behavioral health or a related field.

**Required Courses:**

- CHD110 Pharmacology of Substances of Abuse and Dependency 3
- CHD150 Principles of Self-Help Groups 2
- CHD220 Family Dynamics and Chemical Dependency 3
- CHD236 Recovery and Relapse of the Chemically Dependent 2
- CHD285xx Any 1-credit Chemical Dependency Seminar course** 2
  
  **(Note: Students must complete two 1-credit seminar courses for a total of 2 credits.**
- CHD294 Advanced Foundations: Review for Chemical Dependency Counselor Licensing and/or Certification Exams 3

For a current listing of Chemical Dependency Programs, visit: www.riosalado.edu/ci/programs/current/cd.shtml

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

Chemical Dependency

**Associate in Applied Science in Chemical Dependency**

The Associate in Applied Science (AAS) in Chemical Dependency Program will prepare individuals with the skills necessary to become a chemical dependency professional, as well as provide continuing education to current chemical dependency professionals. Courses in the program focus on theories and techniques, ethics, communication skills, interviewing and documentation, and recovery and relapse. Courses also focus on advanced theories and techniques, family dynamics and relationships, and multicultural and diverse populations. The program includes a Certificate of Completion in Chemical Dependency Level I, a Certificate of Completion in Chemical Dependency Level II, and an Associate in Applied Science in Chemical Dependency. In addition, a Certificate of Completion in Professional Addictions Counseling is also available.

**Required Courses:**

- Certificate of Completion in Chemical Dependency II 39

**General Education Requirements:**

**General Education Core:**

**First-Year Composition**

ENG101*  First-Year Composition (3)

ENG102*  First-Year Composition (3)

**Oral Communication**

Any approved general education course in the Oral Communication area.

**Mathematics**

MAT102*  Mathematical Concepts/Applications (3)

Equivalent as indicated by assessment

**Critical Reading**

CRE101*  Critical and Evaluative Reading I (3)

Equivalent as indicated by assessment

**General Education Distribution:**

**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**

PSY101  Introduction to Psychology (3)

OR

PSY270*  Personal and Social Adjustment (3)

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

- Certificate of Completion in Chemical Dependency Level I (21 credits)
- Certificate of Completion in Chemical Dependency Level II (39 credits)
- Certificate of Completion in 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**

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

The Associate in Applied Science (AAS) in 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 Certificate of Completion (CCL) in Computer Usage and Applications 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC135DK*</td>
<td>Word: Level I</td>
<td>2</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS114DE</td>
<td>Excel: Level I</td>
<td>3</td>
</tr>
<tr>
<td>CIS117DM</td>
<td>Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS118AB</td>
<td>PowerPoint: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS121AE</td>
<td>Windows Operating System: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS133AA</td>
<td>Internet/Web Development Level I-A (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td>CIS133BA*</td>
<td>Internet/Web Development Level I-B (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>AND</strong></td>
<td></td>
</tr>
<tr>
<td>CIS133CA*</td>
<td>Internet/Web Development Level I-C (1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>CIS133DA</td>
<td>Internet/Web Development Level I (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Indicates course has a Prerequisite and/or Corequisite.
**Certificate of Completion in Advanced Computer Usage and Applications**

The Certificate of Completion (CCL) in Advanced Computer Usage and Applications is designed to provide the skills necessary for office professionals in the use, application, and technological developments of computers. Courses focus on training the student in advanced features of software applications commonly used in the workplace including word processing, electronic worksheets, database management, presentation graphics, web development, and business communication skills.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC235DK*</td>
<td>Word: Level II</td>
<td>2</td>
</tr>
<tr>
<td>CIS118BB*</td>
<td>PowerPoint: Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS122AE*</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS124AA</td>
<td>Project Management Software: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS124BA*</td>
<td>Project Management Software: Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS214DE*</td>
<td>Advanced Excel Spreadsheet: Level II</td>
<td>3</td>
</tr>
<tr>
<td>CIS217AM*</td>
<td>Advanced Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS233DA*</td>
<td>Internet/Web Development Level II</td>
<td>3</td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Certificate of Completion in Networking**

The Certificate of Completion (CCL) in Networking is designed to provide the basic skills necessary for students planning to specialize in the networking field. Courses focus on training the student in Local Area Networks (LANs), computer setup and maintenance, and advanced operating systems.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC125</td>
<td>Microcomputer Set Up and Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>BPC170*</td>
<td>Computer Maintenance I: A+ Essentials Prep</td>
<td>3</td>
</tr>
<tr>
<td>BPC225*</td>
<td>Computer Configuration and Enhancement</td>
<td>1</td>
</tr>
<tr>
<td>BPC278*</td>
<td>Software Installation - MS Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS122AE*</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS190*</td>
<td>Introduction to Local Area Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS225*</td>
<td>Business Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS240*</td>
<td>Local Area Network Planning and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.
## Associate in Applied Science in Computer Technology

### Required Courses: 16-34

- Certificate of Completion in Computer Usage and Applications 16
- Certificate of Completion in Advanced Computer Usage and Applications 34
- Certificate of Completion in Networking 34
- Certificate of Completion in Programming 34
- Certificate of Completion in Web Design 34

### Restricted Electives: 5-23

Choose 5-23 credits from the following:

- BPCxxx Any BPC Business-Personal Computers course 0.5-4
- CCTxxx Any CCT Corporate Computer Technology course 1-4
- CISxxx Any CIS Computer Information Systems course 1-4
- OASxxx Any OAS Office Automation Systems course 0.5-4

### General Education Requirements: 25

**First-Year Composition:**

- ENG101* First-Year Composition (3)
- ENG102* First-Year Composition (3)

**Oral Communication:**

- COM100 Introduction to Human Communication (3)

### Mathematics

- MAT102* Mathematical Concepts/Applications (3)
- Satisfactory completion of a higher level mathematics course (3)

### Critical Reading

- CRE101* Critical and Evaluation Reading I (3)
- CRE111* Critical Reading for Business and Industry (3)
- 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 Sciences 3
- Any approved general education course in the Social and Behavioral Sciences area.

### Certificates(s) or Degree(s) Awarded:

- Certificate of Completion in:
  - Advanced Computer Usage and Applications (34 credits)
  - Computer Usage and Applications (16 credits)
  - Networking (34 credits)
  - Programming (34 credits)
  - Web Design (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 2.0**
The Maricopa Community Colleges Health Care Integrated Educational System (HCIES)

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

For further information, http://healthcare.maricopa.edu is a comprehensive information source.

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.

Use of Confidential Information

Students enrolled in program pathways of the HCIES will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

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 health care program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

Requirement of Background Check

Students enrolled in most of the HCIES pathways will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Arizona State law and healthcare agency policies require evidence of clear background checks prior to entering such learning experiences. Students seeking admission to some health programs will be required to provide a current Fingerprint Clearance Card at the time of application to or enrollment in clinical courses, according to program guidelines. The Fingerprint Clearance Card must remain in effect for the duration of time of program enrollment. It is advised that students carry proof of the clearance at all times during any agency learning experience.

Note: Even though the Fingerprint Clearance Card is valid for 6 years, certain State licensing boards may require a new background check or clearance card upon request for State licensure or certification.

Waiver of Licensure/Certificate Guarantee

Many of the HCIES programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a HCIES program does not guarantee the receipt of a license or certificate to practice in the field of study.
## Level I - Common Competencies  2.0 Credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130AA</td>
<td>Health Care Today</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behaviors in Health Care</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations</td>
<td>0.5</td>
</tr>
</tbody>
</table>

## 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting</td>
<td>0.5</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1.0</td>
</tr>
<tr>
<td>HCC145AB</td>
<td>Medical Terminology for Health Care Workers II</td>
<td>1.0</td>
</tr>
<tr>
<td>HCC145AC</td>
<td>Medical Terminology for Health Care Workers III</td>
<td>1.0</td>
</tr>
</tbody>
</table>

## 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.

## Level III - Shared and Program Competencies*

Credits Vary

Shared Competencies are shared by several Health Care Pathways. Program Competencies are specific to individual Health Care Pathways. These are required for certain Health Occupations Program Pathways. Refer to specific Pathway requirements or check with an advisor.

*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 II Health Care Pathways **

- Clinical Research Coordinating (GWCC)
- Community Health Advocate for Diabetes (MCC)
- Dental Assisting (PC, RSC)
- Dental Office Management (PC)
- Diagnostic Medical Ultrasound (GWCC)
- Direct Care Practice (MCC)
- Health Information Technology (PC)
- Health Services Management (GWCC)
- Health Unit Coordinating (GWCC)
- Histology Technician (PC)
- Hospital Central Service (GWCC)
- Laboratory Sciences (PC)
- Medical Assisting (MSC, PC, SWSC/EMCC)
- Medical Billing (PC)
- Medical Coding: Physician or Hospital Based (PC)
- Medical Transcription (GWCC, SWSC/EMCC)
- Nuclear Medicine Technology (GWCC)
- Nurse Assisting (GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
- Patient Care Technician (PC)
- Perioperative Nursing (GWCC)
- Phlebotomy (PC)
- Surgical Technician First Assistant (GWCC)
- Surgical Technology (GWCC)
- Teaching Healing Meditation and Stress Management (PVCC)
- Therapeutic Massage (CGCC, PC)

## Examples of Level III Health Care Pathways **

- Dental Hygiene (MCC, PC, RSC)
- Dental Office Management (PC)
- Diagnostic Medical Ultrasound (GWCC)
- Direct Care Practice (MCC)
- Health Information Technology (PC)
- Health Services Management (GWCC)
- Histology Technician (PC)
- Laboratory Sciences (PC)
- Medical Assisting (MSC, PC, SWSC/EMCC)
- Medical Radiography (GWCC)
- Nuclear Medicine Technology (GWCC)
- Nursing (CGCC, EMC, GCC, GWCC, MCC, PC, PVCC, RSC, SCC)
- Physical Therapist Assisting (GWCC)
- Practical Nursing (GCC, GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
- Respiratory Care (GWCC)
- Surgical Technology (GWCC)
- Therapeutic Massage (CGCC, PC)

** subject to change
Dental Assisting (Clinical)

Certificate of Completion in Clinical Dental Assisting

The Certificate of Completion (CCL) in Clinical Dental Assisting enables students to practice advanced expanded functions 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 clinical experience completed in partnership with a practicing dentist who is a member of the state Dental Association.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Avenue, Chicago, IL 60611-2678; 312-440-4653). Graduates of the program are eligible to take the Dental Assisting National Board (216 E. Ontario Street, Chicago, IL 60611) Certification Exams for the designation CDA—Certified Dental Assistant, and the Arizona State Certification in Radiation Health and Safety Exam, and the Arizona Coronal Polishing Certificate (AZCP).

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

Formal application and acceptance into the Clinical Dental Assisting Program.

Applicants who are accepted and enroll in the Clinical Dental Assisting program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

Required Courses: 30.5-31

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CDA105*</td>
<td>Introduction to Clinical Dental Assisting and Dental Office Management</td>
<td>1</td>
</tr>
<tr>
<td>CDA110*</td>
<td>Infection Control and Hazard Communication</td>
<td>2</td>
</tr>
<tr>
<td>CDA115*</td>
<td>Dental Anatomy and Pathology</td>
<td>3</td>
</tr>
<tr>
<td>CDA120*</td>
<td>Dental Practice Emergencies and Patient Management</td>
<td>1</td>
</tr>
<tr>
<td>CDA125*</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>CDA240*</td>
<td>Dental Radiographic Imaging</td>
<td>3</td>
</tr>
<tr>
<td>CDA242*</td>
<td>Clinical Dental Assisting I: Basic Skills</td>
<td>3</td>
</tr>
<tr>
<td>CDA245*</td>
<td>Fundamentals of Basic Clinical Skills</td>
<td>1</td>
</tr>
<tr>
<td>CDA252*</td>
<td>Clinical Dental Assisting II: Advanced Skills</td>
<td>3</td>
</tr>
<tr>
<td>CDA285*</td>
<td>Clinical Dental Assisting Seminar</td>
<td>1</td>
</tr>
<tr>
<td>CDA292*</td>
<td>Dental Specialties</td>
<td>2</td>
</tr>
<tr>
<td>ENG101*</td>
<td>First Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>HCC109</td>
<td>CPR for Health Care Provider (0.5)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of Current CPR Certification</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care Organizations</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Associate in Applied Science in Clinical Dental Assisting

The Associate in Applied Science (AAS) in Clinical Dental Assisting enables students to practice advanced expanded functions 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 clinical experience completed in partnership with a practicing dentist who is a member of the state Dental Association. In addition to the AAS in Clinical Dental Assisting, a Certificate of Completion in Clinical Dental Assisting is also available.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Avenue, Chicago, IL 60611-2678; 312-440-4653). Graduates of the program are eligible to take the Dental Assisting National Board (216 E. Ontario Street, Chicago, IL 60611) Certification Exams for the designation CDA—Certified Dental Assistant, and the Arizona State Certification in Radiation Health and Safety Exam, and the Arizona Coronal Polishing Certificate (AZCP).

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

Formal application and acceptance into the Basic Clinical Dental Assisting Program.

Applicants who are accepted and enroll in the Clinical Dental Assisting program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

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

Dental Assisting

**Required Courses:** 30.5-31
Certificate of Completion in Clinical Dental Assisting 30.5-31

**Restricted Electives:** 4-4.5
BPCxxx Any BPC Business-Personal Computer course
CISxxx Any CIS Computer Information Services course
HCCxxx Any HCC Health Core Curriculum course

**General Education Requirements:** 25

**General Education Core:** 12

**First-Year Composition** 3
Met by ENG101 or ENG107 in the Required Courses area AND
ENG102* First-Year Composition (3)
OR
ENG108* First-Year Composition for ESL (3)
OR
ENG111* Technical English (3)

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

**Critical Reading** 3
CRE101* Critical and Evaluation Reading I (3)
OR
Equivalent as indicated by assessment

**Mathematics** 3
MAT102* Mathematical Concepts/Applications (3)
OR
Equivalent course
OR
Satisfactory completion of a higher level mathematics course

**General Education Distribution:** 13

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

**Natural Sciences** 4
BIO201* Human Anatomy and Physiology I (4)

**Social and Behavioral Sciences** 6
PSY101 Introduction to Psychology (3)
AND
SOC101 Introduction to Sociology (3)

**Certificate(s) or Degree(s) Awarded:**
Certificate of Completion in:
Clinical Dental Assisting (30.5-31 credits)
Associate in Applied Science in:
Clinical Dental Assisting (60 credits)

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

**Minimum GPA 2.00**

The Rio Salado College Clinical Dental Assisting Program is accredited by the Commission on Dental Accreditation of the American Dental Association (ADA). Graduates of the Rio Salado Clinical Dental Assisting Program are eligible to take written and clinical exams necessary to become a Certified Dental Assistant as well as sit for all state required examinations.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave, Chicago, IL 60611-2678 (312) 440-4653) grants accreditation to the Rio Salado College Program.

Please refer to [http://www.riosalado.edu/dental_assisting/](http://www.riosalado.edu/dental_assisting/) for the latest program information.

* Indicates course has a Prerequisite and/or Corequisite.
Dental Hygiene

The Associate in Applied Science (AAS) degree in Dental Hygiene prepares 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 employed in private dental offices, hospitals, schools, and clinics within their community.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL. 60611-2678 (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado, and Mesa programs. The Commission is a specialized accrediting body recognized by the United States Department of Education. Graduates are eligible for board examinations and licensure in all fifty states.

Applicants who are accepted and enroll in a MCCCD Dental Hygiene program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

**Program Prerequisites:** 34.5-38.5

**Option 1:**

- BIO162 Microbiology Concepts for Allied Health 2
- CHM138* Chemistry for Allied Health 3
- CHM138LL* Chemistry for Allied Health Lab 1
- HCC109 CPR for Health Care Provider (0.5)
- Current CPR certification at the health care provider OR professional rescuer level. 0.5

**Option 2:**

- Option 2 is available 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.
- BIO162 Microbiology Concepts for Allied Health 2
- CHM138* Chemistry for Allied Health 3
- CHM138LL* Chemistry for Allied Health Lab 1
- HCC109 CPR for Health Care Provider (0.5)
- Current CPR certificate at the health care provider OR professional rescuer level. 0.5

*Indicates course has a Prerequisite and/or Corequisite.*
**Option 3:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO162</td>
<td>Microbiology Concepts for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>CHM138*</td>
<td>Chemistry for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>CHM138LL*</td>
<td>Chemistry for Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>HCC109</td>
<td>CPR for Health Care Provider (0.5) OR</td>
<td></td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery (3)</td>
<td></td>
</tr>
<tr>
<td>HCC130AA</td>
<td>Health Care Today (0.5)</td>
<td></td>
</tr>
<tr>
<td>HCC130AB</td>
<td>Workplace Behavior in Health Care (0.5)</td>
<td></td>
</tr>
<tr>
<td>HCC130AC</td>
<td>Personal Wellness and Safety (0.5)</td>
<td></td>
</tr>
<tr>
<td>HCC130AD</td>
<td>Communication and Teamwork in Health Care</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizations (0.5)</td>
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<tr>
<td>HCC130AE</td>
<td>Legal Issues in Health Care (0.5)</td>
<td></td>
</tr>
<tr>
<td>HCC130AF</td>
<td>Decision Making in the Health Care Setting</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA*</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
</tbody>
</table>

**General Education Requirements:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education Core:</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>First-Year Composition</strong></td>
<td>6</td>
</tr>
<tr>
<td>Any approved general education course in the First-Year Composition area.</td>
<td></td>
</tr>
<tr>
<td><strong>Oral Communication</strong></td>
<td>3</td>
</tr>
<tr>
<td>Any approved general education course in the Oral Communication area.</td>
<td></td>
</tr>
<tr>
<td><strong>Critical Reading</strong></td>
<td>3</td>
</tr>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3)</td>
</tr>
<tr>
<td>OR</td>
<td>Equivalent as indicated by assessment</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
</tr>
<tr>
<td>MAT102*</td>
<td>Mathematical Concepts/Applications (3)</td>
</tr>
<tr>
<td>OR</td>
<td>Equivalent course</td>
</tr>
<tr>
<td>OR</td>
<td>Satisfactory completion of a higher-level mathematics course (3)</td>
</tr>
</tbody>
</table>

**General Education Distribution:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Humanities and Fine Arts</strong></td>
<td>3</td>
</tr>
<tr>
<td>Any approved general education course in the Humanities and Fine Arts area.</td>
<td></td>
</tr>
<tr>
<td><strong>Natural Sciences</strong></td>
<td>4</td>
</tr>
<tr>
<td>BIO160* Introduction to Human Anatomy and Physiology (4)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Social and Behavioral Sciences</strong></td>
<td>6</td>
</tr>
<tr>
<td>PSY101 Introduction to Psychology (3) AND</td>
<td></td>
</tr>
<tr>
<td>SOC101 Introduction to Sociology (3)</td>
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</tbody>
</table>

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHE110*</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>DHE112*</td>
<td>Oral Pathology</td>
<td>3</td>
</tr>
<tr>
<td>DHE114*</td>
<td>Emergency Medicine</td>
<td>2</td>
</tr>
<tr>
<td>DHE119*</td>
<td>Head and Neck Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>DHE120*</td>
<td>Pre-Clinical Dental Hygiene</td>
<td>6</td>
</tr>
<tr>
<td>DHE122*</td>
<td>Dental Anatomy, Embryology and Histology</td>
<td>2</td>
</tr>
<tr>
<td>DHE124*</td>
<td>Dental Radiography</td>
<td>2</td>
</tr>
<tr>
<td>DHE125*</td>
<td>Dental Radiography Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DHE127*</td>
<td>Prevention of Dental Disease</td>
<td>3</td>
</tr>
<tr>
<td>DHE132*</td>
<td>Dental Hygiene Theory I</td>
<td>3</td>
</tr>
<tr>
<td>DHE133*</td>
<td>Dental Hygiene Clinic I</td>
<td>3</td>
</tr>
<tr>
<td>DHE203*</td>
<td>Dental Materials</td>
<td>2</td>
</tr>
<tr>
<td>DHE204*</td>
<td>Dental Materials Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>DHE212*</td>
<td>Dental Hygiene Theory II</td>
<td>2</td>
</tr>
<tr>
<td>DHE213*</td>
<td>Dental Hygiene Clinic II</td>
<td>5</td>
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<tr>
<td>DHE219*</td>
<td>Practice Management</td>
<td>2</td>
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<tr>
<td>DHE225*</td>
<td>Periodontics</td>
<td>3</td>
</tr>
<tr>
<td>DHE227*</td>
<td>Dental Anesthesia</td>
<td>2</td>
</tr>
<tr>
<td>DHE229*</td>
<td>Community Oral Health</td>
<td>3</td>
</tr>
<tr>
<td>DHE232*</td>
<td>Dental Hygiene Theory III</td>
<td>2</td>
</tr>
<tr>
<td>DHE233*</td>
<td>Dental Hygiene Clinic III</td>
<td>5</td>
</tr>
</tbody>
</table>

**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:
www.riosalado.edu/ci/programs/dental.shtml

* Indicates course has a Prerequisite and/or Corequisite.


Education

Academic Certificate in Early Childhood Education

The Academic Certificate (AC) in Early Childhood Education is designed to provide students with an understanding of universal concepts and basic practices which are the foundation for early childhood care and education. The Certificate includes courses identified as core elements of early care and education such as health, safety, nutrition, curriculum, family values, community, diversity, professionalism, guidance and discipline, and child development as well as general education courses relevant to early childhood education.

**Academic Core:** 9

- ENG101* First-Year Composition 3
- MAT102* Mathematical Concepts/Applications (3)
  OR
- Satisfactory completion of higher level mathematics course 3
- COM110 Interpersonal Communication (3)
  OR
- COM230* Small Group Communication (3) 3

**Social and Behavioral Sciences** 3

- CFS176 Child Development 3

**Academic Specialization:** 20

- EED200 Foundations of Early Childhood Education 3
- EED212 Guidance, Management, and the Environment 3
- EED215 Early Learning: Health, Safety, Nutrition and Fitness 3
- EED220 Child, Family, Community and Culture 3
- EED255* Portfolio Development and Writing for the Professional 3
- EED260* Early Childhood Infant/Toddler Internship 1
- EED261* Early Childhood Preschool Internship 1
- EED278* Early Learning: Curriculum and Instruction 3

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

Academic Certificate in:

- Early Childhood Education (32 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 Corequisite.
Early Childhood Administration and Management

**Associate in Applied Science in Early Childhood Administration and Management**

The Associate in Applied Sciences (AAS) in Early Childhood Administration and Management is an integrated program of study that provides an educational foundation in early childhood education plus administrative and management courses specifically related to the business needs and practices of early childhood directors, owners and other management-level staff.

**Required Courses:** 35

- **CFS206** Child and Family Organizations: Management and Administration 3
- **CFS207** Organization and Community Leadership in Child and Family Organizations 3
- **CFS208** Child and Family Organizations: Fiscal Management and Grant Writing 3
- **EED200** Foundations of Early Childhood Education 3
- **EED212** Guidance, Management and the Environment 3
- **EED215** Early Learning: Health, Safety, Nutrition and Fitness 3
- **EED220** Child, Family, Community and Culture 3
- **EED222** Introduction to the Exceptional Young Child 3
- **EED260** Early Childhood Infant/Toddler Internship (1) OR **EED261** Early Childhood Preschool Internship (1) 1
- **EED278** Early Learning: Curriculum and Instruction - Birth/Preschool 3
- **EED280** Observation and Assessment of Typical and Atypical Behaviors 3
- **FCS250** Portfolio Development and Professional Writing 3
- **FCS260** Family and Consumer Science Internship 1

**Restricted Electives:** 3

Students must select courses from any combination of the following prefixes for a total of 3 credits

- **CFSxxx** Any CFS Child/Family Studies Course 1-3
- **CIS105** Survey of Computer Information Systems 3
- **ECHxxx** Any ECH Early Childhood Education Course 1-3
- **EEDxxx** Any EED Early Education Course (not in required core) 1-3
- **ITDxxx** Any ITD Infant/Toddler Development Course 1-3

**General Education Requirements:** 25-27

**General Education Core:** 15-17

**First-Year Composition** 6

- **ENG101** First-Year Composition (3) AND **ENG102** First-Year Composition (3)

**Oral Communication** 3

- **COM207** Introduction to Communication Inquiry (3) OR **COM225** Public Speaking (3) OR **COM230** Small Group Communication (3) OR **GBS233** Business Communication (3)

**Critical Reading** 3

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

**Mathematics** 3-5

- **MAT102** Mathematical Concepts/Applications (3) OR **MAT120** Intermediate Algebra (5) OR **MAT121** Intermediate Algebra (4) OR **MAT122** Intermediate Algebra Accelerated (3) OR Equivalent as indicated by assessment OR Approved mathematics course which is required in a specific AAS program OR Satisfactory completion of a higher level mathematics course.

**General Education Distribution:** 10

- **ENH291** Children's Literature (3)

**Humanities and Fine Arts** 3

**Natural Sciences** 4

Any approved general education course in the Natural Sciences area.

**Social and Behavioral Sciences** 3

- **CFS205** Human Development (3)

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

Associate in Applied Science in: Early Childhood Administration and Management (63-65 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.*
Early Childhood Education

Associate in Applied Science in Early Childhood Education

The Associate in Applied Science (AAS) for Early Childhood Education prepares individuals to work within the field of early childhood education (ECE), focusing on programs serving children birth through 8 years of age. The courses are based on current ECE theory and practice, are offered in a variety of formats, and are scheduled to accommodate those who are already working in the ECE field.

Required Courses: 41

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS/ECH176</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>EED111</td>
<td>Multimedia and the Early Childhood Education Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EED200</td>
<td>Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EED210</td>
<td>Creative and Cognitive Play</td>
<td>3</td>
</tr>
<tr>
<td>EED211</td>
<td>Language Acquisition in the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EED212</td>
<td>Guidance, Management and the Environment</td>
<td>3</td>
</tr>
<tr>
<td>EED215</td>
<td>Early Learning: Health, Safety, Nutrition and Fitness</td>
<td>3</td>
</tr>
<tr>
<td>EED220</td>
<td>Child, Family, Community and Culture</td>
<td>3</td>
</tr>
<tr>
<td>EED222</td>
<td>Introduction to the Exceptional Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EED250</td>
<td>Early Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>EED255*</td>
<td>Portfolio Development and Writing for the Profession</td>
<td>3</td>
</tr>
<tr>
<td>EED260*</td>
<td>Early Childhood Infant/Toddler Internship (1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>EED261*</td>
<td>Early Childhood Preschool Internship (1)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(two (2) semesters of Internship are required)</td>
<td></td>
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<tr>
<td>EED278*</td>
<td>Early Learning: Curriculum and Instruction – Birth/Preschool</td>
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<tr>
<td>EED280*</td>
<td>Observation and Assessment of Typical and Atypical Behaviors</td>
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</table>

General Education Requirements: 25-27

General Education Core: 15-17

First-Year Composition 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3)</td>
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</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENG108*</td>
<td>First-Year Composition for ESL (3)</td>
<td></td>
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</tbody>
</table>

Oral Communication 3

Any approved general education course from the Oral Communication area.

Critical Reading 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>ENG108*</td>
<td>First-Year Composition for ESL (3)</td>
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Mathematics 3-5

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT102*</td>
<td>Mathematical Concepts/Applications (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT120*</td>
<td>Intermediate Algebra (5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT121*</td>
<td>Intermediate Algebra (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT122*</td>
<td>Intermediate Algebra (3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
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</table>

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.

The following courses are recommended by the department:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FON241</td>
<td>Principles of Human Nutrition (3)</td>
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<tr>
<td></td>
<td>AND</td>
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<tr>
<td>FON241LL*</td>
<td>Principles of Human Nutrition Laboratory (1)</td>
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</table>

Social and Behavioral Sciences 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS157</td>
<td>Marriage and Family Life (3)</td>
<td></td>
</tr>
</tbody>
</table>

Certificate(s) or Degree(s) Awarded:

Associate in Applied Science in:
Early Childhood Education (66-68 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.
Family Life Education

Certificate of Completion in Adolescent Development

The Certificate of Completion (CCL) in Adolescent Development will prepare individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level can expect to find employment opportunities in adoption and foster care, crisis intervention programs, group and halfway houses, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

Required Courses: 19

- BPC110 Computer Usage and Applications (3)
  OR
- CIS105 Survey of Computer Information Systems (3)
- CFS183 Contemporary Issues in Adolescence 3
- CFS249 Transition to Adulthood 3
- CFS251 Transitions: Work to Retirement 3
- CFS252 Contemporary Issues in Aging 3
- FCS250* Portfolio Development and Professional Writing 3
- FCS260* Family and Consumer Science Internship 1
- PSY101 Introduction to Psychology 3

Certificate of Completion in Adult Development and Aging

The Certificate of Completion (CCL) in Adult Development and Aging will prepare individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. Students at a paraprofessional level can expect to find employment opportunities in adult day care centers, crisis intervention programs, group and halfway houses, hospice care, senior citizen centers, social service agencies (both private and State/local government), facilities for the disabled and developmentally challenged individuals, community mental health clinics, psychiatric facilities, shelters and other child and family, community-based organizations.

Required Courses: 19

- BPC110 Computer Usage and Applications (3)
  OR
- CIS105 Survey of Computer Information Systems (3)
- CFS206 Child and Family Organizations: Management and Administration 3
- CFS207 Organization and Community Leadership in Child and Family Organizations 3
- CFS208 Child and Family Organizations: Fiscal Management and Grant Writing 3
- CFS209 Child and Family Organizations: Project Management 3
- FCS250* Portfolio Development and Professional Writing 3
- FCS260* Family and Consumer Science Internship 1

* Indicates course has a Prerequisite and/or Corequisite.
**Certificate of Completion in Parent Education**

The Certificate of Completion (CCL) in Parent Education will prepare individuals to enter the family life education with a focus on parent education. Students at a paraprofessional level can expect to find employment opportunities in adoption and foster care, crisis intervention programs, social service agencies (both private and State/local government), and other child and family, community-based organizations.

**Required Courses:** 19

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CFS190</td>
<td>Home-Based Visitation</td>
<td>3</td>
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<tr>
<td>CFS220</td>
<td>Introduction to Parenting and Family Development</td>
<td>3</td>
</tr>
<tr>
<td>CFS225</td>
<td>Foundations of Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CFS243</td>
<td>Cross-Cultural Parenting (3)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EED276</td>
<td>Global Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>FCS250*</td>
<td>Portfolio Development and Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>FCS260*</td>
<td>Family and Consumer Science Internship</td>
<td>1</td>
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*Students must complete one of the following Blocks:*

**Block One - Parent Education:** 12

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CFS190</td>
<td>Home-Based Visitation</td>
<td>3</td>
</tr>
<tr>
<td>CFS220</td>
<td>Introduction to Parenting and Family Development</td>
<td>3</td>
</tr>
<tr>
<td>CFS225</td>
<td>Foundations of Parent Education</td>
<td>3</td>
</tr>
<tr>
<td>CFS243</td>
<td>Cross-Cultural Parenting (3)</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EED276</td>
<td>Global Child Development (3)</td>
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</table>

**Block Two - Adolescent Development:** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CFS183</td>
<td>Contemporary Issues in Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>CFS249</td>
<td>Transition to Adulthood</td>
<td>3</td>
</tr>
<tr>
<td>CFS277</td>
<td>Adult-Adolescent Interaction</td>
<td>3</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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**Block Three - Adult Development and Aging:** 12

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CFS247</td>
<td>Family Ties and Aging</td>
<td>3</td>
</tr>
<tr>
<td>CFS249</td>
<td>Transition to Adulthood</td>
<td>3</td>
</tr>
<tr>
<td>CFS251</td>
<td>Transitions: Work to Retirement</td>
<td>3</td>
</tr>
<tr>
<td>CFS252</td>
<td>Contemporary Issues in Aging</td>
<td>3</td>
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</table>

**Block Four - Child and Family Organizations Management and Administration:** 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CFS206</td>
<td>Child and Family Organizations: Management and Administration</td>
<td>3</td>
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<tr>
<td>CFS207</td>
<td>Organization and Community Leadership in Child and Family Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CFS208</td>
<td>Child and Family Organizations: Fiscal Management and Grant Writing</td>
<td>3</td>
</tr>
<tr>
<td>CFS209</td>
<td>Child and Family Organizations: Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>
General Education Requirements: 25-27
General Education Core: 15-17
First-Year Composition 6
ENG101* First-Year Composition (3)
AND
ENG102* First-Year Composition (3)
OR
ENG107* First-Year Composition for ESL (3)
AND
ENG108* First-Year Composition for ESL (3)
Oral Communication 3
COM110 Interpersonal Communication 3
Critical Reading 3
CRE101* Critical and Evaluative Reading I (3)
OR
Equivalent by assessment
Mathematics 3-5
MAT102* Mathematical Concepts/Applications (3)
OR
MAT120* Intermediate Algebra (5)
OR
MAT121* Intermediate Algebra (4)
OR
MAT122* Intermediate Algebra (3)
OR
Equivalent as indicated by assessment
OR
Satisfactory completion of a higher level mathematics 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
CFS157 Marriage and Family Life (3)

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in:
- Adolescent Development (19 credits)
- Adult Development and Aging (19 credits)
- Child and Family Organization Management and Administration (19 credits)
- Parent Education (19 credits)
Associate in Applied Science in:
- Family Life Education (65-67 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.
eLearning Design Specialist

Certificate of Completion in eLearning Design Specialist

The Certificate of Completion (CCL) in eLearning Design Specialist prepares students to work in the field of instructional design. Students will develop knowledge and skills to custom design and deliver instructional programs and products such as courses, curricula, training documentation, multimedia presentations, and simulations. Courses will focus on eLearning design theory, eLearning environments, and eLearning media and tools. Courses will also prepare students to work in a team-based environment, organize eLearning projects including budgets and timelines, and evaluate eLearning projects.

Admission Criteria:

Formal application and admission into the eLearning Design Specialist program is required. Applications are available at www.riosalado.edu or from a program advisor.

AND

Completion of an Associate degree or higher degree from a regionally accredited institution of higher education.

OR

ENG101* First-Year Composition (3)

OR

ENG107* First-Year Composition for ESL (3)

OR

Equivalent course 3

ENG102* First-Year Composition (3)

OR

ENG108* First-Year Composition for ESL (3)

OR

ENG111* Technical Writing (3)

OR

Equivalent course 3

Any approved General Education course in the Humanities and Fine Arts area

OR

Equivalent course 3

Any approved General Education course in the Social and Behavioral Sciences area

OR

Equivalent course 3

Any approved General Education course in the Natural Sciences area

OR

Equivalent course 4

Program Prerequisites: 3

ELN101 eLearning Design Level I 3

Required Courses: 18

ELN102* eLearning Media Level I 3

ELN110* Introduction to eLearning Environments 3

ELN120* Organizing and Evaluating eLearning Projects 3

ELN202* eLearning Media Level II 3

ELN204* eLearning Design Level II 3

ELN290AA* eLearning Design Internship (1) OR

ELN290AB* eLearning Design Internship (2) OR

ELN290AC* eLearning Design Internship (3) 3

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
eLearning Design Specialist (21 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.
Language and Literary Culture of the USA

Academic Certificate in Language and Literary Culture of the USA

The Academic Certificate (AC) in Language and Literary Culture of the USA is a course of study designed to provide students of English as a non-native language with a strong foundation in the oral and written structure and vocabulary of North American English, academic and professional reading and writing, and knowledge and appreciation of representative literature and culture of the USA in all its diversity.

Required Courses: 16

- ENG107* First-Year Composition for ESL 3
- ENG108* First-Year Composition for ESL 3
- ENG109* Business Writing for ESL 3
- ENH111 Literature and the American Experience 3
- CRE101 Critical and Evaluative Reading I 3
- ENG298AA Special Project (1) OR
- ESL298AA Special Project (1) 1

Restricted Electives: 9

Complete three courses from the following disciplines:

- ASBxxx Any ASB Anthropology course(s)
- COMxxx Any COM Communication course(s)
- EDUxxx Any EDU Education course(s)
- ENGxxx Any ENG English course(s) except courses used to satisfy Required Courses area.
- ENHxxx Any ENH English Humanities course(s)
- HISxxx Any HIS History course(s)
- HUMxxx Any HUM Humanities course(s)
- IBSxxx Any IBS International Business course(s)
- IGSxxx Any IGS Integrated Studies course(s)
- MUPxxx Any MUP Music: Performance course(s)
- PSYxxx Any PSY Psychology course(s)
- RELxxx Any REL Religious Studies course(s)
- SOCxxx Any SOC Sociology course(s)

Certificate(s) or Degree(s) Awarded:

Academic Certificate in:
- Language and Literary Culture of the USA (25 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 Law Enforcement Technology program is designed to provide participants with up-to-date industry specific training that will enhance their professional opportunities. Courses will teach participants how to handle the challenges of the law enforcement profession. The program includes both a Certificate of Completion in Law Enforcement Technology and an Associate in Applied Science in Law Enforcement Technology degree.

Certificate of Completion in Law Enforcement Technology

Admission Criteria:

Must be a law enforcement officer and have departmental approval.

Required Courses: 39

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET106</td>
<td>Patrol Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET109</td>
<td>Criminal Law</td>
<td>2</td>
</tr>
<tr>
<td>LET110</td>
<td>Fundamentals of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LET125</td>
<td>Legal Aspects of Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LET127</td>
<td>Field Problems</td>
<td>2</td>
</tr>
<tr>
<td>LET146</td>
<td>Officer Survival</td>
<td>1</td>
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<tr>
<td>LET156</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>LET202</td>
<td>Traffic Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET203</td>
<td>Report Writing</td>
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<tr>
<td>LET211</td>
<td>Criminalistics</td>
<td>2</td>
</tr>
<tr>
<td>LET223</td>
<td>Search and Seizure</td>
<td>1</td>
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<tr>
<td>LET224</td>
<td>Crime Scene Investigations</td>
<td>4</td>
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<tr>
<td>LET282</td>
<td>Police Roles and Responsibilities</td>
<td>4</td>
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<tr>
<td>LET284</td>
<td>Professionalism Within Policing</td>
<td>4</td>
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<tr>
<td>LET285BA</td>
<td>Current Issues in Law Enforcement Technology</td>
<td>2</td>
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<tr>
<td>LET286</td>
<td>Modern Policing Strategies</td>
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</table>

Associate in Applied Science in Law Enforcement Technology

Admission Criteria:

Must be a law enforcement officer and have departmental approval.

Required Courses: 39

Certificate of Completion in Law Enforcement Technology 39

General Education Requirements: 25

General Education Core: 15

First-Year Composition: 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3)</td>
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</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG111*</td>
<td>Technical Writing (3)</td>
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</table>

Oral Communication: 3

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COM100</td>
<td>Introduction to Human Communication (3)</td>
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</tr>
<tr>
<td>COM230*</td>
<td>Small Group Communication (3)</td>
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</table>

Critical Reading: 3

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3)</td>
<td></td>
</tr>
<tr>
<td>CRE111*</td>
<td>Critical Reading for Business and Industry (3)</td>
<td></td>
</tr>
</tbody>
</table>

Mathematics: 3

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.

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in: Law Enforcement Technology (39 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.
Nursing

Certificate of Completion in Practical Nursing

The Practical Nursing Certificate of Completion (CCL) Program is available at nine of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Practical Nursing Program provides eligibility for students to apply for the national exam for the practical and the registered nurse license. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The Practical Nursing Certificate of Completion (CCL) 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:
Chandler Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Mesa Community College/Boswell
Paradise Valley Community College
Phoenix College
Rio Salado College
Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

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

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

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

Health Declaration:

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.

Grade Requirements:

Students 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.

University Transfer Students:

For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.
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.

The 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.

Admission Criteria:

High School diploma or GED,

Formal application and admission to the program is required.

A passing score on a nursing program admission test is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.

The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student’s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

All students must submit a copy of a fingerprint clearance card with their application for the Nursing Program.

Program Prerequisites: 29-31

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

BIO156 Introductory Biology for Allied Health (4)
BIO181 General Biology (Majors) I (4)
One year of high school biology 4
BIO201* Human Anatomy and Physiology I 4
BIO202* Human Anatomy and Physiology II 4
BIO205* Microbiology 4
CHM130* Fundamental Chemistry (3)
AND
CHM130LL* Fundamental Chemistry Laboratory (1)
OR
One year of high school chemistry 4
CRE101* Critical and Evaluative Reading I (3)
OR
Equivalent by assessment 3
ENG101* First-Year Composition
OR
ENG107* First-Year Composition for ESL 3
MAT120* Intermediate Algebra (5) OR
MAT121* Intermediate Algebra (4) OR
MAT122* Intermediate Algebra (3) OR
Satisfactory completion of higher level mathematics course 3-5

Required Courses: 23

NUR111* Nursing Process and Critical Thinking I 4
NUR117* Pharmacology and Medication Administration I 2
NUR118* Nursing Science I 4
NUR121* Nursing Process and Critical Thinking II 4
NUR127* Pharmacology and Medication Administration II 2
NUR128* Nursing Science II 4
PSY101 Introduction to Psychology (3)
OR
PSY240* Developmental Psychology (3) 3

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

Practical Nursing (52-54 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.
**Associate in Applied Science in Nursing**

The Associate in Applied Science (AAS) Nursing Program is available at nine of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Nursing Program provides eligibility for students to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) 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:
- Chandler Gilbert Community College
- Estrella Mountain Community College
- Gateway Community College
- Glendale Community College
- Mesa Community College
- Mesa Community College/Boswell
- Paradise Valley Community College
- Phoenix College
- Rio Salado College
- Scottsdale Community College

**Waiver of Licensure/Certification Guarantee:**

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure 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 or 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 nursing applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

**Health Declaration:**

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

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

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

**Grade Requirements:**

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

**Course Fee Information:**

Please see class schedule for information regarding course fees.

**University Transfer Students:**

For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**Registered Nurse Pathway**

**Associate in Applied Science Degree in Nursing Program**

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as 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, long term, and community based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

The 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.

*Indicates course has a Prerequisite and/or Corequisite.*
**Admission Criteria:**

High School diploma or GED.

Formal application and admission to the program is required.

A passing score on a nursing program admission test is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.

The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites:** 18-20

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO156</td>
<td>Introductory Biology for Allied Health</td>
<td>4</td>
</tr>
<tr>
<td>BIO181</td>
<td>General Biology (Majors) I</td>
<td>4</td>
</tr>
<tr>
<td>BIO201*</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM130*</td>
<td>Fundamental Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM130LL*</td>
<td>Fundamental Chemistry Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MAT120*</td>
<td>Intermediate Algebra (5)</td>
<td>5</td>
</tr>
<tr>
<td>MAT121*</td>
<td>Intermediate Algebra (4)</td>
<td>4</td>
</tr>
<tr>
<td>MAT122*</td>
<td>Intermediate Algebra (3)</td>
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**Required Courses:** 35

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR151*</td>
<td>Nursing Theory and Science I</td>
<td>10</td>
</tr>
<tr>
<td>NUR171*</td>
<td>Nursing Theory and Science II</td>
<td>8</td>
</tr>
<tr>
<td>NUR251*</td>
<td>Nursing Theory and Science III</td>
<td>8</td>
</tr>
<tr>
<td>NUR271*</td>
<td>Nursing Theory and Science IV</td>
<td>7</td>
</tr>
<tr>
<td>NUR291*</td>
<td>Nursing Clinical Capstone</td>
<td>2</td>
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**General Education Requirements:** 19

**General Education Core:** 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First-Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG108*</td>
<td>First-Year Composition for ESL (3)</td>
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**First-Year Composition:** 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First-Year Composition for ESL (3)</td>
<td></td>
</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG108*</td>
<td>First-Year Composition for ESL (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Critical Reading:** 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Oral Communication:** 0

Waived.

**Mathematics:** 0

Met by MAT120, or MAT121, or MAT122

Satisfactory completion of higher level mathematics course in Program Prerequisites area.

**Natural Science:** 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO202*</td>
<td>Human Anatomy and Physiology II (4)</td>
<td></td>
</tr>
</tbody>
</table>

**Social and Behavioral Sciences:** 0

Met by PSY101 or PSY240 in Program Prerequisites area.

**Total Credits:** 64-74

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

Associate in Applied Science in: Nursing (64-74 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 Management

Certificate of Completion in Organizational Leadership

The Certificate of Completion (CCL) in Organizational Leadership provides students with knowledge and skills needed in today's changing workplace. The program develops leadership and communication skills and techniques for planning, directing, and evaluating business situations. This program also emphasizes procedures for effective allocation of time, money, materials, space, and personnel.

**Required Courses:**

17-18

- **BPC110** Computer Usage and Applications (3)
  - **OR**
  - **CIS105** Survey of Computer Information Systems (3)
- **GBS110** Human Relations in Business and Industry (3)
  - **OR**
  - **GBS151** Introduction to Business (3)
- **GBS233** Business Communication (3)
- **MGT175** Business Organization and Management (3)
  - **OR**
  - **TQM240** Project Management in Quality Organizations (2)
- **MGT101** Techniques of Supervision (3)
  - **OR**
  - **MGT229** Management and Leadership I (3)

**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. The emphasis is on practical application of skills and knowledge.

**Required Courses:**

14

- **TQM201** Total Quality Concepts (2)
- **TQM214** Principles of Process Improvement (2)
- **TQM220** Leadership and Empowerment Strategies (2)
- **TQM230** Teamwork Dynamics (2)
- **TQM235** Motivation, Evaluation and Recognition Systems (2)
- **TQM240** Project Management in Quality Organizations (2)
- **TQM290AA** TQM Internship (1)
- **TQM292** Innovation Strategies (1)

**Restricted Electives:**

3

- **COM110** Interpersonal Communication (3)
- **GBS175** Professional Development (3)
- **MGT172** Organizations, Paradigms, and Change (1)
- **MGT229** Management and Leadership I (3)
- **MGT230** Management and Leadership II (3)
- **MGT251** Human Relations in Business (3)
- **TQM101** Quality Customer Service (3)
- **TQM105** Writing for Quality Results (2)
- **TQM200** Leadership for Front-Line Employees (2)
- **TQM205** Managing Diversity (2)

**Associate in Applied Science in Organizational Management**

The Associate in Applied Science (AAS) in Organizational Management provides students with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program develops leadership and communication skills and techniques for planning, directing, and evaluating business situations, with an emphasis on effective allocation of time, money, materials, space, and personnel. The curriculum combines coursework in leadership with a general education component.

**Required Courses:**

17-18

Certificate of Completion in Organizational Leadership 17-18

* Indicates course has a Prerequisite and/or Corequisite.
Restricted Electives: 19-22
Students must choose 19-22 industry/job specific course credits from any MCCCD occupational program and have them approved by a department chair. These industry/job specific course credits must include a minimum of 9 credits with a common subject.

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
Any approved general education course in the Oral Communication area.

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

Mathematics 3-5
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.

Certificate(s) or Degree(s) Awarded:
Certificate of Completion in:
  Organizational Leadership (17-18 credits)
  Quality Process Leadership (17 credits)
Associate in Applied Science in:
  Organizational Management (61 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)
  OR
- 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 Associate in Applied Science (AAS) 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.

- BTOxxx Any BTO Business Technology for the Office course 0.5-3
- COVxxx Any COV Covey course 0.5-2
- ECN121 Microeconomic Principles 3
- ECN122 Microeconomic Principles 3
- GBS205 Legal, Ethical, and Regulatory Issues in Business 3
- GBS233* Business Communication 3
- HSAxxx Any HSA Human Services Administration course 1-4
- LBSxxx Any LBS Library Skills course 0.5-3
- LETxxx Any LET Law Enforcement Technology course 1-4
- MGT172 Organizations, Paradigms, and Change 1
- PADxxx Any PAD Public Administration course 3
- POS110 American National Government 3
- POS221 Arizona Constitution 1
- PSY101 Introduction to Psychology 3
- SOC101 Introduction to Sociology 3
- SOC212 Gender and 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 6

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

Oral Communication 3

- COM100 Introduction to Human Communication (3)
  OR
- COM230* Small Group Communication (3)

Critical Reading 3

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

Mathematics 3

- 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:

Certificates 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 of Completion 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.

**Required Courses:** 13-14

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM110</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>GBS175</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>TQM101</td>
<td>Quality Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>TQM105*</td>
<td>Writing for Quality Results</td>
<td>2</td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication</td>
<td>2-3</td>
</tr>
<tr>
<td>TQM230</td>
<td>Teamwork Dynamics</td>
<td>2</td>
</tr>
</tbody>
</table>

**Restricted Electives:** 3

Choose 3 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCxxx</td>
<td>Any BPC Business-Personal Computer</td>
<td>3</td>
</tr>
<tr>
<td>COM263</td>
<td>Elements of Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGT172</td>
<td>Organizations, Paradigms, and Change</td>
<td>1</td>
</tr>
<tr>
<td>SOC212</td>
<td>Gender and Society</td>
<td>3</td>
</tr>
<tr>
<td>TQM200</td>
<td>Leadership for Front-Line Employees</td>
<td>2</td>
</tr>
<tr>
<td>TQM205</td>
<td>Managing Diversity</td>
<td>2</td>
</tr>
</tbody>
</table>

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:** 16-17

Certificate of Completion in Quality Customer Service 16-17

**Restricted Electives:** 22-23

Students must choose 22-23 industry/job specific course credits and have them approved by the department chair, or choose 22-23 industry/job specific course credits from the list of Restricted Electives. These industry/job specific credits must include a minimum of 9 credits with a common prefix.

**Note:**
- AIRxxx Any AIR Airline Operations course.
- BTOxxx Any BTO Business Technology for the Office course.
- COVxxx Any COV Covey course.
- CSIxxx Any CSI Credit Services Industry course.
- CSRxxx Any CSR Customer Service Representative course.
- GBSxxx Any GBS General Business course.
- HSAxxx Any HSA Human Services Administration course.
- MGTxxx Any MGT Management course.
- PADxxx Any PAD Public Administration course.
- PGRxxx Any PGR Professional Growth course.
- PHTxxx Any PHT Pharmacy Technology course.
- PRMxxx Any PRM Property Management course.
- SBSxxx Any SBS Small Business Management course.
- TLTxxx Any TLT Telecommunications Technology course.
- TQMxxx Any TQM Total Quality Management course.
- TVLxxx Any TVL Travel Agent Technology course.
- UCSxxx Any UCS Utilities Customer Service course.

For additional Educational Partnership Programs in Public Administration, see pages 131-132.
CERTIFICATES & DEGREES

Quality Customer Service

General Education Requirements:

General Education Core:

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

Oral Communication
COM230* Small Group Communication

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

Equivalent as indicated by assessment

Mathematics
MAT102* Mathematical Concepts/Applications (3)
OR

Satisfactory completion of a higher level mathematics course.

General Education Distribution:

25 General Education Distribution: 10
15 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 (16-17 credits)

Associate in Applied Science:
Quality Customer Service (64 credits)

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

Minimum GPA 2.00

For additional Educational Partnership Programs in Quality Customer Service, see pages 133-137.

* Indicates course has a Prerequisite and/or Corequisite.
# Retail Management

## Certificate of Completion in Retail Management

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

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage &amp; Applications (3)</td>
<td></td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3)</td>
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<td>ENG107*</td>
<td>First-Year Composition for ESL (3)</td>
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<tr>
<td>GBS110</td>
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<tr>
<td>MGT251*</td>
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</tr>
<tr>
<td>GBS131</td>
<td>Business Calculations (3)</td>
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<tr>
<td>MAT102*</td>
<td>Mathematical Concepts/Applications (3)</td>
<td>3</td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>COM110</td>
<td>Interpersonal Communication (3)</td>
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<tr>
<td>IND133</td>
<td>Speaking in Business (3)</td>
<td>3</td>
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<tr>
<td>MGT101</td>
<td>Techniques of Supervision (3)</td>
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<tr>
<td>MGT229</td>
<td>Management and Leadership I (3)</td>
<td>3</td>
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<tr>
<td>MGT179</td>
<td>Utilizing the Human Resources Department (3)</td>
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</tr>
<tr>
<td>MGT276</td>
<td>Personnel/Human Resources Management (3)</td>
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<td>MKT268</td>
<td>Merchandising</td>
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</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
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</tbody>
</table>

## Associate in Applied Science in Retail Management

The Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td>ACC230*</td>
<td>Uses of Accounting Information I</td>
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</tr>
<tr>
<td>ACC240*</td>
<td>Uses of Accounting Information II</td>
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<td>BPC110</td>
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<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3)</td>
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<tr>
<td>COM110</td>
<td>Interpersonal Communication (3)</td>
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<tr>
<td>IND133</td>
<td>Speaking in Business (3)</td>
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<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry (3)</td>
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<tr>
<td>GBS131</td>
<td>Business Calculations (3)</td>
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<tr>
<td>MAT102*</td>
<td>Mathematical Concepts/Applications (3)</td>
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<tr>
<td>GBS205</td>
<td>Legal, Ethical, and Regulatory Issues in Business</td>
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<tr>
<td>GBS161*</td>
<td>Mathematics of Business (3)</td>
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<td>GBS233*</td>
<td>Business Communication</td>
<td>3</td>
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<td>MGT101</td>
<td>Techniques of Supervision (3)</td>
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<td>MGT229</td>
<td>Management and Leadership I (3)</td>
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<tr>
<td>MGT179</td>
<td>Utilizing the Human Resources Department (3)</td>
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<td>Personnel/Human Resources Management (3)</td>
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<td>MKT268</td>
<td>Merchandising</td>
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</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

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

General Education Requirements: 

General Education Core:
25

First-Year Composition
6
ENG101* First-Year Composition (3)
OR
ENG107* First-Year Composition for ESL (3)
AND
ENG102* First-Year Composition (3)
OR
ENG108* First-Year Composition for ESL (3)
OR
ENG111* Technical Writing (3)
(Note: ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.)

Oral Communication
3
COM230* Small Group Communication

Critical Reading
3
CRE101* Critical and Evaluative Reading I (3)
OR

Equivalent as indicated by assessment.

Mathematics
3
MAT102* Mathematical Concepts/Applications (3)
OR
Satisfactory completion of a higher level Mathematics 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
SBU200 Society and Business (3)

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Retail Management (33 credits)

Associate in Applied Science in:
Retail Management (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.
Rio Salado successfully partners with corporations, government agencies and associations to provide quality education and customized training to develop a superior educated workforce, allowing adults to earn certificates and college degrees in a variety of fields. Rio Salado’s career-path programs provide employees with the skills and knowledge they need to succeed in today’s competitive environment. We also offer customized training designed specifically for your organization’s needs and culture. The training is convenient, flexible and cost-effective. Note: All programs in this section were designed to meet the needs of specific industries. Employment by these organizations is required.

www.riosalado.edu/partnerships
Educational Service Partnerships and Customized Training

In This Section

Airline Operations
Certificate of Completion in:
- Airline Operations: Reservations
- Airline Operations: Reservations and Ticketing Services
- Airline Operations: Passenger Services
- Airline Operations: Vacations
- Airline Operations: Initial Flight Attendant
- Airline Operations: Ground Operations
Associate in Applied Science in Airline Operations

Broadband Telecommunications
Certificate of Completion in:
- Broadband Telecommunications: Account Services
- Broadband Telecommunications: Field Operations
Associate in Applied Science in Broadband Telecommunications

Computer Technology
Certificate of Completion in:
- Computer Usage and Applications
- Network Professional
- Advanced Computer Usage and Applications
- Networking
- Programming
- Web Design
- Technology Troubleshooting and A+ Preparation
Associate in Applied Science in Computer Technology

Corrections
Certificate of Completion in:
- Basic Corrections
- Advanced Corrections
Associate in Applied Science in Corrections

Detention Services
Certificate of Completion in Detention Services
Associate in Applied Science in Detention Services

Fire Science
Certificate of Completion in Fire Science
Associate in Applied Science in Fire Science

Law Enforcement Technology
Certificate of Completion in:
- Law Enforcement Technology
- Public Safety Technology
- Law Enforcement Field Training
Associate in Applied Science in Law Enforcement Technology

Military Leadership
Certificate of Completion in Military Leadership
Associate in Applied Science in Military Leadership

Public Administration
Certificate of Completion in:
- Public Administration
- Public Administration: Legal Services
Associate in Applied Science in Public Administration

Quality Customer Service
Certificate of Completion in:
- Quality Customer Service
- Human Services - Assistance: Customer Service
- Human Services - Specialist: Customer Service
- Human Services - Long Term Care: Customer Service
- Automobile Insurance: Customer Service
- Automobile Policy: Customer Service
- Insurance: Customer Service
- Insurance Claims and Losses: Customer Service
- Motor Vehicle: Customer Service
- Utilities: Customer Service
- Credit Counseling: Customer Service
- Travel Agency: Customer Service
- Pharmacy Benefits Management: Customer Service
Associate in Applied Science in Quality Customer Service

Workforce Development and Community Re-Entry
Certificate of Completion in:
- Workforce Development and Community Re-Entry
- Workforce Development: Carpentry Level I
- Workforce Development: Carpentry Level II
- Workforce Development: Electrical Level I
- Workforce Development: Electrical Level II
- Workforce Development: Horticulture Level I
- Workforce Development: Horticulture Level II
- Workforce Development: Automotive Technology Level I
- Workforce Development: Automotive Technology Level II
- Workforce Development: Welding Level I
- Workforce Development: Welding Level II
- Workforce Development: Furniture Construction /Refinishing Level I
- Workforce Development: Furniture Construction /Refinishing Level II
- Workforce Development: Graphic Arts Level I
- Workforce Development: Graphic Arts Level II
- Workforce Development: Culinary Arts
Associate in Applied Science in Workforce Development and Community Re-Entry
Airline Operations

The Associate in Applied Science (AAS) 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, Reservations and Ticketing Services, 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

- AIR102 Reservations/Sales Training I 3
- AIR104* Reservations/Sales Training II 3
- AIR105* Automated Ticketing (3) OR
- AIR106* Reservations/Sales Training III (3) 3
- AIR110* Advanced Reservations/Sales Training 2

Certificate of Completion in Airline Operations: Reservations and Ticketing Services

The Certificate of Completion in Reservations and Ticketing Services is designed to provide students with training in airline reservations and ticketing services. Courses cover all aspects of reservations and ticketing procedures, including fares, itineraries, seat assignments and mileage plans as well as basic international travel.

Required Courses: 16

- AIR160 Reservations/Booking Procedures 3
- AIR161* Airline Reservations System 2
- AIR165 Overview of Flight Schedules/ Itineraries 3
- AIR166 Airline Tickets and Procedures 3
- AIR167 Airline Reservation Systems and Resources 3
- AIR168 Mileage Plans 1
- AIR169 Basic International Travel 1

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

- AIR130* Vacation Travel Product Knowledge 3
- AIR132* Tour Sales Computer Systems 2
- AIR134* Tour Sales Techniques 2
- AIR136* Vacation Travel Booking Procedures 4

Modifications to programs and courses may occur throughout the academic year. For the most updated information on curriculum, see our web site at: www.riosalado.edu/ci/programs/. To speak to an academic advisor, call 480-517-8580.

* Indicates course has a Prerequisite and/or Co-requisite.
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</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AIR118</td>
<td>Emergency Medical Procedures</td>
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<td>AIR120*</td>
<td>Boeing 737 Initial Training</td>
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<tr>
<td>AIR122*</td>
<td>Boeing 737 Emergency Procedures</td>
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<tr>
<td>AIR124*</td>
<td>Boeing 757 Transition Training</td>
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<tr>
<td>AIR125*</td>
<td>Airbus 320 Transition Training</td>
<td>1</td>
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</tbody>
</table>

Certificate of Completion in Airline Operations: Ground Operations

The Certificate of Completion (CCL) 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 is also covered. Rules and regulations of the Federal Aviation Administration are emphasized.

Required Courses: 7-8

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR140*</td>
<td>Ramp Safety Procedures</td>
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<tr>
<td>AIR142*</td>
<td>Aircraft Dynamics</td>
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<td>BPCxxx</td>
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<tr>
<td>AIR121</td>
<td>Airline Cargo Services</td>
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<td>OR</td>
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<tr>
<td>AIR131</td>
<td>Ramp Team Lead</td>
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<td>OR</td>
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<td>AIR146</td>
<td>Aircraft Load Planning</td>
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Restricted Electives: 3

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<td>OR</td>
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<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COM110</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>COM230*</td>
<td>Small Group Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership</td>
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Associate in Applied Science in Airline Operations

Required Courses: 26-33

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Certificate of Completion in Quality Customer Service</td>
<td>16-17</td>
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<td>AND</td>
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<tr>
<td>Certificate of Completion in Airline Operations: Reservations</td>
<td>11</td>
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<td>OR</td>
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<tr>
<td>Certificate of Completion in Airline Operations: Reservations and Ticketing Services</td>
<td>16</td>
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<td>OR</td>
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<tr>
<td>Certificate of Completion in Airline Operations: Passenger Services</td>
<td>11</td>
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<td>OR</td>
<td></td>
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<tr>
<td>Certificate of Completion in Airline Operations: Vacations</td>
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<td>OR</td>
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<tr>
<td>Certificate of Completion in Airline Operations: Initial Flight Attendant</td>
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<td>OR</td>
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<tr>
<td>Certificate of Completion in Airline Operations: Ground Operations</td>
<td>10-11</td>
<td></td>
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</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.
Airline Operations

**Restricted Electives:** 6-13
Students must choose 6-13 industry/job specific electives credits and have them approved by the department chair.

**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)

**Oral Communication** 3
COM100 Introduction to Human Communication (3)
OR
COM230* Small Group Communication (3)

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

**Mathematics** 3
MAT102* Mathematical Concepts/Applications (3)
OR
Satisfactory completion of a higher level mathematics 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: Reservations and Ticketing Services (16 credits)
- Airline Operations: Passenger Services (11 credits)
- Airline Operations: Vacations (11 credits)
- Airline Operations: Initial Flight Attendant (10 credits)
- Airline Operations: Ground Operations (10-11 credits)

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 2.0**

*Indicates course has a Prerequisite and/or Corequisite.*
Broadband Telecommunications

The Associate in Applied Science (AAS) in Broadband Telecommunications is designed to provide students with the training required for employment in the broadband telecommunications industry. The program covers telecommunications issues and procedures in the areas of account services and field operations. Courses focus on customer interaction and technical operations in the various areas of telecommunications including telephone, television, and high speed internet.

Certificate of Completion in Broadband Telecommunications: Account Services

The Certificate of Completion (CCL) in Broadband Telecommunications: Account Services is designed to provide students with training required for employment in the broadband telecommunications industry. Courses focus on customer interaction in the digital telephone area, including account services, installation, and billing practices.

Required Courses: 11

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSR215</td>
<td>Digital Telephone Customer Service</td>
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<tr>
<td>CSR219</td>
<td>Disconnects and Transfers</td>
<td>1</td>
</tr>
<tr>
<td>CSR224</td>
<td>Communications Industry Billing Practices</td>
<td>1</td>
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<tr>
<td>CSR225</td>
<td>Digital Telecommunications Customer Service</td>
<td>2</td>
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<tr>
<td>CSR226</td>
<td>Digital Telecommunications Customer Interaction</td>
<td>2</td>
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<tr>
<td>CSR228</td>
<td>Telecommunications Database Navigation</td>
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<tr>
<td>TLT141</td>
<td>Telecommunications Computer Operations</td>
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<tr>
<td>TLT152</td>
<td>Telecommunications Product Knowledge</td>
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Required Courses: 11

<table>
<thead>
<tr>
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<th>Title</th>
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<td>CSR224</td>
<td>Communications Industry Billing Practices</td>
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<td>CSR226</td>
<td>Digital Telecommunications Customer Interaction</td>
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<td>CSR228</td>
<td>Telecommunications Database Navigation</td>
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<td>TLT154</td>
<td>Technical Support Representative Telephony I</td>
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<td>TLT155*</td>
<td>Technical Support Representative Telephony II</td>
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<tr>
<td>TLT160</td>
<td>Video Technical Training</td>
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</tbody>
</table>

* Indicates course has a Prerequisite and/or Corequisite.
EDUCATIONAL PARTNERSHIPS & CUSTOMIZED TRAINING

Broadband Telecommunications

**General Education Requirements:**

**General Education:**

**First Year Composition**
- ENG101* First-Year Composition (3)
- ENG102* First-Year Composition (3)
- ENG111* Technical Writing (3)

**Oral Communication**
- COM230* Small Group Communication

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

**Mathematics**
- MAT102* Mathematical Concepts/Applications (3)

Satisfactory completion of a higher level mathematics course.

**25 General Education Distribution:**

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

**6 Natural Sciences**
- Any approved general education course in the Natural Sciences areas.

**3 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:
- Broadband Telecommunications: Account Services (11 credits)
- Broadband Telecommunications: Field Operations (12 credits)

Associate in Applied Science in:
- Broadband Telecommunications (60 credits)

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

**Minimum GPA 2.0**

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

The Associate in Applied Science (AAS) in 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 Certificate of Completion (CCL) in Computer Usage and Applications 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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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<td>BPC135DK</td>
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<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
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<td>CIS114DE</td>
<td>Excel Spreadsheet</td>
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<td>CIS117DM</td>
<td>Microsoft Access: Database Management</td>
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<tr>
<td>CIS118AB</td>
<td>PowerPoint: Level I</td>
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<td>CIS121AE</td>
<td>Windows Operating System: Level I</td>
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<td>CIS133AA</td>
<td>Internet/Web Development Level I-A (1)</td>
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</tbody>
</table>

Certificate of Completion in Network Professional

The Network Professional certificate is designed for students seeking a career in information technology. The 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>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT121*</td>
<td>Microsoft Windows 2000 Network and Operating System Essentials</td>
<td>2</td>
<td></td>
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<tr>
<td>CCT122*</td>
<td>Implementing Microsoft Windows 2000 Professional</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CCT227*</td>
<td>Windows 2000 Network Management (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCT228*</td>
<td>Supporting a Microsoft Windows 2000 Network Infrastructure (3)</td>
<td>3</td>
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<tr>
<td>CCT260</td>
<td>Interconnecting Cisco Network Devices</td>
<td>3</td>
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</tr>
</tbody>
</table>

Certificate of Completion in Advanced Computer Usage and Applications

The Certificate of Completion (CCL) in Advanced Computer Usage and Applications is designed to provide the skills necessary for office professionals in the use, application, and technological developments of computers. Courses focus on training the student in advanced features of software applications commonly used in the workplace including word processing, electronic worksheets, database management, presentation graphics, web development, and business communication skills.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>BPC235DK</td>
<td>Word: Level II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CIS118BB*</td>
<td>PowerPoint: Level II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CIS122AE*</td>
<td>Windows Operating System: Level II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CIS124AA</td>
<td>Project Management Software: Level I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CIS124BA*</td>
<td>Project Management Software: Level II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CIS214DE*</td>
<td>Advanced Excel Spreadsheet: Level II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS217AM*</td>
<td>Advanced Microsoft Access: Database Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS233DA*</td>
<td>Internet/Web Development Level II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

For additional Programs in Computer Technology, see pages 84-86.

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Networking

The Certificate of Completion (CCL) in Networking is designed to provide the basic skills necessary for students planning to specialize in the networking field. Courses focus on training the student in Local Area Networks (LANs), computer setup and maintenance, and advanced operating systems.

Required Courses: 34

Certificate of Completion in Computer Usage and Applications 16
BPC125 Microcomputer Set Up and Maintenance 1
BPC170* Computer Maintenance I: A+ Prep 3
BPC225* Computer Configuration and Enhancement 1
BPC278* Software Installation – MS Windows 3
CIS122AE* Windows Operating System: Level II 1
CIS190* Introduction to Local Area Networks 3
CIS225* Business Systems Analysis and Design 3
CIS240* Local Area Network Planning and Design 3

Certificate of Completion in Programming

The Certificate of Completion in Programming is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

Required Courses: 34

Certificate of Completion in Computer Usage and Applications 16
CIS150* Programming Fundamentals 3
CIS159* Visual Basic Programming I 3
CIS162AB* C++: Level I 3
CIS163AA* Java Programming: Level I 3
CIS259* Visual Basic Programming II 3
CIS263AA* Java Programming: Level II 3

Certificate of Completion in Web Design

The Certificate of Completion (CCL) in Web Design certificate is designed to prepare students to work with and design personal or professional web pages. Courses focus on training the student in HTML/XHTML, web design and publishing, graphics design, multimedia technology, and project management.

Required Courses: 34

Certificate of Completion in Computer Usage and Applications 16
CIS120DC Flash: Digital Animation 3
CIS120DF Computer Graphics: Adobe Photoshop 3
CIS124AA Project Management Software: Level I 1
CIS140* Survey of Multimedia Technology 2
CIS159* Visual Basic Programming I 3
CIS233DA* Internet/Web Development Level II 3
CIS235* e-Commerce 3

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 in Computer Usage and Applications 16
BPC125 Microcomputer Setup and Maintenance 1
BPC170* Computer Maintenance I: A+ Prep 3
BPC225* Computer Configuration and Enhancement 1
BPC278* Software Installation – MS Windows 3
CIS102 Interpersonal and Customer Service Skills for IT Professionals 1
CIS109* LAN Operations and Concepts 1
CIS122AE* Windows Operating System: Level I 1
CIS124AA Project Management Software: Level I 1
CIS124BA* Project Management II 1
CIS225* Business Systems Analysis and Design 3
CIS280* Current Topics in Computing 3

* Indicates course has a Prerequisite and/or Corequisite.
EDUCATIONAL PARTNERSHIPS & CUSTOMIZED TRAINING

Computer Technology

Associate in Applied Science in Computer Technology

Required Courses: 11-35

Certificate of Completion in Computer Usage and Applications 16
OR
Certificate of Completion in Network Professional 11
OR
Certificate of Completion in Advanced Computer Usage and Applications 34
OR
Certificate of Completion in Networking 34
OR
Certificate of Completion in Programming 34
OR
Certificate of Completion in Web Design 34
OR
Certificate of Completion in Technology Troubleshooting and A+ Preparation 35

Restricted Electives: 4-28

Students must choose 4-28 credits of restricted electives from the list below. Students completing the Certificate of Completion in Computer Usage and Applications or the Certificate of Completion in Network Professional must take a minimum of 15 credits in an emphasis area, i.e. networking, programming, web design, etc. Students must meet with a Program Advisor to identify course selections.

- BPCxxx Any BPC Business-Personal Computers course 0.5-4
  OR
- CCTxxx Any CCT Corporate Computer Technology course 1-4
  OR
- CISxxx Any CIS Computer Information Systems course 1-4
  OR
- OASxxx Any OAS Office Automation Systems course 0.5-4

(Students can choose any combination of BPC, CCT, 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
  Satisfactory completion of a higher level mathematics 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:
- Computer Usage and Applications (16 credits)
- Network Professional (11 credits)
- Advanced Computer Usage and Applications (34 credits)
- Programming (34 credits)
- Networking (34 credits)
- Web Design (34 credits)
- Technology Troubleshooting and A+ Preparation (35 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

* Indicates course has a Prerequisite and/or Corequisite.
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. The 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. The 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: 21

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET160*</td>
<td>Correctional System Ethics and Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>LET162*</td>
<td>Introduction to Inmate Management</td>
<td>3</td>
</tr>
<tr>
<td>LET164*</td>
<td>Correctional Information Systems</td>
<td>1</td>
</tr>
<tr>
<td>LET166*</td>
<td>Correction Officers Safety and Weapons Training</td>
<td>2</td>
</tr>
<tr>
<td>LET168*</td>
<td>Inmate Security Procedures I</td>
<td>2</td>
</tr>
<tr>
<td>LET169*</td>
<td>Inmate Security Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>LET170*</td>
<td>Security, Custody and Control Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET172*</td>
<td>Conflict and Crisis Management</td>
<td>2</td>
</tr>
<tr>
<td>LET176*</td>
<td>Medical and Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>LET178*</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 constitution of the United States and the State of Arizona. Officers will also study basic psychology principles and sociology concepts.

Required Courses: 36
Certificate of Completion in Basic Corrections 21
LET161 Correctional Sergeant’s Leadership Procedures (3)
OR
MGT229 Management and Leadership I (3)
OR
PAD116 Supervisory Training for DOC Employees (3)
COM110 Interpersonal Communication
POS220 U.S. and Arizona Constitution (3)
OR
POS221 Arizona Constitution (1)
AND
POS222 U.S. Constitution (2)
PSY101 Introduction to Psychology
SOC101 Introduction to Sociology

Restricted Electives: 3
CIS105 Survey of Computer Information Systems
CIS133DA Internet/Web Development Level I
COM263 Elements of Intercultural Communication
LET161 Correctional Sergeant’s Leadership Procedures
MGT229 Management and Leadership I
PAD116 Supervisory Training for DOC Employees
PHI243 World Religions
POS100 Introduction to Political Science
PSY2xx* Any 200 Level Psychology Course
SOC2xx* Any 200 Level Sociology Course
SPA101 Elementary Spanish I
SPA115 Beginning Spanish Conversation I
SPA102* Elementary Spanish II

Associate in Applied Science in Corrections

Required Courses: 39
Certificate of Completion in Advanced Corrections 39
General Education Requirements: 25
General Education Core: 15
First-Year Composition 6
ENG101* First-Year Composition (3)
ENG102* First-Year Composition (3)
Oral Communication 3
COM230* Small Group Communication
Critical Reading 3
CRE101* Critical and Evaluative Reading I (3)
OR
CRE111* Critical Reading for Business and Industry (3)
Equivalent as indicated by assessment
Mathematics 3
MAT122* Intermediate Algebra
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:
Basic Corrections (21 credits)
Advanced Corrections (39 credits)
Associate in Applied Science in:
Corrections (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.
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* Special Needs Issues and Communication 2
- LET135* Problem Solving and Crisis Management 2
- LET136* Detention Security Procedures 2
- LET138* Detention Officer Emergency Procedures 1
- LET139* Detention Facility Training 2
- LET141* Detention Defensive 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 Aspects of Law Enforcement 2
- LET140* R.I.S.C. Team Training 1
- LET190* Human Communications and Relations 1
- LET230* Cultural Awareness for Law Enforcement 3
- PSY101 Introduction to Psychology 3
- PSY125 Leadership and Group Dynamics 3
- PSY211* Crises Management 3
- PSY245* Psychology of Adult Development 3
- PSY250* Social Psychology 3
- PSY266* Abnormal Psychology 3
- PSY270* Personal and Social Adjustment 3
- SOC110 Drugs and Society 3
- SOC140 Racial and Ethnic Minorities 3
- SOC245* Social Deviance 3
- SPA109 Law Enforcement Spanish I 4
- SPA209* Intermediate Spanish for Law Enforcement 3

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

- COM230* Small Group Communication

Critical Reading 3

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

Equivalent as indicated by assessment

Mathematics 3

- MAT122* Intermediate Algebra

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: 34

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC102*</td>
<td>Fire Department Operations</td>
<td>11</td>
</tr>
<tr>
<td>FSC105</td>
<td>Hazardous Materials/First Responder</td>
<td>3</td>
</tr>
<tr>
<td>FSC106</td>
<td>Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FSC108</td>
<td>Fundamentals of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FSC113</td>
<td>Introduction to Fire Suppression</td>
<td>3</td>
</tr>
<tr>
<td>FSC130</td>
<td>Fitness for Firefighters/CPAT</td>
<td>1</td>
</tr>
<tr>
<td>FSC134</td>
<td>Fitness and Conditioning for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>FSC208*</td>
<td>Firefighter Safety and Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FSC238*</td>
<td>Vehicular Extrication and Patient Stabilization</td>
<td>2</td>
</tr>
<tr>
<td>FSC290AA</td>
<td>Arson Investigation</td>
<td>1</td>
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<tr>
<td>PED101IH</td>
<td>Physical Activities: Fitness for Life</td>
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</table>

Associate in Applied Science in Fire Science

Required Courses: 40 (34 Certificate + 6 General Education)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FSC118</td>
<td>Fire Hydraulics</td>
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<tr>
<td>FSC204*</td>
<td>Firefighting Tactics and Strategy</td>
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</table>

General Education Requirements: 25

General Education Core: 15

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3) AND</td>
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</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3) OR</td>
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</tr>
<tr>
<td>ENG111*</td>
<td>Technical Writing (3)</td>
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Oral Communication 3

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COM110</td>
<td>Interpersonal Communication (3)</td>
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<tr>
<td>COM225*</td>
<td>Public Speaking (3)</td>
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<tr>
<td>COM230*</td>
<td>Small Group Communication (3)</td>
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</table>

Critical Reading 3

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3)</td>
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<tr>
<td>CRE111*</td>
<td>Critical Reading for Business and Industry (3)</td>
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Mathematics 3

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT102*</td>
<td>Mathematical Concepts/Applications (3)</td>
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</tr>
<tr>
<td>MAT122*</td>
<td>Intermediate Algebra (3)</td>
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Natural Sciences 4

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO105</td>
<td>Environmental Biology (4)</td>
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<tr>
<td>BIO156</td>
<td>Introductory Biology for Allied Health (4)</td>
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<tr>
<td>CHM130*</td>
<td>Fundamental Chemistry (3)</td>
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<tr>
<td>CHM130LL*</td>
<td>Fundamental Chemistry Lab (1)</td>
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Social and Behavioral Sciences 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td></td>
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</table>

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Science</td>
<td>34</td>
</tr>
</tbody>
</table>

Associate in Applied Science in:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Science</td>
<td>65</td>
</tr>
</tbody>
</table>

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 Law Enforcement Technology program is designed to provide participants with up-to-date industry specific training that will enhance their professional opportunities. Courses will teach participants how to handle the challenges of the law enforcement profession. The program includes both a Certificate of Completion in Law Enforcement Technology and an Associate in Applied Science in Law Enforcement Technology degree. In addition, a Certificate of Completion in Public Safety Technology and a Certificate of Completion in Law Enforcement Field Training is also available.

Certificate of Completion in Law Enforcement Technology

Admission Criteria:

Must be a law enforcement officer and have departmental approval.

Required Courses: 39

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LET100*</td>
<td>Introduction to Law Enforcement Technology</td>
<td>1</td>
</tr>
<tr>
<td>LET102*</td>
<td>Criminal Investigation</td>
<td>4</td>
</tr>
<tr>
<td>LET106</td>
<td>Patrol Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET109</td>
<td>Criminal Law</td>
<td>2</td>
</tr>
<tr>
<td>LET111*</td>
<td>Tactical Driving</td>
<td>2</td>
</tr>
<tr>
<td>LET119*</td>
<td>Community Relations</td>
<td>1</td>
</tr>
<tr>
<td>LET125</td>
<td>Legal Aspects of Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LET127</td>
<td>Field Problems</td>
<td>2</td>
</tr>
<tr>
<td>LET143*</td>
<td>Physical Conditioning and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>LET145*</td>
<td>Arrest/Defense Tactics</td>
<td>5</td>
</tr>
<tr>
<td>LET150*</td>
<td>Firearms I</td>
<td>3</td>
</tr>
<tr>
<td>LET151*</td>
<td>Firearms II</td>
<td>2</td>
</tr>
<tr>
<td>LET156</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>LET190*</td>
<td>Human Communication and Relations</td>
<td>1</td>
</tr>
<tr>
<td>LET202</td>
<td>Traffic Procedures</td>
<td>2</td>
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<tr>
<td>LET203</td>
<td>Report Writing</td>
<td>2</td>
</tr>
<tr>
<td>LET211</td>
<td>Criminalistics</td>
<td>2</td>
</tr>
<tr>
<td>LET223</td>
<td>Search and Seizure</td>
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</tr>
</tbody>
</table>

OR

Required Courses: 39

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>LET106</td>
<td>Patrol Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET109</td>
<td>Criminal Law</td>
<td>2</td>
</tr>
<tr>
<td>LET110</td>
<td>Fundamentals of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LET125</td>
<td>Legal Aspects of Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>LET127</td>
<td>Field Problems</td>
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<tr>
<td>LET146</td>
<td>Officer Survival</td>
<td>1</td>
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<tr>
<td>LET156</td>
<td>First Aid</td>
<td>2</td>
</tr>
<tr>
<td>LET202</td>
<td>Traffic Procedures</td>
<td>2</td>
</tr>
<tr>
<td>LET203</td>
<td>Report Writing</td>
<td>2</td>
</tr>
<tr>
<td>LET211</td>
<td>Criminalistics</td>
<td>2</td>
</tr>
</tbody>
</table>

LET223 Search and Seizure 1
LET224 Crime Scene Investigations 4
LET282 Police Roles and Responsibilities 4
LET284 Professionalism Within Policing 4
LET285BA Current Issues in Law Enforcement Technology 2
LET286 Modern Policing Strategies 4

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

First-Year Composition 6

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

Oral Communication 3

COM100 Introduction to Human Communication (3)
OR
COM230* Small Group Communication (3)

Critical Reading 3

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

Mathematics 3

MATxxx* 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.
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.

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

The Military Leadership program is designed to provide active, guard, reserve, veteran or retired military personnel with leadership training that will develop and enhance their skills and professional opportunities. The coursework will cover communication methods, leadership styles, organizational behavior concepts, employee motivation, and the decision-making process. An emphasis is placed on leadership skills and current leadership challenges. The program includes a Certificate of Completion in Military Leadership and an Associate of Applied Science in Military Leadership.

Certificate of Completion in Military Leadership

Admission Criteria:
Student must be an active, guard, reserve, veteran or retired member of the military.

Required Courses: 18

<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>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GBS233*</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAD122</td>
<td>Public Sector Human Resources Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must also choose 6 military specific American Council on Education (ACE) recommended credits and have them approved by the department chair.

Restricted Electives: 18

Students must choose 18 industry/job specific elective credits and have them approved by the department chair. These industry/job specific credits may include up to 18 military specific American Council on Education (ACE) recommended credits.

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101*</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG107*</td>
<td>First-Year Composition for ESL (3) AND</td>
<td></td>
</tr>
<tr>
<td>ENG102*</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG108*</td>
<td>First-Year Composition for ESL (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG111*</td>
<td>Technical Writing (3)</td>
<td></td>
</tr>
</tbody>
</table>

Critical Reading 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101*</td>
<td>Critical and Evaluative Reading I (3) OR</td>
<td></td>
</tr>
<tr>
<td>CRE111*</td>
<td>Critical Reading for Business and Industry (3) OR</td>
<td></td>
</tr>
</tbody>
</table>

Equivalent as indicated by assessment.

Mathematics 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT122*</td>
<td>Intermediate Algebra OR</td>
<td></td>
</tr>
</tbody>
</table>

Satisfactory completion of a higher level mathematics 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:
Military Leadership (18 credits)

Associate in Applied Science in:
Military Leadership (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.
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 (3)
- OR
- CISxxx Any Computer Information Systems course (3) 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

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

- BPC110 Computer Usage and Applications 3
- BPC111AA Computer Keyboarding I 1
- BPC111AB* Computer Keyboarding II 1
- CIS118AB PowerPoint: Level I 1
- CIS118BB* PowerPoint: Level II 1
- OCS102 Office Career Preparation 1
- OCS122 Office Orientation and Essential Skills 3
- PAD110 Criminal Charging Administration 3
- PAD112 Court Record Administration 2

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

**Associate in Applied Science in Public Administration**

The Associate in Applied Science (AAS) in 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:**
Certificate of Completion in Public Administration 15

**Restricted Electives:**
Students will choose one of the following:
Certificate of Completion in Public Administration: Legal Services 16

**Students must also choose 8 industry/job specific elective credits from the list of Restricted Electives below.**

**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**
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 (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 of Completion 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.

**Required Courses:** 13-14

- COM110 Interpersonal Communication 3
- GBS175 Professional Development 3
- TQM101 Quality Customer Service 3
- TQM105* Writing for Quality Results (2)
  OR
- GBS233* Business Communication (3) 2-3
- TQM230 Teamwork Dynamics 2

**Restricted Electives:** 3

Choose 3 credits from the following:
- BPCxxx Any BPC Business-Personal Computer course 3
- COM263 Elements of Intercultural Communication 3
- MGT172 Organizations, Paradigms, and Change 1
- SOC212 Gender and Society 3
- TQM200 Leadership for Front-Line Employees 2
- TQM205 Managing Diversity 2

Associate in Applied Science in Quality Customer Service

The Associate in Applied Science (AAS) 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:** 16-17

- Certificate of Completion in Quality Customer Service 16-17

**Restricted Electives:** 22-23

Students will choose one of the following for a total of 22-23 credits.

Students must choose 22-23 industry/job specific course credits and have them approved by the department chair, or choose 22-23 industry/job specific course credits from the list of Restricted Electives. These industry/job specific credits must include a minimum of 9 credits with a common prefix.

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. The courses will cover interviewing techniques, referrals, case management, and advanced eligibility determinations issues in medical, food stamps, and aide to families with dependent children.

**Required Courses:** 18

- HSA113 Family Assistance Computer System Overview 2
- HSA114 Assistance Applications 3
- HSA116* Assistance Determination 3
- HSA118 Medical Assistance Determination 3
- HSA222* Advanced Eligibility Determination I 3
- HSA224* Advanced Eligibility Determination II 2
- HSA226* Advanced Eligibility Determination III 2

Students must also choose 4-5 industry/job specific elective credits from the list of Restricted Electives.

* 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC119*</td>
<td>Basic Data Entry Activities</td>
<td>1</td>
</tr>
<tr>
<td>HSA160</td>
<td>Employment Assistance Administration I</td>
<td>3</td>
</tr>
<tr>
<td>HSA162*</td>
<td>Employment Assistance Administration II</td>
<td>3</td>
</tr>
<tr>
<td>HSA170</td>
<td>Employment &amp; Training Administration I</td>
<td>2</td>
</tr>
<tr>
<td>HSA172*</td>
<td>Employment &amp; Training Administration II</td>
<td>2</td>
</tr>
</tbody>
</table>

Students must also choose 11-12 industry/job specific electives credits from the list of Restricted Electives.

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 job requirements in federal and 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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HSA200</td>
<td>Introduction to Arizona Health Care Cost Containment System (AHCCCS)</td>
<td>2</td>
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<tr>
<td>HSA202</td>
<td>Arizona Long Term Care System (ALTCS): Eligibility</td>
<td>2</td>
</tr>
<tr>
<td>HSA204</td>
<td>Arizona Long Term Care System (ALTCS): Advanced Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>HSA206</td>
<td>Arizona Long Term Care System (ALTCS): Advanced Eligibility Topics</td>
<td>2</td>
</tr>
<tr>
<td>HSA208</td>
<td>Arizona Long Term Care System (ALTCS): Non-Financial Eligibility</td>
<td>2</td>
</tr>
<tr>
<td>HSA210</td>
<td>Arizona Long Term Care System (ALTCS): Resources and Income</td>
<td>3</td>
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</table>

Students must also choose 8-9 industry/job specific electives credits from the list of Restricted Electives.

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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR201</td>
<td>Insurance Operations</td>
<td>3</td>
</tr>
<tr>
<td>CSR202</td>
<td>Insurance Representative Services</td>
<td>3</td>
</tr>
<tr>
<td>CSR203</td>
<td>Insurance Representative Concerns</td>
<td>3</td>
</tr>
<tr>
<td>CSR204</td>
<td>Insurance Representative Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CSR205</td>
<td>Automobile Insurance Provisions</td>
<td>3</td>
</tr>
<tr>
<td>CSR206</td>
<td>Insurance Rate Determination</td>
<td>3</td>
</tr>
<tr>
<td>CSR207</td>
<td>Automobile Policy Adjustment</td>
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</tbody>
</table>

Students must also choose 1-2 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Automobile Policy: Customer Service

This Certificate of Completion (CCL) is designed to prepare students in the automobile insurance industry. The courses include insurance operation overview, account management techniques, policy cancellation, and reinstatement. The emphasis will be on customer service skills and policy endorsement knowledge.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CSR251</td>
<td>Automobile Insurance Operations</td>
<td>3</td>
</tr>
<tr>
<td>CSR253</td>
<td>Automobile Policy Endorsement Coverage</td>
<td>3</td>
</tr>
<tr>
<td>CSR254</td>
<td>Automobile Policy Endorsement Provisions</td>
<td>2</td>
</tr>
<tr>
<td>CSR256</td>
<td>Automobile Insurance Policy Cancellation</td>
<td>2</td>
</tr>
<tr>
<td>CSR259</td>
<td>Automobile Insurance Policy Reinstatement</td>
<td>1</td>
</tr>
</tbody>
</table>

Students must also choose 11-12 industry/job specific electives credits from the list of Restricted Electives.
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: 14

- 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 8-9 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Insurance Claims and Losses: Customer Service

This Certificate of Completion (CCL) in Insurance Claims and Losses: Customer Service is designed to provide students with the knowledge and skills to meet job requirements in the insurance claims and loss reporting industry. The courses cover basic insurance concepts, account handling procedures, and steps to record claims such as weather-related and glass loss. Additional topics include communications, listening skills, and customer service strategies.

Required Courses: 11

- CSR244* Insurance Loss Reporting Overview 3
- CSR246* Insurance Loss Reporting Customer Service 3
- CSR264* Insurance Claims 3
- CSR266* Insurance Loss Reporting and Claims 2

Students must also choose 11-12 industry/job specific electives credits from the list of Restricted Electives.

Certificate of Completion in Motor Vehicle: Customer Service

The Certificate of Completion (CCL) in Motor Vehicle: Customer Service is designed to provide students with the training required for employment in the Arizona State Motor Vehicle Division. Courses will cover the use of a computerized account maintenance system, records administration, title and registration issues, documentation, and communication skills.

Required Courses: 11

- CSR111  Motor Vehicle Customer Service 3
- CSR112  Motor Vehicle Records Administration 3
- CSR113  Motor Vehicle Title and Registration Administration 2
- CSR115  Privilege Restriction Documentation 2
- CSR124  Motor Vehicle Title Exchange 1

Students must also choose 11-12 industry/job specific electives credits from the list of Restricted Electives.

Certificate of Completion in Utilities: Customer Service

The Certificate of Completion (CCL) in Utilities: Customer Service is designed to provide students with training to meet requirements for employment in the customer service area of the utilities industry. Courses focus on handling customer accounts, including processing new customer accounts, service orders, service plans, rates, and payments.

Required Courses: 16

- UCS101  Introduction to Billing 3
- UCS108* Account Services for Public Utilities 1
- UCS110  Meter and Trouble Orders 2
- UCS120  Payments, Credits and Rates 3
- UCS130  Service Orders I 3
- UCS135* Service Orders II 2
- UCS140* Service Order Procedures 2

OR

Required Courses: 19

- UCS105  Introduction to Public Utility 2
- UCS122* Public Utility Orders I 3
- UCS124* Public Utility Orders II 3
- UCS126* Public Utility Service Practices 2
- UCS128* Public Utility Processing 3
- UCS132* Advanced Public Utility Processing I 3
- UCS134* Advanced Public Utility Processing II 3

Student must also choose 3-7 industry/job specific elective credits from the list of Restricted Electives.

* Indicates course has a Prerequisite and/or Corequisite.
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 customer service, customer account evaluations, and account maintenance.

Required Courses: 12

- CSI250 Customer Service for Credit Counselors 3
- CSI251 Legal Issues in Credit Counseling 3
- CSI253 Credit Counseling Process 3
- CSI255 Account Maintenance Procedures 3

OR

- CSI250 Customer Service for Credit Counselors 3
- CSI251 Legal Issues in Credit Counseling 3
- CSI252 Credit Counseling New Accounts 3
- CSI256 Credit Counseling Account Management 3

Students must also choose 10-11 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in
Travel Agency: Customer Service

The Certificate of Completion (CCL) in Travel Agency: Customer Service is designed to provide students with training required for employment in the travel agency industry. Courses focus on domestic travel, including reservations, booking and ticketing procedures, sales and communication skills, fares and computerized reservations systems.

Required Courses: 15

- TVL150 Turbo Sabre Domestic Travel Reservations 3
- TVL151 Turbo Sabre Group Travel Reservations 3
- TVL152 Turbo Sabre Domestic Reservations I 3
- TVL153* Turbo Sabre Domestic Reservations II 3
- TVL154* Turbo Sabre Domestic Travel Lab 3

OR

- TVL160 Travel Industry Customer Service 2
- TVL161 Travel Industry Reservations I 3
- TVL162* Travel Industry Reservations II 3
- TVL163 Ground Reservations 2
- TVL164 Airline Reservations 3
- TVL165* Travel Industry Reservations Lab 3

Students must also choose 6-8 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in
Pharmacy Benefits Management: Customer Service

This certificate is designed to provide students with the training needed to work in the field of pharmacy benefits management. Courses will cover topics such as database management, pharmacy benefits plans, claims analysis, and pharmacy benefits policy procedures. The courses will also emphasize strategies for quality customer service and information retention.

Required Courses: 12

- CSR136 Pharmacy Benefit Member Service 3
- CSR137 Pharmacy Benefit Database Management 3
- CSR138 Pharmacy Benefit Service Provision 3
- CSR139 Pharmacy Benefit Operations 3

Students must also choose 10-11 industry/job specific elective credits from the list of Restricted Electives.

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

- ENG101* First-Year Composition (3)
- ENG102* First-Year Composition (3)
- ENG111* Technical Writing (3)

Oral Communication 3

- COM230* Small Group Communication

Critical Reading 3

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

Mathematics 3

- MAT102* Mathematical Concepts/Applications (3)

Satisfactory completion of a higher level mathematics course.

* Indicates course has a Prerequisite and/or Corequisite.
EDUCATIONAL PARTNERSHIPS & CUSTOMIZED TRAINING

Quality Customer Service

**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 (16-17 credits)
- Human Services - Assistance: Customer Service (18 credits)
- Human Services - Specialist: Customer Service (11 credits)
- Human Services - Long Term Care: Customer Service (14 credits)
- Automobile Insurance: Customer Service (21 credits)
- Automobile Policy: Customer Service (11 credits)
- Insurance: Customer Service (14 credits)
- Insurance Claims and Losses: Customer Service (11 credits)
- Motor Vehicle: Customer Service (11 credits)
- Utilities: Customer Service (16-19 credits)
- Credit Counseling: Customer Service (12 credits)
- Travel Agency: Customer Service (15-16 credits)
- Pharmacy Benefits Management: Customer Service (12 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**

* Indicates course has a Prerequisite and/or Corequisite.
EDUCATIONAL PARTNERSHIPS & CUSTOMIZED TRAINING

Workforce Development and Community Re-Entry

Certificate of Completion in Workforce Development and Community Re-Entry

The Certificate of Completion (CCL) in Workforce Development and Community Re-Entry program is designed to provide incarcerated persons with the skills needed to effectively transition from incarceration to the community. Courses will focus on job readiness, job preparation, and job retention skills as well as family reunification, personal and social skill development, and substance abuse education.

Admission Criteria:
Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

Required Courses: 13

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFR110*</td>
<td>Re-Entry Skills: Personal Skill Development</td>
<td>3</td>
</tr>
<tr>
<td>WFR112*</td>
<td>Re-Entry Skills: Family Reunification</td>
<td>3</td>
</tr>
<tr>
<td>WFR114*</td>
<td>Re-Entry Skills: Social Skill Development</td>
<td>1</td>
</tr>
<tr>
<td>WFR116*</td>
<td>Re-Entry Skills: Substance Abuse Education</td>
<td>1</td>
</tr>
<tr>
<td>WFR118*</td>
<td>Re-Entry Skills: Job Readiness</td>
<td>3</td>
</tr>
<tr>
<td>WFR120*</td>
<td>Re-Entry Skills: Job Retention</td>
<td>2</td>
</tr>
</tbody>
</table>

Associate in Applied Science in Workforce Development and Community Re-Entry

The Workforce Development and Community Re-Entry program is designed to provide incarcerated persons with the skills needed to effectively transition from incarceration to the community. Courses in the program will 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 and an Associate of Applied Science in Workforce Development and Community Re-Entry, as well as various other Certificate of Completions in the areas of Culinary Arts, Carpentry, Graphic Arts, Automotive Technology, Horticulture, Welding, Furniture Construction/Refinishing, and Electrical.

Required Courses: 26-29

Students will choose one of the following for a total of 26-29 credits.

- Students must choose 26-29 industry/job specific elective credits from the list of Restricted Electives below. These industry/job specific credits must include a minimum of 9 credits with a common prefix.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABAxxx</td>
<td>Any ABA Arizona Builders Alliance course.</td>
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<tr>
<td>ABCxxx</td>
<td>Any ABC Associated Builders and Contractors course.</td>
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<tr>
<td>ACCxxx</td>
<td>Any ACC Accounting course.</td>
</tr>
<tr>
<td>ADAxxx</td>
<td>Any ADA Advertising Arts course.</td>
</tr>
<tr>
<td>AGBxxx</td>
<td>Any AGB Agribusiness course.</td>
</tr>
<tr>
<td>AGLxxx</td>
<td>Any AGL Agricultural Landscape course.</td>
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<tr>
<td>AGSxxx</td>
<td>Any AGS Agricultural Science course.</td>
</tr>
<tr>
<td>APTxxx</td>
<td>Any APT Automotive Performance Technology course.</td>
</tr>
<tr>
<td>AUTxxx</td>
<td>Any AUT Automotive Technology course.</td>
</tr>
<tr>
<td>BLTxxx</td>
<td>Any BLT Building Safety and Construction Technology course.</td>
</tr>
<tr>
<td>BPCxxx</td>
<td>Any BPC Business-Personal Computers course.</td>
</tr>
<tr>
<td>CISxxx</td>
<td>Any CIS Computer Information Systems course.</td>
</tr>
<tr>
<td>CNSxxx</td>
<td>Any CNS Construction course.</td>
</tr>
<tr>
<td>ELAxxx</td>
<td>Any ELA Electrician: Apprenticeship course.</td>
</tr>
<tr>
<td>FONxxx</td>
<td>Any FON Food and Nutrition course.</td>
</tr>
<tr>
<td>GTCxxx</td>
<td>Any GTC General Technology course.</td>
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<tr>
<td>IECxxx</td>
<td>Any IEC Independent Electrical Contractors course.</td>
</tr>
<tr>
<td>INDxxx</td>
<td>Any IND Industry course.</td>
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<tr>
<td>RECxxx</td>
<td>Any REC Recreation course.</td>
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<tr>
<td>SUNxxx</td>
<td>Any SUN Sundcorps course.</td>
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<tr>
<td>WLDxxx</td>
<td>Any WLD Welding Technology course.</td>
</tr>
<tr>
<td>WWMxxx</td>
<td>Any WWM Water/Wastewater Management course.</td>
</tr>
</tbody>
</table>

*Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Workforce Development: Carpentry Level I

The Certificate of Completion (CCL) in Workforce Development: Carpentry Level I is designed to prepare incarcerated persons with an introduction to the field of carpentry. Courses will cover basic carpentry skills as well as hand and power tools, blueprints and construction calculations. The program will also include courses focusing on floor systems, wall systems, and roof systems. A unique feature of this program is an internship component where incarcerated students have the opportunity to gain hands-on experience through the construction of products for the government, the construction industry, and the community.

Admission Criteria:
Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

Required Courses: 14.5

ABA120* Carpentry Fundamental 1
ABA121* Floor and Wall Systems 2
ABC119* Basic Safety 1
ABC120* Basic Calculations for Construction 1.5
ABC121* Introduction to Hand and Power Tools 1
ABC122* Rigging Safety and Equipment 1
ABC123* Introduction to Blueprints 1
ABC136* Roof Systems 1
GTC107 Technical Mathematics I 3
CNS290AB* Construction Internship 2

Students must also choose 11.5-14.5 industry/job specific elective credits from the list of Restricted Electives.

Program Prerequisites: 14.5
Certificate of Completion in Workforce Development: Carpentry Level I 14.5

Required Courses: 13.5

ABC135* Fundamentals of Concrete 1
ABC230* Stair Construction 1
GTC121 Construction Estimating I 3
SUN104* Site Preparation 1
CNS290AC* Construction Internship 3
AND
ABC231* Exterior Wall Finishes 3
SUN207* Metal Studs and Drywall 1.5
OR
GTC182 Building Construction Methods I 3
SUN208* Construction Plans and Elevations 1.5

Students must also choose 0-1 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development: Electrical Level I

The Certificate of Completion (CCL) in Workforce Development: Electrical Level I is designed to prepare the incarcerated person with skills needed to work in the construction field upon release. Courses focus on basic electrical fundamentals as well as electrical equipment, blueprints, codes, and safety. A unique feature of this program allows incarcerated students to gain hands-on experience through the construction of electrical products for the government, the construction industry, and the community.

Required Courses: 12.5

ABA102 Electrical Fundamentals 1
ABA103 Handbending of Electrical Conduit 0.5
ABA104* Raceways, Boxes, Fittings, Anchors/Supports 1.5
ABC119* Basic Safety 1
ABC120* Basic Calculations for Construction 1.5
ABC121* Introduction to Hand and Power Tools 1
ABC122* Rigging Safety and Equipment 1
ABC123* Introduction to Blueprints 1
ABC126* Electrical Test Equipment 1
ABC142* Alternating Current 1
CNS290AB* Construction Internship 2

Students must also choose 13.5-16.5 industry/job specific elective credits from the list of Restricted Electives.

*Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Workforce Development: Electrical Level II

The Certificate of Completion (CCL) in Workforce Development: Electrical Level II is advanced training for the incarcerated person to prepare to work in the construction field upon release. Courses focus on basic electricity, electrical standards, and installation procedures. Incarcerated students gain additional hands-on experience through the construction of electrical products for the government, the construction industry, and the community.

**Program Prerequisites:**
- 12.5
  - Certificate of Completion in Workforce Development: Electrical Level I

**Required Courses:**
- 14
  - ABA130* Installation of Electric Services 1
  - ABA150* Advanced Calculations for Electricians 1.5
  - ABC132* Circuit Breakers and Fuses 0.5
  - ABC133* Basic Lighting 1
  - ABC143* Motors: Theory and Application 2
  - ABC144* Grounding 1
  - BLT131 Applied Electric Codes 4
  - CNS290AC* Construction Internship 3

Students must also choose 0-2.5 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development: Horticulture Level II

The Certificate of Completion (CCL) in Workforce Development: Horticulture Level II is advanced training for the incarcerated person to prepare to work in the horticulture field upon release, including skills to run an agribusiness. Courses continue to provide training in landscaping as well as irrigation and watering, plant diseases, and lawn and turf procedures.

**Program Prerequisites:**
- 12
  - Certificate of Completion in Workforce Development: Horticulture Level I

**Required Courses:**
- 14
  - AGB130 Establishing and Running an Agribusiness 3
  - AGS264 Irrigation and Water Management 3
  - AGS267 Weeds and Plant Diseases of Arizona 3
  - AGS284 Lawn and Turf Care 3
  - REC132 Landscape Management 2

Students must also choose 0-3 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development: Horticulture Level I

The Certificate of Completion (CCL) in Workforce Development: Horticulture Level I is designed to prepare the incarcerated person with skills needed to work in the field of horticulture upon release. Courses in the program focus on landscape design, plant growth, and greenhouse management.

**Admission Criteria:**

Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

**Required Courses:**
- 12
  - AGL184 Landscape Drafting and Design I 2
  - AGS164 Plant Growth and Development 4
  - AGS183 Urban Plant Identification and Use 3
  - AGS186 Greenhouse Management and Construction 3

Students must also choose 14-17 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development: Automotive Technology Level I

The Certificate of Completion (CCL) in Workforce Development: Automotive Technology Level I is designed to prepare the incarcerated person with skills needed to work in the automotive technology field upon release. Courses focus on basic automotive service skills. Courses also cover automotive components, systems, theories, and testing procedures. Incarcerated students choose one of three areas as an emphasis: internal combustion engines, air conditioning, or braking systems.

**Admission Criteria:**

Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

**Required Courses:**
- 12
  - AGL184 Landscape Drafting and Design I 2
  - AGS164 Plant Growth and Development 4
  - AGS183 Urban Plant Identification and Use 3
  - AGS186 Greenhouse Management and Construction 3

Students must also choose 14-17 industry/job specific elective credits from the list of Restricted Electives.

* Indicates course has a Prerequisite and/or Corequisite.
Required Courses:  
- APT101 Automotive Service Operations  
- APT161 Auto Electrical/Electronic Systems I  
- AUT103BD* Ignition Systems  
- AUT210AA* Automotive Emission Systems  
AND  
- AUT101AA Internal Combustion Engines Theory (3)  
OR  
- AUT107AA Automotive Air Conditioning (3)  
OR  
- AUT109AA Automotive Braking Systems (3)  

Students must also choose 13-16 industry/job specific elective credits from the list of Restricted Electives.

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**Certificate of Completion in Workforce Development: Automotive Technology Level II**

The Certificate of Completion (CCL) in Workforce Development: Automotive Technology Level II is an advanced automotive technology program designed to prepare the incarcerated person with skills needed to work in the automotive technology field upon release. Courses focus on automotive systems and malfunctions as well as procedures for diagnosis and repair.

**Program Prerequisites:**
- Certificate of Completion in Workforce Development: Automotive Technology Level I  

**Required Courses:**
- APT131 Automotive Power Trains  
- APT141 Alignment, Steering, and Suspension  
- APT262* Auto Electrical/Electronic Systems II  
OR  
- APT181 Engine Performance and Diagnosis I  
- APT262* Auto Electrical/Electronic Systems II  
- APT282* Engine Performance and Diagnosis II

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**Certificate of Completion in Workforce Development: Welding Level I**

The Certificate of Completion (CCL) in Workforce Development: Welding Level I is designed to prepare the incarcerated person with skills needed to work in the welding industry upon release. Courses focus on basic welding skills including materials, blueprints, calculations, and safety. Courses also cover various welding techniques and the usage of a variety of welding equipment.

**Admission Criteria:**
- Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

**Required Courses:**
- ABC119* Basic Safety  
- GTC107 Technical Mathematics I  
- GTC216 Properties of Materials  
- WLD101 Welding I  
- WLD150 Welding Blueprint Reading  

Students must also choose 13-16 industry/job specific elective credits from the list of Restricted Electives.

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**Certificate of Completion in Workforce Development: Welding Level II**

The Certificate of Completion (CCL) in Workforce Development: Welding Level II is advanced training designed to prepare the incarcerated person with skills needed to work in the welding industry upon release. Courses include training in ARC welding, fabrication, and quality control. In addition, students choose either gas or heliarc and wire feed welding as an emphasis.

**Program Prerequisites:**
- Certificate of Completion in Workforce Development: Electrical Level I  

**Required Courses:**
- WLD105 Gas Welding (5)  
OR  
- WLD206 Advanced Welding - Heliarc and Wire Feed (5)  
- WLD106 ARC Welding  
- WLD215 Welding Fabrication  
- WLD225 Welding Inspection and Quality Control

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Workforce Development:
Furniture Construction/Refinishing Level I

The Certificate of Completion (CCL) in Workforce Development: Furniture Construction/Refinishing Level I is designed to prepare the incarcerated person with skills needed to work in the furniture construction/refinishing industry upon release. Courses focus on the design, construction, assembly, and finishing of furniture pieces. Topics also include types of wood, fasteners, hand and power woodworking tools as well as project planning.

Admission Criteria:
Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

Required Courses:  12
GTC127  Beginning Woodworking  3
GTC128*  Intermediate Woodworking  3
GTC130  Furniture Construction I  3
GTC131*  Furniture Construction II  3
Students must also choose 14-17 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development:
Furniture Construction/Refinishing Level II

The Certificate of Completion (CCL) in Workforce Development: Furniture Construction/Refinishing Level II is an advanced program designed to prepare the incarcerated person with skills needed to work in the furniture construction/refinishing industry upon release. Courses focus on cabinetmaking skills, upholstery skills, and various finishing techniques.

Program Prerequisites:  12
Certificate of Completion in Workforce Development:
Furniture Construction/Refinishing Level I  12

Required Courses:  15
GTC132  Wood Finishing  3
GTC144  Introduction to Cabinetmaking  3
GTC145*  Advanced Cabinetmaking  3
GTC156  Furniture Upholstering I  3
GTC157*  Furniture Upholstering II  3
Students must also choose 0-2 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development:
Graphic Arts Level I

The Certificate of Completion (CCL) in Workforce Development: Graphic Arts Level I is designed to prepare the incarcerated person with skills needed to work in the field of graphic arts upon release. The courses will provide an introduction to the printing industry, including the printing of graphics and electronic publishing. Courses will also focus on the types of paper, printing techniques, and finishing, binding, and packaging styles, as well as offset press operations.

Admission Criteria:
Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

Required Courses:  12
ADA114  Graphics Printing Processes  3
ADA175*  Electronic Publishing Design I  3
IND110  Introduction to the Printing Industry  1
IND111  Paper, Binding and Finishing Techniques  3
IND112  Lithographic Links and Offset Press Operations  2
Students must also choose 14-17 industry/job specific elective credits from the list of Restricted Electives.

Certificate of Completion in Workforce Development:
Graphic Arts Level II

The Certificate of Completion (CCL) in Workforce Development: Graphic Arts Level II is an advanced program designed to prepare the incarcerated person with skills needed to work in the graphic arts upon release. The training will also cover the production of print advertisements.

Program Prerequisites:  12
Certificate of Completion in:
Workforce Development: Graphic Arts Level I  12

Required Courses:  15
ADA102  Advertising Production Methods  3
ADA177*  Computer-Photographic Imaging  3
ADA183*  Computer Aided Graphic Arts I  3
ADA283*  Computer Aided Graphic Arts II  3
ADA289*  Computer Illustration  3
Students must also choose 0-2 industry/job specific elective credits from the list of Restricted Electives.

* Indicates course has a Prerequisite and/or Corequisite.
Certificate of Completion in Workforce Development: Culinary Arts

The Certificate of Completion (CCL) in Workforce Development: Culinary Arts is designed to prepare the incarcerated person with skills needed to work in the field of culinary arts or catering upon release. Courses cover food service safety and sanitation requirements. Additional topics include commercial cooking and baking techniques, food preparation techniques, and garde manger responsibilities.

Admission Criteria:

Permission of Department or Division is required for admission to the Workforce Development and Community Re-Entry program.

Required Courses: 14

- FON104 Certification in Food Service Safety and Sanitation 1
- FON118 Commercial Baking Techniques 3
- FON143 Food and Culture 3
- FON179 Garde Manger 3
- FON180 Principles and Skills for Professional Cooking 3
- AND
- FON116 Customer Services in Food Service Systems (1)
- OR
- FON119* Catering - Planning and Production (1) 1

Students must also choose 12-15 industry/job specific elective credits from the list of Restricted Electives.

General Education Requirements: 25

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

Any approved general education course in the Critical Reading area.

Mathematics 3

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.

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Workforce Development and Community Re-Entry (13 credits)
- Workforce Development: Carpentry Level I (14.5 credits)
- Workforce Development: Carpentry Level II (28 credits)
- Workforce Development: Electrical Level I (12.5 credits)
- Workforce Development: Electrical Level II (26.5 credits)
- Workforce Development: Horticulture Level I (12 credits)
- Workforce Development: Horticulture Level II (26 credits)
- Workforce Development: Automotive Technology Level I (13 credits)
- Workforce Development: Automotive Technology Level II (29 credits)
- Workforce Development: Welding Level I (13 credits)
- Workforce Development: Welding Level II (29 credits)
- Workforce Development: Furniture Construction/Refinishing Level I (12 credits)
- Workforce Development: Furniture Construction/Refinishing Level II (27 credits)
- Workforce Development: Graphic Arts Level I (12 credits)
- Workforce Development: Graphic Arts Level II (27 credits)
- Workforce Development: Culinary Arts (14 credits)

Associate in Applied Science in:
- Workforce Development and Community Re-Entry (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.
Rio Salado College and the Maricopa County Community College District have articulation partnerships with numerous colleges and universities across the United States to offer convenient ways for you to complete a bachelor’s degree at a significant cost savings. Many of Rio Salado’s courses will transfer directly into a program at one of our transfer partnership institutions.

www.riosalado.edu/partnerships

University Transfer
Do you have college credits and still no degree? Do you plan on transferring your credits to other institutions? Rio Salado understands your need to finish your degree as quickly as possible and has partnered with multiple colleges and universities across the nation to offer you easy ways to complete your bachelor’s degree.

Northern Arizona University – Connection
The Maricopa Community Colleges and Northern Arizona University Connection makes getting your bachelor’s degree convenient and affordable. This partnership allows Rio Salado students to easily transfer their public community college credits to NAU.

www.maricopa.edu/connection.

Northcentral University
This partnership with Northcentral University makes it easy for all graduates, faculty and staff of the Maricopa Community Colleges to finish undergraduate and graduate degree programs while receiving a substantial tuition benefit. Rio Salado students can transfer up to 90 credits to NCU’s 3+1 Bachelor’s Degree Completion Program. Students can accelerate their education and graduate sooner because of NCU’s flexible term schedules.

www.maricopa.edu/northcentral

Rio Salado Partnerships

Arizona State University – Alliance
The Arizona State University/Maricopa Community Colleges Alliance is a partnership designed to promote a seamless experience for students who want to earn an associate degree, as well as a baccalaureate degree at ASU.

www.riosalado.edu/alliance

Grand Canyon University
Grand Canyon University (GCU) is an accredited, private university located in Phoenix, AZ. The university offers online and campus-based bachelor’s and master’s degree programs. With an online and campus-based enrollment of more than 14,000, GCU emphasizes individual attention for both traditional undergraduate students and working professionals.

www.riosalado.edu/gcu

www.riosalado.edu/transfer
480-517-8580
District-Wide Programs

One of the ten Maricopa Community Colleges, Rio Salado, like those of its sister colleges, offers high demand programs such as dental hygiene, nursing and all university transfer degree pathways.

With articulation agreements with numerous universities and private colleges across the country, MCCCD provides a seamless transition to universities where you can complete your bachelor degree and beyond. This is just another way MCCCD is making achieving a college education a possibility for all students.

www.riosalado.edu/transfer
Districtwide Programs

IN THIS SECTION

• Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S
• Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S
• Associate in Arts (AA) Degree
• Associate in Arts in Elementary Education (AAEE) Degree
• Associate in Arts, Fine Arts - Dance (AAFA - Dance) Degree
• Associate in Arts, Fine Arts - Art (AAFA - Art) Degree
• Associate in Arts, Fine Arts - Theatre (AAFA - Theatre) Degree
• Associate in Science (AS) Degree
• Associate in Business (ABus) Degree, General Requirements (GR)
• Associate in Business (ABus) Degree, Special Requirements (SR)
• Associate in General Studies (AGS) Degree
• Associate in Transfer Partnership (ATP) Degree
• Associate in Applied Science (AAS) Degree, General Education Requirements
• Academic Certificate
• General Graduation Requirements
• Maricopa Community Colleges General Education Statement
• Catalog Under Which a Student Graduates
• Teacher Education: Maricopa Community College
  District-Wide Offerings
• Districtwide Occupational Programs
General Education

Why take General Education courses through Rio Salado?

Online General Education Core
You can now take transferable general education courses online – anytime, anyplace. Fulfill lower-division general education requirements for an associate degree and transfer those credits to complete your bachelor’s degree at public universities in Arizona and a variety of out of state schools. You’ll find all the support you need to succeed online, as well as a 24/7 helpdesk.

Online General Education Degrees
- Associate in Arts (AA)
- Associate in Elementary Education (AAEE)
- Associate in Business: General Requirements (ABus GR)
- Associate in Business: Special Requirements (ABus SR)
- Arizona General Education Curriculum (AGEC)
  - Liberal Arts (AGEC-A)
  - Business (AGEC-B)
  - Science (AGEC-S)
- Associate in General Studies (AGS)
- Associate in Science (AS)
- Associate in Transfer Partnership (ATP)

For degree descriptions please visit www.riosalado.edu/programs
Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

Description
The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35-38 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. The MCCCD AGEC transfers as a block without loss of credit.

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

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

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

http://az.transfer.org/cas/atass/

1. Click on Student Information
2. Select Degrees and Pathways
3. Scroll down to the bottom of the page
4. 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. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

Academic Policies that Govern the AGEC A, B, S
- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better. Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent.

- Uses the following policies to help students complete the required Core and Awareness Areas without exceeding the 35-38 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 in the AGEC A and B.
  3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.

- Follows the general education policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for course evaluations and/or general education designations.
**DISTRICTWIDE PROGRAMS**

Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

- Require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- Require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;
- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;
- Accept one of the courses that is cross-referenced with other courses;
- Provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.0 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

**AGEC Requirements**

The 35-38 semester credits required for each of the three AGECs follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: [http://www.dist.maricopa.edu/academic/curric/](http://www.dist.maricopa.edu/academic/curric/)
- Click on the Resources tab.
- Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S.
- Click on the link.

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.

### Credits

#### A. Core Areas: 35

<table>
<thead>
<tr>
<th>1. First-Year Composition (FYC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Literacy and Critical Inquiry [L]</td>
<td>0-3</td>
</tr>
</tbody>
</table>

AGEC A and AGEC B: Select a course that satisfies the [L] requirement (3).

AGEC S: Select a course that satisfies L and SB (Social and Behavioral Sciences) OR L and HU (Humanities and Fine Arts) requirements simultaneously (0-3).

#### 3. Mathematical Studies [MA/CS] 4-6

The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

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

AGEC S does not require the [CS] area.

**AGEC A requires:**

a. Mathematics [MA] (3 credits) AND

(Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.)

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

**AGEC B requires:**

a. Mathematics [MA] (3 credits) AND

(Requires a course in brief calculus (MAT212) or a higher level mathematics course (MAT216, MAT220, or MAT221 or any course for which these courses are prerequisites.)

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

CIS105 Survey of Computer Information Systems

**AGEC S requires:**

a. Mathematics [MA] (4 credits) AND

(Requires a calculus course (MAT220 or MAT221) OR any mathematics course for which MAT220 or MAT221 are prerequisites OR, if pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.

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

CIS105 Survey of Computer Information Systems

#### 4. Humanities and Fine Arts [HU] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

AGEC S: Select a course that satisfies both L and SB or L and HU requirements simultaneously.

#### 5. Social and Behavioral Sciences [SB] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

AGEC S: Select a course that satisfies both L and SB (Social and Behavioral Sciences) or L and HU (Humanities and Fine Arts) requirements simultaneously.
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 differs for AGEC S. AGEC S requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

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

7. **Subject Options (Subject based on major)** (AGEC S) 6-8

Students completing AGEC S, through careful selection of courses that meet the other major or prerequisite requirements for Science degrees, will meet this requirement.

Using a transfer guide, select Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

**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 to thirty-eight semester credits to complete any of the three MCCCD AGECs because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

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

**AGEC Area Requirements Descriptions/Definitions**

**Core Areas**

**First-Year Composition [FYC]**

Courses 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]**

Courses 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.

For AGEC S, students will select a course that satisfies both Literacy and Social & Behavioral Sciences or Literacy and Humanities and Fine Arts requirements simultaneously.

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 [MA]**

Courses must be completed with a grade of “C” or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. In AGEC A and AGEC B, 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.
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.

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

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. MAT251 is required if transferring to a Life Sciences degree at Arizona State University (ASU).

Mathematics [MA] AGEC A

Mathematics [MA] AGEC B

Mathematics [MA] AGEC S

The AGEC S Mathematics Core area requires a course in Brief Calculus or a higher level mathematics course.

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]

Courses must be completed with a grade of “C” or better in the Natural Sciences Core area.

Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

Natural Sciences [SQ] A & B

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

Natural Sciences [SG] A & B

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

Natural Sciences S

The AGEC S Natural Sciences Core area requires eight semester credits of either university chemistry or eight semester credits of university physics or eight semester credits of general biology appropriate to the major.

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

Subject Options (for AGEC S)

Courses in the Subject Options area help the student to be prepared for specific majors in science. Students completing AGEC S, through careful selection of courses that meet the other major or prerequisite requirements for Science degree, will meet this requirement. Using a transfer guide, courses would be selected from Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.
DISTRICTWIDE PROGRAMS

Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

Awareness Areas

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

Cultural Diversity in the United States [C]

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

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

Global Awareness [G]

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

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

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

Historical Awareness [H]

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

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

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.
Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B, and/or AGEC S

Arizona General Education Curriculum

The Arizona General Education Curriculum (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 MCCCD AGECs. They are the AGEC A, AGEC B, and the AGEC S. Designed to articulate with different academic majors, the requirements vary accordingly.

AGEC Matrix

This Matrix of courses compliments and supports the AGEC A, B, and S information within the MCCCD college catalogs. Thus, courses that have been processed and have gained a general education designation will be listed on this Matrix for users to access in the processes of advising students for transfer and curricular purposes.

The Matrix lists single courses and the general education area(s) satisfied by each course. Courses that meet general education designations through course combinations and/or through a specific sequence are also listed with the combinations connected by ampersands. Special notes regarding the combinations are also provided. The general education area(s) satisfied by the combined courses is listed at the end of the combination.

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 [G] due to the successful completion of GLG110 and, in addition, will satisfy the [SG] 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.

Students should consult an MCCCD Academic Advisor to ensure appropriate course selection for general education purposes and transfer.

Maintenance of the Matrix

The MCCCD Center for Curriculum and Transfer Articulation (CCTA) maintains the Matrix on an ongoing basis. Action taken on MCCCD processed curriculum and changes to General Education Designations may impact the courses listed on the Matrix. When the Matrix is updated, the changes are communicated to MCCCD CCTA personnel as well as advisors as soon as the changes are approved. Future term updates are identified with a note immediately following the course listed on the Matrix.

Other Resources

Students seeking more detailed course information on any of the courses listed on the Matrix should access the Course Information, Quick Search or Advanced Search on the main page of the Center for Curriculum and Transfer Articulation website:

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

The AGEC Course Matrix - General Studies Designations

| SB, C | AFR110* | Introduction to African-American Studies (3 cr.) |
| SB, C, H | AFR202 | Ethnic Relations in the United States (3 cr.) |
| SB, C, H | AFR203 | African-American History: The Slavery Experience (3 cr.) |
| SB, C, H | AFR204 | African-American History: Reconstruction to the Present (3 cr.) |
| CS | AGB139 | Agribusiness Computer Operations (3 cr.) |
| SQ | AGS164 | Plant Growth and Development (4 cr.) |
| SQ | AGS260 | Origin and Composition of Soils (4 cr.) |
| SB, C, H | AIS101 | Survey of American Indian Issues (3 cr.) |
| SB, C | AIS105 | Introduction to American Indian Studies (3 cr.) |
| C, H | AIS110 | Navajo Government (3 cr.) |
| SB, C, H | AIS140 | American Indian History (3 cr.) |
| SB, C, H | AIS141 | Sovereign Indian Nations (3 cr.) |
| C, H | AIS160 | American Indian Law (3 cr.) |
| SB, C, H | AIS170 | American Indian History of the Southwest (3 cr.) |
| L, HU, C | AIS213 | American Indian Religions (3 cr.) |
| SB | AJS101 | Introduction to Criminal Justice (3 cr.) |
## DISTRICTWIDE PROGRAMS

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Description</th>
<th>Area(s)</th>
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<td>CS AJS119</td>
<td>Computer Applications Justice Studies (3 cr.)</td>
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<td>HU AJS123</td>
<td>Ethics and Administration of Justice (3 cr.)</td>
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<td>SB AJS162</td>
<td>Domestic Violence (3 cr.)</td>
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<td>SB AJS200</td>
<td>Current Issues In Criminal Justice (3 cr.)</td>
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<td>SB AJS225</td>
<td>Criminology (3 cr.)</td>
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<td>SB, C AJS258</td>
<td>Victimology and Crisis Management (3 cr.)</td>
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<td>SB, C AJS270</td>
<td>Community Relations (3 cr.)</td>
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<td>CS AMS150</td>
<td>Digital Systems and Microprocessors (4 cr.)</td>
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<tr>
<td>G ARB201</td>
<td>Intermediate Arabic I (4 cr.)</td>
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<td>G ARB202</td>
<td>Intermediate Arabic II (4 cr.)</td>
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<td>HU ARH100</td>
<td>Introduction to Art (3 cr.)</td>
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<td>HU, G, H ARH101*</td>
<td>Prehistoric Through Gothic Art (3 cr.)</td>
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<td>HU, G, H ARH102</td>
<td>Renaissance Through Contemporary Art (3 cr.)</td>
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<td>HU ARH115</td>
<td>History of Photography (3 cr.)</td>
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<td>History of American Indian Art (3 cr.)</td>
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<td>HU, G, H ARH201</td>
<td>Art of Asia (3 cr.)</td>
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<td>HU, H ARH203</td>
<td>Art of Ancient Egypt (3 cr.)</td>
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<td>HU, H ARH217</td>
<td>Mexican Art History (3 cr.)</td>
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<td>SB, G ASB102</td>
<td>Introduction to Cultural and Social Anthropology (3 cr.)</td>
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<td>SB, C, H ASB202</td>
<td>Ethnic Relations in the United States (3 cr.)</td>
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<td>HU, SB, G ASB211</td>
<td>Women in Other Cultures (3 cr.)</td>
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<td>SB ASB214</td>
<td>Magic, Witchcraft and Healing (3 cr.)</td>
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<tr>
<td>HU ASB220</td>
<td>Archaeology Goes to the Movies (3 cr.)</td>
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<td>HU, SB, G ASB222</td>
<td>Buried Cities and Lost Tribes: Old World (3 cr.)</td>
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<td>HU, SB, G ASB223</td>
<td>Buried Cities and Lost Tribes: New World (3 cr.)</td>
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<tr>
<td>SB ASB230</td>
<td>Principles of Archaeology (3 cr.)</td>
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<tr>
<td>SG ASB231</td>
<td>Introduction to Archaeological Field Methods (4 cr.)</td>
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<td>H ASB234</td>
<td>Art and Archaeology of Ancient Egypt (3 cr.)</td>
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<td>SB, C, H ASB235</td>
<td>Southwest Archaeology (3 cr.)</td>
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<td>SB, H ASB238</td>
<td>Archaeology of North America (3 cr.)</td>
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<td>SB, C, H ASB245</td>
<td>Indians of the Southwest (3 cr.)</td>
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<tr>
<td>SB, SG, H ASM104*</td>
<td>Bones, Stones, and Human Evolution (4 cr.)</td>
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<td>*Note ASM104 will lose the (H) General Studies Designation at the end of Spring 2009.</td>
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<tr>
<td>SG ASM265</td>
<td>Laboratory Methods in Archaeology (4 cr.)</td>
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<tr>
<td>SG AST101 AND AST102</td>
<td>Survey of Astronomy (3 cr.)</td>
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<tr>
<td>SQ AST111 AND AST113</td>
<td>Introduction to Astronomy I (3 cr.)</td>
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<td>SQ AST112 AND AST114</td>
<td>Introduction to Astronomy II (3 cr.)</td>
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<tr>
<td>SQ BIO100</td>
<td>Biology Concepts (4 cr.)</td>
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<td>SQ BIO101</td>
<td>Gen Biology (Non-Majors) Selected Topics (4 cr.)</td>
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<tr>
<td>SQ BIO102</td>
<td>Gen Biology (Non-Majors) Additional Topics (4 cr.)</td>
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<tr>
<td>SQ BIO105</td>
<td>Environmental Biology (4 cr.)</td>
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<tr>
<td>SQ, G BIO107</td>
<td>Intro to Biotechnology (4 cr.)</td>
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<td>SQ, G BIO108</td>
<td>Plants &amp; Society (4 cr.)</td>
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<td>SG BIO109</td>
<td>Natural History of the Southwest (4 cr.)</td>
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<td>SG BIO145</td>
<td>Marine Biology (4 cr.)</td>
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<td>SQ BIO156</td>
<td>Introductory Biology For Allied Health (4 cr.)</td>
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<td>SG BIO160</td>
<td>Introduction to Human Anatomy &amp; Physiology (4 cr.)</td>
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<td>SQ BIO181</td>
<td>General Biology (Majors) I (4 cr.)</td>
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<td>SG BIO182</td>
<td>General Biology (Majors) II (4 cr.)</td>
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<td>SG BIO201</td>
<td>Human Anatomy and Physiology I (4 cr.)</td>
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__Information subject to change. For a current update, go to [www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html](http://www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html) or call Student Enrollment Services at 480-517-8540.__
### DISTRICTWIDE PROGRAMS

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

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<thead>
<tr>
<th>SG</th>
<th>BIO205</th>
<th>Microbiology (4 cr.)</th>
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<tr>
<td>L, CS</td>
<td>BIO294</td>
<td>Scientific Diving (3 cr.)</td>
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<td>CS</td>
<td>BPC110</td>
<td>Computer Usage and Applications (3 cr.)</td>
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<td>CS</td>
<td>BPC217AM</td>
<td>Advanced Microsoft Access: Database Management (3 cr.)</td>
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<td>C</td>
<td>CCS101</td>
<td>Chicana and Chicano Studies (3 cr.)</td>
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<td>SB</td>
<td>CFS157</td>
<td>Marriage &amp; Family Life (3 cr.)</td>
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<td>SB</td>
<td>CFS159</td>
<td>The Modern Family (3 cr.)</td>
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<td>SB</td>
<td>CFS176</td>
<td>Child Development (3 cr.)</td>
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<td>SB</td>
<td>CFS205</td>
<td>Human Development (3 cr.)</td>
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<td>C</td>
<td>CFS242</td>
<td>Curriculum Planning For Diversity (3 cr.)</td>
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<td>SB</td>
<td>CFS259</td>
<td>Sexuality Over The Life Span (3 cr.)</td>
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<td>G</td>
<td>CHI201</td>
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<td>CHM107</td>
<td>Chemistry and Society (3 cr.)</td>
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<td>SQ, G</td>
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<td>Chemistry &amp; Society Lab (1 cr.)</td>
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## DISTRICTWIDE PROGRAMS

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

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Information subject to change. For a current update, go to [www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html](http://www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html) or call Student Enrollment Services at 480-517-8540.
# DISTRICTWIDE PROGRAMS

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

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# Districtwide Programs

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

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Information subject to change. For a current update, go to [www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html](http://www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html) or call Student Enrollment Services at 480-517-8540.
### DISTRICTWIDE PROGRAMS

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

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*Note: Three (3) of the five (5) HUM105 modules must be taken to secure (HU, C) Credit.
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<td>Psychology and Culture (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY143</td>
<td>Lesbian, Gay, Bisexual and Transgendered Studies (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY157</td>
<td>African/Black Psychology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY215</td>
<td>Intro To Sport Psychology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY218</td>
<td>Health Psychology (3 cr.)</td>
<td></td>
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<tr>
<td>PSY225</td>
<td>Psychology of Religion (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY230</td>
<td>Intro To Statistics (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY235</td>
<td>Psychology of Gender Differences (3 cr.)</td>
<td></td>
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<tr>
<td>PSY240</td>
<td>Developmental Psychology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY241</td>
<td>Understanding and Changing Behavior (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY243</td>
<td>The Psychology of Developmental Disabilities (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY245</td>
<td>Psychology of Adult Development (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY250</td>
<td>Social Psychology (3 cr.)</td>
<td></td>
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<tr>
<td>PSY258</td>
<td>Domestic Problems and Crises (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY260*</td>
<td>Psychology of Personality (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY266</td>
<td>Abnormal Psychology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY270</td>
<td>Personal and Social Adjustment (3 cr.)</td>
<td></td>
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<tr>
<td>PSY277</td>
<td>Psychology of Human Sexuality (3 cr.)</td>
<td></td>
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<tr>
<td>PSY280</td>
<td>Organizational Psychology (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>PSY290AB</td>
<td>Research Methods (4 cr.)</td>
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<tr>
<td>PSY290AC</td>
<td>Research Methods (4 cr.)</td>
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</tr>
<tr>
<td>PSY292</td>
<td>Psychology of Altered States of Consciousness (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>REC120</td>
<td>Leisure and the Quality of Life (3 cr.)</td>
<td></td>
</tr>
<tr>
<td>REL101</td>
<td>Introduction to Religion (3 cr.)</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The PSY260 (SB) General Education Designation is retroactive to Spring 2007.*
### DISTRICTWIDE PROGRAMS

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

<table>
<thead>
<tr>
<th>Designation</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU, H</td>
<td>REL201*</td>
<td>Classics of Western Religions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU, G</td>
<td>REL202*</td>
<td>Classics of Asian Religions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>L, HU, C</td>
<td>REL203</td>
<td>American Indian Religions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>L, HU, C</td>
<td>REL205*</td>
<td>Religion and the Modern World</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU</td>
<td>REL213</td>
<td>Medical and Bio-Ethics</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU, C</td>
<td>REL225</td>
<td>African-American Religions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU, G, H</td>
<td>REL243</td>
<td>World Religions</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU</td>
<td>REL244</td>
<td>Philosophy of Religion</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU</td>
<td>REL246</td>
<td>American Indian Euroamerican Comparative Worldview</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU, H</td>
<td>REL250</td>
<td>History of Religion in Ireland</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU, H</td>
<td>REL251</td>
<td>History of Religion in Ireland: Medieval to Modern</td>
<td>3 cr.</td>
</tr>
<tr>
<td>HU</td>
<td>REL270</td>
<td>Introduction to Christianity</td>
<td>3 cr.</td>
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<tr>
<td>HU, G</td>
<td>REL290</td>
<td>Women and Religion</td>
<td>3 cr.</td>
</tr>
<tr>
<td>G</td>
<td>RUS201</td>
<td>Intermediate Russian</td>
<td>4 cr.</td>
</tr>
<tr>
<td>G</td>
<td>RUS201AA</td>
<td>Intermediate Russian</td>
<td>4 cr.</td>
</tr>
<tr>
<td>G</td>
<td>RUS202</td>
<td>Intermediate Russian</td>
<td>4 cr.</td>
</tr>
<tr>
<td>G</td>
<td>RUS202AA</td>
<td>Intermediate Russian</td>
<td>4 cr.</td>
</tr>
<tr>
<td>SB, G</td>
<td>SBU200</td>
<td>Society and Business</td>
<td>3 cr.</td>
</tr>
<tr>
<td>CS</td>
<td>SMT150</td>
<td>Digital Systems and Microprocessors</td>
<td>4 cr.</td>
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<tr>
<td>SB</td>
<td>SOC101</td>
<td>Introduction to Sociology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB</td>
<td>SOC110</td>
<td>Drugs and Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB</td>
<td>SOC130</td>
<td>Human Sexuality</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB, C</td>
<td>SOC140</td>
<td>Racial and Ethnic Minorities</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB, G, H</td>
<td>SOC141</td>
<td>Sovereign Indian Nations</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB, C</td>
<td>SOC142</td>
<td>Sociology of the Chicano Community</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB, C</td>
<td>SOC143</td>
<td>Sociology of Afro-American Problems</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB</td>
<td>SOC157</td>
<td>Sociology of Marriage and Family</td>
<td>3 cr.</td>
</tr>
<tr>
<td>G, H</td>
<td>SOC160</td>
<td>American Indian Law</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB</td>
<td>SOC180</td>
<td>Social Implications of Technology</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB</td>
<td>SOC210</td>
<td>The Child in Society</td>
<td>3 cr.</td>
</tr>
<tr>
<td>SB, C</td>
<td>SOC212</td>
<td>Gender and Society</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*Note: REL201 will lose the (HU, H) General Education Designations at the end of Fall 2007.*

*Note: REL202 will lose the (HU, G) General Education Designations at the end of Fall 2007.*

*Note: REL205 will lose the General Education Designation (C) value at the end of Fall 2008.*

Information subject to change. For a current update, go to [www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html](http://www.dist.maricopa.edu/academic/curric/ac/agecmatrix.html) or call Student Enrollment Services at 480-517-8540.
| 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 and Stratification (3 cr.) |
| SB  | SOC265 | Sociology of Aging (3 cr.) |
| SB  | SOC266* | Sociology through Film (3 cr.) |
| *Note: The SOC266 (SB) General Education Designation will be effective Spring 2008. |
| SB  | SOC270 | Sociology of Health and 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, G | SPA241 | Spanish and Spanish-American Film I (3 cr.) |
| HU, G | SPA242 | Spanish and Spanish-American Film II (3 cr.) |
| HU  | SPA265 | Advanced Spanish I (3 cr.) |
| HU  | SPA266 | Advanced Spanish II (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.) |
| CS  | SWU225 | Statistics for Social Research/Justice and Government (3 cr.) |
| SB, C | SWU258 | Victimology and Crisis Management (3 cr.) |
| SB, C | SWU292 | Effective Helping in a Diverse World (3 cr.) |
| HU  | THE111 | Introduction to Theatre (3 cr.) |
| HU  | THE205 | Introduction to Cinema (3 cr.) |
| HU  | THE206 | Introduction to Television Arts (3 cr.) |
| HU  | THE210 | Contemporary Cinema (3 cr.) |
| L, HU | THE220 | Modern Drama (3 cr.) |
| L, HU | THP241 | Introduction to Oral Interpretations (3 cr.) |
| SB  | WED110 | Principles of Physical Fitness and Wellness (3 cr.) |
| SB, C  | WST100 | Women and Society (3 cr.) |
| C  | WST105 | Women of Color in America (3 cr.) |
| SB  | WST110 | Women and Gender: A Feminist Psychology (3 cr.) |
| C  | WST120 | Gender, Class, and Race (3 cr.) |
| SB, C, H | WST160 | Women and the Early American Experience (3 cr.) |
| SB, C, H | WST161 | American Women Since 1920 (3 cr.) |
| HU, C, H | WST209 | Women and Films (3 cr.) |
| HU, C  | WST284 | 19th Century Women Writers (3 cr.) |
| HU, C | WST285 | Contemporary Women Writers (3 cr.) |
| HU, G  | WST290 | Women and Religion (3 cr.) |
| SB, C, H | YAQ100 | Yaqui Indian History and Culture (3 cr.) |
**Associate in Arts (AA) Degree**

**Description**

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

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

II. General Electives

**Purpose of the Degree**

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

The semester credits used to satisfy the MCCCD Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: [http://www.dist.maricopa.edu/academic/curric/](http://www.dist.maricopa.edu/academic/curric/)

**Academic Policies that Govern the Associate in Arts Degree**

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [http://az.transfer.org/cas/atass/student/modpath.html](http://az.transfer.org/cas/atass/student/modpath.html)
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
Degree Requirements

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

I. MCCCD General Education Credits

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

MCCCD AGEC-A

1. Core Areas: 35

a. First-Year Composition [FYC] 6
b. Literacy and Critical Inquiry [L] 3
c. Mathematical Studies [MA/CS] 6

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

1) Mathematics [MA] A (3 credits)

   Note: Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre calculus (MAT187) or any other mathematics course designated with the MA general education value and 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.

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 equivalencies.

2. Awareness Areas:

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

   Cultural Diversity in the United States [C]
   AND
   Global Awareness [G]
   OR
   Historical Awareness [H]
3. MCCC Additional Requirements: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the 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.

a. Oral Communication

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

Select from the following options:

COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [SB] (3 credits)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L]

OR
equivalent as indicated by assessment

II. General Electives

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

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

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

http://az.transfer.org/cas/students/transfer_guides.htm

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

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

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

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

Description
The MCCCD Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:
I. MCCCD General Education
   Arizona General Education Curriculum for Arts (AGEC-A)
   Additional MCCCD Requirements
II. Elementary Education Requirements
   Education Foundations
   Electives for Arizona Professional Teacher Standards

Purpose of the Degree
The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.
The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. (For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the college catalog.)

Academic Policies that Govern the Associate in Arts Elementary Education Degree
- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy more than one Core Area Requirement.
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/
DISTRICTWIDE PROGRAMS

Associate in Arts in Elementary Education (AAEE) Degree

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

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

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

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

Degree Requirements

I. MCCCDD General Education Requirements

<table>
<thead>
<tr>
<th>MCCCDD AGEC - A</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Core Areas</td>
<td>35-38</td>
</tr>
<tr>
<td>a. First-Year Composition [FYC]</td>
<td>6</td>
</tr>
<tr>
<td>ENG101/102 OR ENG107/108</td>
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</tr>
<tr>
<td>1) MAT142 [MA] College Mathematics, or higher (NOTE: MAT150, MAT151, MAT152, MAT156 and MAT157 are excluded) AND</td>
<td></td>
</tr>
<tr>
<td>c. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 semester credits from the following courses: COM225 Public Speaking, OR COM230 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: ARH100 Introduction to Art ARH101 Prehistoric through Gothic Art ARH102 Renaissance through Contemporary Art</td>
<td></td>
</tr>
</tbody>
</table>

2) Select 3 semester credits from the following courses:
- ENH110 Introduction to Literature
- ENH241 American Literature Before 1860
- ENH242 American Literature After 1860
- EDU/ENH291 Children's Literature
- HUM250 or HUM251 Ideas and Values in the Humanities
- THE111 Introduction to Theatre
- DAH100 Introduction to Dance
- DAH201 World Dance Perspectives
- MHL140 Survey of Music History
- MHL143 Music in World Cultures

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

AND

2) Select 3 semester credits from the following courses:
- PSY101 Introduction to Psychology
- GCU121 World Geography I: Eastern Hemisphere
- GCU122 World Geography II: Western Hemisphere
- ECN211 Macroeconomic Principles
- ECN212 Microeconomic Principles
- POS110 American National Government
- ECH/CFS176 Child Development

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.

1) Life Sciences - Select 4 semester credits of SQ or SG from the following prefix:
- BIO Biology

AND
2) Physical Sciences or Earth/Space Sciences- Select 4 semester credits of SQ or SG credits from the following prefixes:
   - AGS Agricultural Science
   - ASM Anthropology
   - AST Astronomy
   - CHM Chemistry
   - GPH Physical Geography
   - GLG Geology
   - PHS Physical Science
   - PHY Physics

2. Awareness Areas 0
   The MCCCD AAEE requires coursework in two Awareness Areas:
   - Cultural Diversity in the U.S. [C]
   - Historical Awareness [H]
   - Global Awareness [G]
   Courses can satisfy a Core Area Requirement and one or more Awareness Areas, or can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

3. MCCCD Additional Requirements 0-3
   a. Oral Communication
      Satisfied by COM225 or COM230 taken for Literacy and Critical Inquiry Requirement
   b. Critical Reading
      CRE101
      OR
      exemption by testing

II. Elementary Education Requirements 25
A total of 25 semester credits are required to satisfy the Elementary Education Requirements.

A. Education Foundations 15
Complete the following courses to satisfy the Education Foundations requirements:
   - EDU221 Introduction to Education
   - EDU222 Introduction to the Exceptional Learner
   - EDU230 Cultural Diversity in Education
   - MAT156 Mathematics for Elementary Teachers I
   - MAT157 Mathematics for Elementary Teachers II

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

   1) Additional Education Course Requirement
      Select any EDU course (except EDU221, EDU222, EDU230, and EDU250) to satisfy this requirement.

   2) Content Area Electives
      Select 7 credits from the following:
      - Any ARH, ART, BPC, CIS, ECN, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
      - Any EDU prefixed course(s) (except EDU250)
      - Any MAT (courses numbered higher than 142 except MAT156, and MAT157)
      - Any Foreign Language course(s)
      - Any Natural Science course(s)
      - CFS/ECH176 Child Development
      - CFS205 Human Development
      - EED215 Early Learning: Health, Safety, Nutrition and Fitness
      - FON100 Introductory Nutrition

AAEE Total Credits: 60-63
Associate in Arts, Fine Arts - Dance (AAFA-Dance) Degree

Description

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

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

II. Fine Arts Requirements – Dance

Purpose of the Degree

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

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Dance degree will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

Academic Policies that Govern the Associate in Arts, Fine Arts - Dance Degree

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

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

- A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
  - General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. For appropriate course selection, students should consult with an advisor.

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

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

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

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

I. MCCCD General Education Credits

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

MCCCD AGEC-A

1. Core Areas 35
   a. First-Year Composition [FYC] 6
   b. Literacy and Critical Inquiry [L] 3
   c. Mathematical Studies [MA/CS] 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
         AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select from the following options to complete three credits:
      Credits
      DAH100 Introduction to Dance 3
      DAH201 World Dance Perspectives 3
   e. Social and Behavioral Sciences [SB] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. Natural Sciences [SQ/SG] 8
      To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
      The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.
      Select from the following options to complete four credits:
      Credits
      BIO160 Introduction to Human Anatomy and Physiology 4
      BIO201 Human Anatomy and Physiology I 4

2. Awareness Areas 0

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]

MCCCD Additional Requirements 0-6

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

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

COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

b. Critical Reading 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

Select from the following options to complete 3 credits:

CRE101 [L] (3 credits)
OR
equivalent as indicated by assessment

II. Fine Arts Requirements – Dance 29

A minimum of 29 credits are required to satisfy the Fine Arts Requirements – Dance.

Part I: 11

Select the following:

DAN150 Dance Performance I 1
DAN210 Dance Production I 3
DAN221 Rhythmic Theory for Dance I 2
DAN264 Choreography I 3
DAN280 Dance Practicum 2

Part II: 9

Select from the following options to complete a minimum of nine semester credits. Students must attain Level III competency in ballet and modern dance courses:

DAN120++ World Dance (any module) 1
DAN129 Musical Theatre Dance I 1
DAN130 Musical Theatre Dance II 1
DAN131 Ballet I 1
DAN132 Modern Dance I 1
DAN133 Modern Jazz Dance I 1
DAN134 Ballet II 1
DAN135 Modern Dance II 1
DAN136 Modern Jazz Dance II 1
DAN229 Musical Theatre Dance III 1
DAN230 Musical Theatre Dance IV 1
DAN231 Ballet III 1
DAN231AA Ballet III: Intensive 2
DAN232 Modern Dance III 1
DAN233 Modern Jazz Dance III 1
DAN234 Ballet IV 1
DAN234AA Ballet IV: Intensive 2
DAN235 Modern Dance IV 1
DAN236 Modern Jazz Dance IV 1
DAN237 Ballet Pointe I 1
DAN290 Dance Conservatory I (any module) 1-3
DAN291 Dance Conservatory II (any module) 1-3
DAN292 Dance Conservatory III (any module) 1-3

Part III: Restricted Electives 9

The remaining credits from DAH and DAN prefixed courses should be selected as prescribed by the dance advisor. Only three of the remaining credits may be selected from the following DAN prefixed courses:

DAN115++ Contemporary Dance Trends (any module) 1
DAN120++ World Dance (any module) 1
DAN125++ Social Dance (any module) 1
DAN129 Musical Theatre Dance I 1
DAN130 Musical Theatre Dance II 1
DAN133 Modern Jazz Dance I 1
DAN136 Modern Jazz Dance II 1
DAN140 Tap Dance I 1
DAN141 Dance Workshop 1
DAN150 Dance Performance I 1
DAN164 Improvisation 1
DAN230 Musical Theatre Dance IV 1
DAN231 Ballet III 1
DAN231AA Ballet III: Intensive 2
DAN232 Modern Dance III 1
DAN233 Modern Jazz Dance III 1
DAN234 Ballet IV 1
DAN234AA Ballet IV: Intensive 2
DAN235 Modern Dance IV 1
DAN236 Modern Jazz Dance IV 1
DAN237 Ballet Pointe I 1
DAN290++ Dance Conservatory I (any module) 1-3
DAN291++ Dance Conservatory II (any module) 1-3
DAN292++ Dance Conservatory III (any module) 1-3

*Selection of DAN298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.

Associate in Arts, Fine Arts – Dance
Total Credits: 64
DISTRICTWIDE PROGRAMS

Associate in Arts, Fine Arts - Art (AAFA-Art) Degree

Description
The Maricopa County Community College District Associate in Arts, Fine Arts - Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:

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

II. Fine Arts Requirements – Art

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

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

Academic Policies that Govern the Associate in Arts, Fine Arts – Art Degree

- Completion of the Associate in Arts, Fine Arts - Art degree or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously

- A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

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

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

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

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts – Art requirements.

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

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

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education Credits

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

MCCCD AGEC-A

1. Core Areas 35
   a. First-Year Composition [FYC] 6
   b. Literacy and Critical Inquiry [L] 3
   c. Mathematical Studies [MA/CS] 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
         AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select the following:
      ARH101 Prehistoric Through Gothic Art 3
   e. Social and Behavioral Sciences [SB] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

f. Natural Sciences [SQ/SG] 8
   To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) or information on equivalencies.

  2. Awareness Areas 0

   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]

MCCCD Additional Requirements 0-6

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

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

**COM100 [SB] (3 credits) OR**

**COM100AA & COM100AB & COM100AC [SB] (3 credits) OR**

**COM110 [SB] (3 credits) OR**

**COM110AA & COM110AB & COM110AC [SB] (3 credits) OR**

**COM225 [L] (3 credits) OR**

**COM230 [L] [SB] (3 credits)**

b. **Critical Reading** 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied.

Select from the following options to complete 3 credits:

**CRE101 (3 credits)**

**OR**

**equivalent as indicated by assessment**

**II. Fine Arts Requirements – Art Credits: 28**

A minimum of 28 credits are required to satisfy the Fine Arts Requirements – Art.

**Foundations** 16

Select the following:

<table>
<thead>
<tr>
<th>Credits</th>
<th>3</th>
</tr>
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<tbody>
<tr>
<td>ADA/ART112 Two-Dimensional Design</td>
<td>ADA/ART115 Three-Dimensional Design</td>
</tr>
<tr>
<td>ARH102 Renaissance Through Contemporary Art</td>
<td>ART111 Drawing I</td>
</tr>
<tr>
<td>ART113 Color</td>
<td>ART255AB The Portfolio</td>
</tr>
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**Restricted Electives** 12

Select from the following options to complete a minimum of twelve semester credits:

<table>
<thead>
<tr>
<th>Credits</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td>ART116 Life Drawing I</td>
<td>ART122 Drawing and Composition II</td>
</tr>
<tr>
<td>ART131 Photography I</td>
<td>ART132 Photography II</td>
</tr>
<tr>
<td>ART151 Sculpture I</td>
<td>ART161 Ceramics I</td>
</tr>
<tr>
<td>ART165 Watercolor Painting I</td>
<td>ART167 Painting I</td>
</tr>
</tbody>
</table>

**Associate in Arts, Fine Arts – Art Total Credits:** 63
DISTRICTWIDE PROGRAMS
Associate in Arts, Fine Arts - Theatre (AAFA-Theatre) Degree

**Description**
The Maricopa County Community College District Associate in Arts, Fine Arts - Theatre degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

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

II. Fine Arts Requirements – Theatre

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

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Theatre will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:

[http://az.transfer.org/cas/atass/student/modpath.html](http://az.transfer.org/cas/atass/student/modpath.html)

**Academic Policies that Govern the Associate in Arts, Fine Arts - Theatre Degree**

- Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
- A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [http://www.dist.maricopa.edu/academic/curric/](http://www.dist.maricopa.edu/academic/curric/)
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Theatre requirements.
• If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

**Degree Requirements**

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre follow. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

**I. MCCCD General Education Credits**

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

**MCCCD AGEC-A**

1. **Core Areas** 35
   a. **First-Year Composition [FYC]** 6
   b. **Literacy and Critical Inquiry [L]** 3
      Select the following:
      
      | Course                  | Credits |
      |-------------------------|---------|
      | THE220 Modern Drama     | 3       |
   c. **Mathematical Studies [MA/CS]** 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
         AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. **Humanities and Fine Arts [HU]** 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select the following:
      
      | Course                  | Credits |
      |-------------------------|---------|
      | THE205 Introduction to Cinema | 3       |
   e. **Social and Behavioral Sciences [SB]** 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. **Natural Sciences [SQ/SG]** 8
      To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
      The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. **Awareness Areas** 0

   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]

**MCCCD Additional Requirements 0-6**

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

   a. **Oral Communication** 3
      A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.
Select from the following options:
COM100  [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC  [SB] (3 credits) OR
COM110  [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

b. Critical Reading  3
A total of three (3) semester credits is required for the
Critical Reading area. However, if students complete
CRE101 and apply it to AGEC-A Core Requirements
or if the students demonstrate proficiency through
assessment, then the Critical Reading requirement has
been satisfied.

Select from the following options to complete 3
credits.
CRE101 [L] (3 credits)
OR
equivalent as indicated by assessment

II. Fine Arts Requirements – Theatre  25-29
A minimum of 25 credits are required to satisfy the Fine
Arts Requirements – Theatre.

Foundations  13
Select the following:

Credits
THE111  Introduction to Theatre  3
THP112  Acting I  3
THP115  Theatre Makeup  3
THP201AA  Theatre Production I OR
THP201AB  Theatre Production II  1
THP213  Introduction to Technical Theatre  3

Restricted Electives  12-16
Students may choose from the following courses to
specialize in Acting, Technical Theatre, Teacher Education,
or Cinema. Students should consult with the theatre
advisor for the restricted electives recommended for each
specialization track.

Select from the following options to complete a minimum
of 12 semester credits:

Credits
HUM/THE206  Introduction to Television Arts  3
HUM/THE210  Contemporary Cinema  3
THP120AA  Audition Techniques: Monologue  1
THP120AB  Audition Techniques: Cold Readings  1
THP130  Stage Combat OR
THP131  Stage Movement  3
THP210  Acting: TV/Film  3
THP211  Creative Drama  3
THP212  Acting II  3
THP214  Directing Techniques  3
THP216  Beginning Stage Lighting  3
THP217  Introduction to Design Scenography  3
THP219  Introduction to Puppetry  3
THP267  Painting Techniques for Film, TV and
Theatre  3
THP271  Voice and Diction  3

Associate in Arts, Fine Arts - Theatre
Total Credits:  60-64
**Associate in Science (AS) Degree**

**Description**

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

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

II. General Electives

**Purpose of the Degree**

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

The semester credits used to satisfy the MCCCD Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

**Academic Policies that Govern the Associate in Science Degree**

- A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website:

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

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
Degree Requirements
The 60-64 semester credits required for the Associate in Science follow. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/
This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

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

MCCCD AGEC-S

1. Core Areas 36-38
   a. First-Year Composition [FYC] 6
   b. Literacy and Critical Inquiry [L] 0-3
   Select a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) OR L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) requirements simultaneously.
   c. Mathematical Studies [MA] 4
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] S.
      1) Mathematics [MA] S (4 credits)
         Select a calculus course MAT220 or MAT221, OR any mathematics course for which MAT220 or MAT221 is a prerequisite OR, if pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.
   d. Humanities and Fine Arts [HU] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select a course that satisfies both L and HU requirements simultaneously.
   e. Social and Behavioral Sciences [SB] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select a course that satisfies both L and HU requirements simultaneously.

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-six to thirty-eight semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
   - Cultural Diversity in the United States [C]
   - AND
   - Global Awareness [G] OR
   - Historical Awareness [H]

3. MCCCD Additional Requirements 0-6
   Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-six to thirty-eight semester credits required in order to complete the MCCCD Additional Requirements.
   a. Oral Communication
      A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.
Select from the following options:
COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
COM110 [SB] (3 credits) OR
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
COM225 [L] (3 credits) OR
COM230 [L] [SB] (3 credits)

b. Critical Reading
A total of three (3) semester credits is required for the Critical Reading area. If students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.
CRE101 [L]
OR
equivalent as indicated by assessment

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

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

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

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

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

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

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

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

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

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

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

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

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better
- Uses the following policies to help students complete the 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 education policy below:

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

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript.
- Follows the graduation policies within the general catalog.
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements.
- Accepts one of the courses that is cross-referenced with other courses.
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

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

- Select Tab labeled Curriculum Procedures Handbook-Programs.
- Select Academic Programs.
- Select AGEC Course Matrix.
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 Credits

#### MCCCD AGEC B

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Core Areas:</strong></td>
<td>35</td>
</tr>
<tr>
<td>a. First-Year Composition [FYC]</td>
<td>6</td>
</tr>
<tr>
<td>b. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>c. Mathematical Studies [MA/CS]</td>
<td>6</td>
</tr>
</tbody>
</table>
|   To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].  
   1) Mathematics [MA] B (3 credits)  
   MAT212, Brief Calculus, or a higher level mathematics course | |
|   AND | |
   CIS105 [CS] Survey of Computer Information Systems | |
| d. Humanities and Fine Arts [HU] | 6 |
| Students are encouraged to choose course work from more than one discipline for a total of six semester credits. | |
| e. Social and Behavioral Sciences [SB] | 6 |
| Students are encouraged to choose course work from more than one discipline for a total of six semester credits. | |
| f. Natural Sciences [SQ/SG] | 8 |
| To complete the Natural Sciences requirement:  
   Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ].  
   Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.  
   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies. | |

### II. Common Lower Division Program Requirements

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ACC111 Accounting Principles I AND ACC230 Uses of Accounting Information I AND ACC240 Uses of Accounting Information II OR ** ACC211 Financial Accounting AND ACC212 Managerial Accounting</td>
<td>6-7</td>
</tr>
<tr>
<td>*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111. **MCCCD ACC111 and ACC112 together are equivalent to ACC211. **</td>
<td></td>
</tr>
<tr>
<td>ECN211 [SB] Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ECN212 [SB] Microeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>GBS205 Legal, Ethical, Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS221 [CS] Business Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Quantitative Methods:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBS220 Quantitative Methods in Business OR *MAT217 Mathematical Analysis for Business OR *MAT218 Mathematical Analysis for Business</td>
<td>3</td>
</tr>
<tr>
<td>*Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.</td>
<td></td>
</tr>
</tbody>
</table>

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**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]
DISTRICTWIDE PROGRAMS

Associate in Business (ABus) Degree, General Requirements (GR)

III. General Electives

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

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

ABus GR Degree Total Credits: 62-63

Business Elective: 6

Select from the following options:

- CIS114DE Excel Spreadsheet
- CIS133DA Internet/Web Development Level I
- CIS159 [CS] Visual Basic Programming I
- CIS162AD C#: Level I
- CIS163AA Java Programming: Level I
- **GBS220 Quantitative Methods in Business OR**
- **MAT217 Mathematical Analysis for Business OR**
- **MAT218 Mathematical Analysis for Business**
- GBS151 Introduction to Business
- GBS233 [L] Business Communication
- GBS110 Human Relations in Business and Industry
- **OR**
- MGT251 Human Relations in Business
- MGT253 Owning and Operating a Small Business
- REA179 Real Estate Principles I
- REA180 Real Estate Principles II

**If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.**
Associate in Business (ABus) Degree, Special Requirements (SR)

Description

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

I. MCCCD General Education which includes the Arizona General Education Curriculum for Business (AGEC B),

II. Common Lower Division Program Requirements,

III. General Electives.

Purpose of the Degree

The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona’s public universities and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements (ABus GR) is designed for all other business majors. 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.
- Select the letter of the major you’re interested in.

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

Academic Policies that Govern the Associate in Business Special Requirements Degree

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

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

Effective Fall 2000 the course evaluation and/or general education designation, as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for course evaluations and/or general education designations.

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript.
- Follows the graduation policies within the general catalog.
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business Special Requirements.
- Accepts one of the courses that is cross-referenced with other courses.
- Provides for exemption from Arizona university admission requirements for students who complete the ABus SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements

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

- Select Tab labeled Curriculum Procedures Handbook-Programs.
- Select Academic Programs.
- Select AGEC Course Matrix

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 Credits

MCCCD 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]
   d. Humanities and Fine Arts [HU] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   e. Social and Behavioral Sciences [SB] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. Natural Sciences [SQ/SG] 8
      To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
      The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and 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.

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: 6-7
   * ACC111 Accounting Principles I AND
   * ACC230 Uses of Accounting Information I AND
   * ACC240 Uses of Accounting Information II
   ** ACC211 Financial Accounting AND
   ** ACC212 Managerial Accounting
   *MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.
   **MCCCD ACC111 and ACC112 together are equivalent to ACC211.

Programming I: 3
   CIS162AD C#: Level I

Programming II: 3
   CIS250 Management Information Systems
   GBS205 Legal, Ethical, and Regulatory Issues in Business
   GBS221 [CS] Business Statistics
   ECN211 [SB] Macroeconomic Principles
   ECN212 [SB] Microeconomic Principles

Quantitative Methods: 3
   GBS220 Quantitative Methods in Business OR
   *MAT217 Mathematical Analysis for Business OR
   *MAT218 Mathematical Analysis for Business
   *Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.

III. General Electives 0-6

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

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

ABus SR Total Credits: 62-63
Associate in General Studies (AGS) Degree

Description

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

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

Academic Policies That Govern the Associate in General Studies Degree:

- Requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. Courses applied to other areas may be completed with a minimum grade of “D”;
- Uses the following policies for course(s) satisfying multiple program areas;
  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are **bold print** and **underscored** in the Core areas and Distribution areas.
  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses;
- Provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements

General Education Core
(16 credits - grade of “C” or better)

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

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

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

Mathematics (3 credits)
MAT Mathematics**102/105/120/121/122/122AA/**
**122AB/122AC/126/140/141/142/150/151/**
**151AA/151AB/151AC/151AD/152/156/**
**172/182/206/212/213/220/221/225/**
**227/230/231/240/241/251/261/262/**
equivalent course
Satisfactory completion of a higher level Mathematics course.
**DISTRICTWIDE PROGRAMS**

*Associate in General Studies (AGS) Degree*

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**Computer Usage (1 credit)**

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

- **ACC** Accounting 115/115AA/115AB/115BA/115BB
- **AGB** Agribusiness 139
- **AJS** Administration of Justice Studies 117/119/205
- **ARC** Architecture 243/244/245
- **BIO** Biology 119/219
- **BPC** Business-Personal Computers Any BPC course(s)
- **CFS** Child/Family Studies 180
- **CIS** Computer Information Systems Any CIS Course(s) (except 163AA, 169, 259)
- **CSC** Computer Science Any CSC Course(s) (except 183)
- **CTR** Court Reporting 101/102
- **DFT** Drafting Technology 103/105/any 105 module/150/251/any 251 module/253/any 253 module/any 254 module/any 256 module
- **ECE** Engineering Science 102/102AA/103/103AB/139
- **ECH** Early Childhood Education 238
- **EEE** Electrical Engineering 120
- **ELE** Electronic 115/131/150/181/241/243/245/281
- **ENG** English 100AE
- **FON** Food & Nutrition 100/100AA/100AC/100AD/140BC
- **GPH** Physical Geography 219/220
- **HRM** Hotel Restaurant Management 126
- **JAS** Justice and Government Agencies Admin 225
- **JRN** Journalism 133
- **LAS** Paralegal Studies 229
- **LBT** Library Technology 106
- **MAT** Mathematics 206
- **MET** Manufacturing Technology 105AA/140/264
- **MTC** Music Theory/Composition 191
- **NET** Networking Technology 181/181AA/181AB/247
- **OAS** Office Automation Systems 111AA/111AB/113/113AA&113AB/119/130/any 130 module/any 135 module/any 235 module
- **PSY** Psychology 230
- **QCT** Quality Control Technology 274
- **SBS** Small Business 211
- **SMT** Semiconductor Manufacturing Technology 131/131AA/131AB/150
- **SWU** Social Work 225
- **TCM** Telecommunications 106
- **TVL** Travel Agent Technology 203/205
- **VPT** Video Production Technology 106

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**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 211/220/222/223
- **COM** Communication 241
- **DAH** Dance Humanities 201
- **EDU** Education 291/292/294
- **ENG** English 200
- **ENH** English Humanities Any ENH Course(s)
- **FRE** French 265
- **HCR** Health Care Related 210
- **HIS** History 101/102/103/109/111/243/253
- **HUM** Humanities Any HUM course(s) (Except 203, 207)
- **INT** Interior Design 115/120/225
- **LAT** Latin 201/202
- **MHL** Music: History/Literature 140/143/145/146/153/155
- **PHI** Philosophy Any PHI Course(s) (EXCEPT 113)
- **REL** Religious Studies Any REL Course(s)
- **SPA** Spanish 241/242/265/266
- **SPH** Spanish Humanities 245
- **STO** Storytelling 292/294
### Social and Behavioral Sciences (9 credits)

Students are encouraged to choose courses from more than one discipline.

- **AIS** American Indian Studies 101/140/141/160/170
- **AFR** African American Studies 202/203/204
- **AJS** Administration of Justice Studies 101/119/200/225/258/259/270
- **ASB** Anthropology 100/102/202/211/214/222/223/230/235/238/245
- **ASM** Anthropology 104
- **CFS** Child/Family Studies 157/159/176/205/259
- **COM** Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/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 102/121/122/141/221/223/253
- **HES** Health Science 100
- **HIS** History any HIS Course(s) (EXCEPT 111)
- **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 106
- **WED** Wellness Education 100/110
- **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 104
- **AST** Astronomy 101/102/111/112/113/114
- **CHM** Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
- **FON** Food and Nutrition 241 and 241LL
- **FOR** Forensic Science 105/106
- **GLG** Geology Any GLG course(s)
- **GPH** Geophysical Physics 201
- **HES** Health Science 100
- **HUM** Humanities 250/251
- **IFS** Information Studies 101
- **IGS** Integrated Studies 290AA&290AB/291/293
- **JRN** Journalism 201/212/234
- **MCO** Mass Communications 220
- **MHL** Music History/Literature 140
- **PHI** Philosophy 103/106/225
- **POS** Political Science 115
- **PSY** Psychology 290AB/290AC
- **REL** Religious Studies 101/203/205/225
- **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.
Association in Transfer Partnership (ATP) Degree

Purpose of the Degree

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

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

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

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>MCCCD 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>

The Associate in Transfer Partnership (ATP) degrees may not be available at all the MCCCD colleges. Associate in Transfer Partnership degrees are available in the following areas. Other ATP degrees may be added later depending on curricular needs. ATP information may be accessed via the following website: http://www.maricopa.edu/academic/curric/atp.php

Accountancy
Computer Information Systems
Early Childhood Teacher Education
Elementary Education
Exercise and Wellness
General Business
Global Business
Human Nutrition
Justice Studies
K-12 Classroom Instructional Support
Kinesiology
Molecular Biosciences/Biotechnology
Psychology
Recreation (various emphasis)
Social Work
Associate in Applied Science (AAS) Degree, General Education Requirements

Purpose of the Degree
The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

Academic Policies that Govern the AAS Degree:

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. See specific AAS occupational degree for specific program grade requirements;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of “C” or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

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

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses;
- Provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

General Education Core
(15 credits - grade of “C” or better.)
Demonstrate college-level skills in the following areas:

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

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

Critical Reading (3 credits)
CRE Critical Reading 101/111/Equivalent as indicated by assessment
### Mathematics (3 credits)
MAT Mathematics 102/105/120/121/
122/122AA/122AB/122AC/126/140/141/
142/150/151/151A/151AB/151AC/
151AD/152/156/172/182/187/206/212/213/
251/261/262/equivalent course/
Satisfactory completion of a higher level
mathematics course

### 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 |
| AJJ     | Administration of Justice Studies 123 |
| ARH     | Art Humanities Any ARH Course(s) |
| ASB     | Anthropology 211/220/222/223 |
| COM     | Communication 241 |
| DAH     | Dance Humanities 201 |
| EDU     | Education 291/292/294 |
| ENG     | English 200 |
| ENH     | English Humanities Any ENH Course(s) |
| FRE     | French 265 |
| HCR     | Health Care Related 210 |
| HIS     | History 101/102/103/111/243/253 |
| HUM     | Humanities Any HUM course(s) (EXCEPT 203, 207) |
| INT     | Interior Design 115/120/225 |
| LAT     | Latin 201/202 |
| MHL     | Music: History/Literature 140/143/145/146/153/155 |
| PHI     | Philosophy Any PHI Course(s) (Except 113) |
| REL     | Religious Studies Any REL Course(s) |
| SPA     | Spanish 241/242/265/266 |
| SPH     | Spanish Humanities 245 |
| STO     | Storytelling 292/294 |
| THE     | Theater 111/205/206/210/260 |
| THP     | Theater/Performance/Production 241 |
| WST     | Women's Studies 209/284/285/290 |

#### Social and Behavioral Sciences (3 credits)

Students are encouraged to choose courses from more than one discipline.

| AIS     | American Indian Studies 101/140/141/160/170 |
| AFR     | African American Studies 202/203/204 |
| AJJ     | Administration of Justice Studies 101/200/258/259/270 |
| ASB     | Anthropology 100/102/202/211/214/222/223/230/235/238/245 |
| ASM     | Anthropology 104 |
| CFS     | Child/Family Studies 157/159/176/205/259 |
| COM     | Communications 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/230/232 |
| ECH     | Early Childhood Education 176 |
| ECN     | Economics Any ECN course(s) |
| EDU     | Education 221/222 |
| EMT     | Emergency Medical Technology 258 |
| FSC     | Fire Science 258 |
| FUS     | Future Studies 101 |
| GBS     | General Business 280 |
| GCU     | Cultural Geography 102/121/122/141/221/223/253 |
| HES     | Health Science 100 |
| HIS     | History Any HIS course(s) (Except 111) |
| IBS     | International Business 109 |
| MCO     | Mass Communications 120 |
| PHI     | Philosophy 243 |
| POS     | Political Science Any POS course(s) |
| REC     | Recreation 120/160 |
| SBU     | Society and Business 200 |
| SOC     | Sociology Any SOC course(s) (Except 242) |
| SWU     | Social Work 102/171/258/292 |
| TEC     | Textiles and Clothing 106 |
| WED     | Wellness Education 100/110 |
| WST     | Women's Studies 100/105/110/120/160/161 |
| YAQ     | Yaqui Indian History & Culture 100 |

#### Natural Sciences (4 credits)

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

| AGS     | Agricultural Science 164 |
| ASB     | Anthropology 231 |
| ASM     | Anthropology 104 |
| AST     | Astronomy 101/102/111/112/113/114 |
| FON     | Food and Nutrition 241 and 241LL |
| FOR     | Forensic Science 105/106 |
| GLG     | Geology Any GLG course(s) (Except 140/251MC/275) |
| GPH     | Physical Geography 111/112/113/212/213/214/215 |
| ISS     | Interdisciplinary Science Studies 111/112 |
| PHS     | Physical Science 110/120 |
| PHY     | Physics 101/101AA/111/111AA/112/115/116/121/131/252 |
| PSY     | Psychology 290AB/290AC |
Academic Certificate

Purpose of the Academic Certificate (area of emphasis)

The Maricopa Community College District Academic Certificate (area of emphasis) 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 (area of emphasis) 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.

Academic Policies that Govern the Academic Certificate (area of emphasis):

- 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.
General Graduation Requirements

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Office of Student Enrollment Services 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 degree. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.
   
   Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

   Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of “C” or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Office of Student Enrollment Services on the date determined by the college. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

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

5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student’s responsibility to be aware of these program requirements.

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

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

8. Have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

Graduation with Honors

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

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 “with distinction”
- 3.70 to 3.89 “with high distinction”
- 3.90 to 4.0 “with highest distinction”

Graduation - Honors Program

Students who meet all the requirements of the Honors Program at the District college granting the degree will be designated as Honors Program Graduates.

Certificates/Degrees

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

1. Certificate of Completion (Career Program Specified);
2. Academic Certificate;
3. General Education Certificate;
4. Associate in Arts;
5. Associate in Science;
6. Associate in Business;
7. Associate in General Studies;
8. Associate in Transfer Partnership;
All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCD Governing Board.

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

**Graduate Guarantee Policy**

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

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

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

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

**Licensure Disclaimer**

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

**Maricopa Community Colleges General Education Statement**

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity
General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

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

Catalog Under Which A Student Graduates (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 F ’92 (Active)
Nonattendance S ’93 (Inactive)
Readmitted & Earned Course
Credit at a Public Community College Su ’93 (Active)
Nonattendance F ’93, S ’94 (Inactive)
Transferred to a University F ’94 (1992 or Any Subsequent Catalog)

Example B:
Admitted & Earned Course
Credit at a Public Community College or University F ’92 (Active)
Enrolled But Earned All Ws, Zs, or Fs S ’93 (Inactive)
Enrolled in Audit Courses Only F ’93 (Inactive)
Nonattendance S ’94 (Inactive)
Transferred to a University F ’94 (1994 or Any Subsequent Catalog)

2) Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

Example A:
Admitted & Earned Course
Credit at a Public Community College or University F ’92 (Active)
Nonattendance S ’93, F ’93, S ’94 (Inactive)
Readmitted & Earned Course
Credit at a Public Community College F ’94 (Active)
Transferred to a University S ’95 (4 or Any Subsequent Catalog)

Example B:
Admitted & Earned Course
Credit at a Public Community College or University F ’92 (Active)
Nonattendance S ’93 (Inactive)
Readmitted & Earned Course Credit at a Public Community College Su ’93 (Active)
Nonattendance F ’93, S ’94 (Inactive)
Transferred to a University F ’94 (1992 or Any Subsequent Catalog)

* Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.
3) Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

Example:

<table>
<thead>
<tr>
<th>Admitted &amp; Earned Course Credit at a Public Community College or University</th>
<th>Su '94</th>
<th>(Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued at a Public Community College</td>
<td>F '94, S '95</td>
<td>(Active)</td>
</tr>
<tr>
<td>Nonattendance</td>
<td>F '95</td>
<td>(Inactive)</td>
</tr>
<tr>
<td>Readmitted &amp; Earned Course Credit at a Public Community College</td>
<td>S '96</td>
<td>(Active)</td>
</tr>
<tr>
<td>Transferred to a University</td>
<td>Su '96</td>
<td>(1994 or Any Subsequent Catalog)</td>
</tr>
</tbody>
</table>

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.

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**Teacher Education: Maricopa Community College District-Wide Offerings**

In direct response to the ever growing need for highly qualified P-12 teachers and in support of the many communities it serves, the Maricopa Community College District has made a strong commitment to contributing to the recruitment and training of early childhood, elementary, secondary, and special education school teachers. With quality curriculum and excellent instruction as the primary focus of its faculty, the Maricopa colleges are well positioned to provide state and national leadership in the quality and nature of instruction thus helping students to become excellent teachers through the offering of current and responsive teacher education course work.

The District also supports professional development for certified teachers through the offering of course work, seminars, workshops and specialized training. This includes Bilingual Education, Computer Science, English as a Second Language (ESL), Math Specialist, Middle School, Reading Specialist, and Structured English Immersion (SEI).

In support of this commitment, the Maricopa Community College District offers teacher education course work, degrees, and /or programs at all 10 Maricopa Colleges.*

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**Teacher Education Options Available To Students**

**Instructional Aide/Associate/Paraprofessional Preparation**

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education, Special Education, Early Childhood Education or Multicultural/Multilingual program at any partner 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. (Offered at all 10 Maricopa Community Colleges)
- **Associate in Applied Science (AAS) in Teacher Assisting:** prepares students for employment as an assistant to the classroom teacher in grades K-12. It provides foundation work, which will allow the aide to pursue a higher degree in the field of education. (Offered at EMCC & GWCC)
DISTRICTWIDE PROGRAMS
Teacher Education Maricopa Community College District-Wide Offerings

- **Associate of Applied Science (AAS) in Instructional Assistance**: prepares students to work as instructional assistants. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching children. Students develop knowledge and skills required of the instructional assistant through a combination of courses in methodology and practicum experience. (Offered at MCC & PC)

- **Associate in Transfer Partnership (ATP) in K-12 Classroom Instructional Support**: designed for students planning on becoming an Instructional Associate/Paraprofessional in K-12. Transfers as a block without loss of credit to Charter Oak State College. (Offered at EMCC, MCC, & RSC)

- **Certificate of Completion (CCL) in Instructional Assistance**: provides coursework which focuses on meeting the educational needs of learners. All Certificate Program requirements can be used toward completion of the Instructional assistance AAS Program. (Offered at MCC & PC)

**Elementary Education Teacher Preparation**

- **Associate in Arts in Elementary Education (AAEE)**: designed for the student who plans to transfer to an Elementary Education, Special Education, Early Childhood Education or Multicultural/Multilingual program at any partner 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. (Offered at all 10 Maricopa Community Colleges)

- **Associate in Transfer Partnership (ATP) in Elementary Education**: designed for students planning to transfer into Elementary Education at Arizona State University West Campus. Transfers as a block without loss of credit. (Offered at all 10 Maricopa Community Colleges)

**Elementary and Special Education Teacher Preparation**

- **Associate in Arts in Elementary Education (AAEE)**: designed for the student who plans to transfer to an Elementary Education program and Special Education at any partner 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. (Offered at all 10 Maricopa Community Colleges)

**Elementary, Secondary & Special Education Teacher Preparation**

- **Baccalaureate Partnership Program with Northcentral University**: designed for students in elementary, secondary, and special education who will transfer to Northcentral University after completing 90 credits at the community college. (Offered at RSC)

- **Aztec/Education**: housed in the Office of Program Articulation, this program assists and supports students throughout the first two years of their bachelor's degree in elementary, secondary, or special education. (Offered at GCC)

- **Dynamic Learning Teacher Education Program**: a four-semester cohort model designed to prepare future teachers to transform inner city schools. It is based on current research on teaching and learning and utilizes a team-taught interdisciplinary curriculum with strong partnerships with community schools and Arizona State University. (Offered at SMCC)

- **inspire.teach**: a program that supports and encourages the choice of teaching as a profession. It reflects a commitment among secondary, community college, and university partners to inspire students from under-represented groups to explore, pursue and excel in teaching careers. (Offered at EMCC)

- **The Teacher Connection**: designed to identify, connect, and support individuals as they work toward careers in teaching. It reflects a commitment among Cave Creek Unified School District, Paradise Valley Unified School District, Paradise Valley Community College, and ASU West's College of Education to inspire a diverse population of students to explore, pursue, and excel in teaching careers. (Offered at PVCC)

- **Teaching and Learning Communities (TLC) Education Program**: a student support program structured in a 4-semester plan with courses selected to enhance students’ knowledge of teaching as a career and to prepare for certification. (Offered at MCC)

- **Teachers Today and Tomorrow (T3)**: this two-semester interdisciplinary learning community combines English, Education, and Technology. After two semesters, education courses along with technology courses designed for teacher education majors compliment the general education courses required for university transfer. (Offered at GCC)

- **General Studies and Subject Matter Courses**: designed to fulfill lower division general education requirements for students planning to transfer to public or private community colleges or universities. (Offered at all Maricopa Community Colleges)

- **Post Baccalaureate Teacher Prep Programs**: prepares students with a baccalaureate degree to become a certified Elementary (K-8), Secondary (7-12), or Special Education teacher. The programs are approved by the Arizona Department of Education. (All programs offered online at RSC; elementary (K-8) offered on campus at SCC).
DISTRICTWIDE PROGRAMS
Teacher Education Maricopa Community College District-Wide Offerings

- **Urban Teacher Corps**: a teacher development program that supports urban classified school district employees in Phoenix to successfully complete a bachelor's degree in Education and return to their school districts as teachers. After completion of lower division courses, UTC participants transfer to the initial Teacher Certification program at Arizona State University, Tempe. (Offered at PC)

**Master’s Degree Partnerships for Students Who Complete the Rio Salado College and Scottsdale Community College Teacher Prep Programs**

- **Master’s Degree Partnership with North Central University**: 18 credits of the post baccalaureate teacher prep program can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)
- **Master’s Degree Partnership with Plymouth State University**: 18 credits of the post baccalaureate teacher prep program can apply toward the 33 credits required for an online MS in Education Degree. (Offered at RSC, SCC)

**Professional Development for Certified Teachers**

- **Certificate of Completion (CCL) in Bilingual Endorsement**: designed for certified teachers pursuing bilingual endorsement. Includes all coursework required for state issued Bilingual Endorsement as specified by the Arizona Department of Education. Valid Arizona teaching certificate is required for state endorsement. (Offered at MCC, PC)
- **Certificate of Completion (CCL) in English as a Second Language (ESL) Endorsement**: designed for certified teachers pursuing ESL endorsement. Includes all coursework required for state issued English as a Second Language Endorsement as specified by the Arizona Department of Education. Valid teaching certificate is required for state endorsement. (Offered at MCC, PC)
- **Certificate of Completion (CCL) in Reading Specialist Endorsement**: qualifies certified teachers for the Reading Specialist Endorsement as specified by the Arizona Department of Education. Includes all coursework required for those with valid Arizona teaching certificates to qualify for the Reading Specialist Endorsement in Arizona. (Offered at MCC)
- **Professional Development Endorsement Courses for K-12 Teachers**: courses have been designed and are accepted by the Arizona Department of Education and lead to endorsements in Computer Science, Structured English Immersion (SEI), English as a Second Language (ESL), Math Specialist, Reading Specialist, and Middle School. (All courses offered online at RSC; MCC offers Reading, ESL, SEI, and Middle Grade on campus; SCC offers Reading, ESL, and SEI on campus.)
- **Master’s Degree Partnership with Northcentral University**: 15 credits of identified endorsement coursework can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)

*Note: (1) Refer to specific college catalog for degree, program and course information. (2) Students are strongly encouraged to seek academic advisement prior to enrolling.*

**Early Childhood Education & Family Studies Options Available To Students**

It is important to note that there is a wide range of difference in educational requirements for early childhood professionals both locally and nationally. Check with the contact person at the college you are planning to attend prior to enrolling in course work.

**Associate Degrees**

- **Associate of Applied Science (AAS) in Early Childhood Education**: prepares individuals to work with children in early childhood programs, with a specialization in either center-based, family childcare, or administration of early childhood programs. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC, RSC)
- **Associate in Applied Science (AAS) in Early Childhood Education**: designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)
- **Associate in Applied Science (AAS) in Early Childhood Development**: designed to meet the needs of individuals who are interested in working in early childhood. The program emphasizes working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)
- **Associate in Applied Science (AAS) in Early Childhood Development**: prepares students to enter a professional field which encompasses many services provided directly to young children, birth to age 8, and their families. (Offered at SCC)
### DISTRICTWIDE PROGRAMS

Teacher Education Maricopa Community College District-Wide Offerings

- **Associate in Applied Science (AAS) in Early Care and Education**: The Early Care and Education program is based upon an inclusive vision of high-quality services for all children. Provided area a sequence of lively, interactive classes and a variety of field experiences, which greatly expand the student’s understanding of children. Unique student teaching opportunities are offered in the Evelyn H. Warren Child Development Lab, a multi-age preschool that is accredited by the National Association for the Education of Young Children. (Offered at MCC)

- **Associate in Applied Science (AAS) in Early Childhood Education and Administration**: designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. (Offered at PC)

- **Associate in Applied Science (AAS) in Family Life Education**: prepares individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. (Offered at GCC, MCC, RSC)

- **Associate in Applied Science (AAS) in Family Development**: prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. Includes skills in assessing and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. (Offered at PC)

- **Associate in Transfer Partnership (ATP) in Early Childhood Education**: designed for students planning on becoming certified teachers in Early Childhood Education (Birth through 3rd grade). Transfers as a block without loss of credit to Northern Arizona University. (Offered at GCC, MCC, RSC, and SCC)

### Post Baccalaureate Programs

- **Post Baccalaureate Early Childhood Teacher Education Program**: designed for individuals with a baccalaureate degree who want to become an early childhood teacher. The program enables students to obtain an Arizona Department of Education (ADE) early childhood teaching certificate that meets Arizona requirements to teach in a public school program, including children from birth through third grade. (Offered at RSC)

- **Early Childhood Endorsement**: designed for individuals who have a current elementary or special education teaching certificate, or are about to receive one. This program enables students to obtain an early childhood Endorsement that meets Arizona requirements to teach in a public school program, including children from birth through third grade. (Offered at RSC)

### Academic Certificates

- **Academic Certificate (AC) in Early Childhood Education**: is designed to provide students with an understanding of universal concepts and basic practices which are the foundation for early childhood care and education. The Certificate includes courses identified as core elements of early care and education such as health, safety, nutrition, curriculum, family values, community, diversity, professionalism, guidance and discipline, and child development as well as general education courses relevant to early childhood education. (Offered at RSC)

### Certificates of Completion

- **Certificate of Completion (CCL) in Early Childhood Education**: designed for those who are interested in studying and working with young children. It prepares individuals to work with children in early child programs, with a specialization in either center-based or family child care. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC)

- **Certificate of Completion (CCL) in Early Childhood Development**: designed to meet the needs of individuals who have a current elementary or special education teaching certificate, or are about to receive one. This program enables students to obtain an early childhood Endorsement that meets Arizona requirements to teach in a public school program, including children from birth through third grade. (Offered at RSC)

- **Certificate of Completion (CCL) in Early Childhood Development**: designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)

- **Certificate of Completion (CCL) in Early Childhood Development**: prepares individuals to assume entry-level positions within preschool, child care and family support programs. (Offered at SCC)

- **Certificate of Completion (CCL), Montessori (AMS) National Montessori Certification**: (Offered at SMCC)
DISTRICTWIDE PROGRAMS
Teacher Education Maricopa Community College District-Wide Offerings

- **Certificate of Completion (CCL) in Early Care Specialist:** The Early Care curriculum prepares students for entry level position in early childhood programs. The sequence of coursework is designed to increase understanding of education and care of young children. (Offered at MCC)

- **Certificate of Completion (CCL) in Early Childhood Education and Administration:** designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. (Offered at PC)

- **Certificate of Completion (CCL) in Early Childhood Classroom Management:** designed for understanding infants, toddlers & preschool children and managing their early childhood classroom settings. Focuses on key areas related to early childhood. (Offered at PC)

- **Certificate of Completion (CCL) in Curriculum for Young Children:** Focuses on developmentally appropriate methods and uses of creative art media; science skills and experience; rhythmic, music, and creative movement; language and literacy activities; math and logical thinking experiences; and multicultural/anti-bias activities. (Offered at PC)

- **Certificate of Completion (CCL) in Family Development:** prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. Includes skills in assessing and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. (Offered at PC)

- **Certificate of Completion (CCL) in Infant Toddler Development:** prepares individuals to serve children from birth through age three years and their families within preschool, child care and family support programs. (Offered at SCC)

- **Certificate of Completion (CCL) in Parent Education:** prepares individuals to enter the family life education with a focus on parent education. (Offered at GCC, MCC, RSC)

- **Certificate of Completion (CCL) in Adolescent Studies:** designed to prepare individuals preparing to work or those who are employed in professions that require interaction with adolescents and/or adolescent-related issues such as school personnel, parents, health educators, etc. (Offered at PC)

*Note: (1) Refer to specific college catalog for degree, program and course information. (2) Students are strongly encouraged to seek academic advisement prior to enrolling.*

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**College Contact Information**

**Chandler Gilbert Community College (CGCC)**
- Teacher Education: Sharon Fagan (Pecos Campus)  
  sharon.fagan@cgcmail.maricopa.edu  
  480-732-7124
- Early Childhood Education: Jennifer Peterson (CGCC)  
  jennifer.peterson@cgcmail.maricopa.edu  
  480-857-5535

**Estrella Mountain Community College (EMCC)**
- Teacher Education: Marsha Carlen  
  marsha.carlen@emcmail.maricopa.edu  
  623-935-8479
- Early Childhood Education: Marsha Carlen  
  marsha.carlen@emcmail.maricopa.edu  
  623-935-8479

**Glendale Community College (GCC)**
- Teacher Education: Nancy Oreshack  
  nancy.oreshack@gcmail.maricopa.edu  
  623-845-3265
- Early Childhood Education: Dr. Carlos Nunez  
  623-845-3178

**Mesa Community College (MCC)**
- Teacher Education: Transfer Services  
  480-461-7452, or 480-654-7600
- Dr. Richard Malena (Red Mountain Campus)  
  richard.malena@mcmail.maricopa.edu  
  480-461-7890
- Early Childhood Education: Dr. Nora Reyes (MCC Campus)  
  nora.reyes@mcmail.maricopa.edu  
  480-461-7781
- Early Childhood Education: Dr. Christine Osgood  
  osgood@mail.mc.maricopa.edu  
  480-461-7938
- Dr. Annapurna Ganesh  
  aganesh@mail.mc.maricopa.edu  
  480-461-7305

**Paradise Valley Community College (PVCC)**
- Teacher Education: Debbie Voll  
  Debbie.voll@pvmail.maricopa.edu  
  602-787-6659
- Early Childhood Education: Christie Colunga  
  christie.colunga@pvmail.maricopa.edu  
  602-787-7731

**Phoenix College (PC)**
- Teacher Education: Ofelia Canez  
  602-285-7657
- Early Childhood Education: Alverta McKenzie  
  alverta.mckenzie@pcmail.maricopa.edu  
  602-285-7292
## DISTRICTWIDE PROGRAMS
### Teacher Education Maricopa Community College District-Wide Offerings

**Rio Salado College (RSC)**

--- **Teacher Education:** Dr. Diana Abel  
academic.advisement@mail.riosalado.edu  
480-517-8580

--- **Early Childhood Education:** Diana.Abel@riosalado.edu  
480-517-8122

**Scottsdale Community College (SCC)**

--- **Teacher Education:** Dr. Bobbie Sferra  
480-423-6217  
--- **Early Childhood Education:** Dr. Rosanne Dlugosz  
480-423-6204

**South Mountain Community College (SMCC)**

--- **Teacher Education:** Dr. Eufemia Amabisca  
eufemia.amabisca@smcmail.maricopa.edu  
602-243-8019  
Dr. Yvonne Montiel  
yvonne.montiel@smcmail.maricopa.edu  
602-243-8023

--- **Early Childhood Education:** Joy Mills  
joy.mills@smcmail.maricopa.edu  
480-305-5783

--- **Montessori Director:** Billie Larime,  
billie.larime@smcmail.maricopa.edu  
602-305-5601

### College of Attendance

Completion of teacher education course work for the various degrees, certificates, and programs available can be met through the completion of teacher education course work taken at any Maricopa Community College. Refer to specific college catalogs and course schedules for available offerings.

### Common College Requirements for Students Enrolled in Teacher Education Course Work

Students taking Teacher Education Courses are expected to:

- Receive a grade of “C” or better in all course work.
- Participate in site-based practicums, field experiences or service learning. This may include observation, tutoring, and some basic teaching. Work with the person identified by the college to coordinate the site-based school placements.
- Be fingerprinted, if required. Some school districts require this before students are allowed to participate in a site based school experience. The cost of fingerprinting is the sole responsibility of the student. Contact each individual college for specific information.
- Meet additional health requirements.
- Pay course fees. Refer to specific college course schedules and catalogs.

### University Transfer Students

Students planning to transfer to a college/university other than Arizona State University (ASU), University of Arizona (UOA), or Northern Arizona University (NAU) to obtain a teacher education degree may also take their prerequisite course work at any Maricopa College. For information on transferability of course work that meets the universities’ requirements for admission into their teacher preparation baccalaureate programs, students must contact an adviser at that college/university.

### Teacher Education Scholarship Availability

The National Center for Teacher Education (NCTE) has created scholarships for teacher education students attending the Maricopa Community Colleges. Currently there are four (4) $500 scholarship awards available for each of the 10 Maricopa colleges. Visit [http://www.dist.maricopa.edu/academic/teachered/scholarship.html](http://www.dist.maricopa.edu/academic/teachered/scholarship.html) for additional information.

The National Association of Community College Teacher Education Programs (NACCTEP) has a national scholarship program. The purpose of the NACCTEP National Scholarship Program is to provide financial assistance to community college students who are studying to become teachers. This scholarship is promoted through the National Association of Community College Teacher Education Programs and is facilitated by the National Center for Teacher Education. Awards are $1000 over the course of two semesters and will be made available through college financial aid institutions. Visit [http://www.nacctep.org/Scholarship/05-06scholarship.php](http://www.nacctep.org/Scholarship/05-06scholarship.php) for additional information.

The Professional Career Pathway Project (PCPP) is sponsored by the Arizona Department of Economic Security Child Care Administration. This program offers Family Child Care and Center-based caregivers the opportunity to apply for funding to cover the cost of the tuition/fees for college coursework. The PCPP offers students a seamless pathway to meet the requirements for the Child Development Associate (CDA) Credential, the National Association for Family Child Care (NAFCC) Accreditation, and the Certificate of Completion. (EMCC, GCC, MCC, PVCC, SCC, SMCC)

**Early Childhood Education Scholarship Opportunities** information is available at each college. Make contact with the designated college Early Childhood contact person directly. Scholarship opportunities vary with each program.
**Districtwide Occupational Programs**

**Description**

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

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<td><strong>Agricultural Production and Management</strong></td>
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<td>MC Agribusiness</td>
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<tr>
<td>(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)</td>
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<td>MC Ranch and Livestock Management Aide</td>
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<tr>
<td>MC Ranch and Livestock Management Specialist</td>
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<td>MC Urban Horticulture</td>
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<td>(See Horticulture section for additional programs and related areas)</td>
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<td><strong>Equine Training and Management</strong></td>
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<td>SC Equine Science</td>
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<tr>
<td>MC Veterinary Technology/Animal Health</td>
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<td><strong>Horticulture</strong></td>
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<td>MC Landscape Aide</td>
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<td>MC Landscape Specialist</td>
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<tr>
<td>(See Agricultural Production and Management section for additional programs and related areas)</td>
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<tr>
<td>RS Workforce Development: Horticulture Level I</td>
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<td>RS Workforce Development: Horticulture Level II</td>
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<td>GW Accounting</td>
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<td>PC Accounting</td>
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<td>PV Accounting - Specialized Para-Professional</td>
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<td>SC Bookkeeping</td>
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<td>GC Paraprofessional Accounting</td>
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<td>GW, PV, International Business</td>
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<td>RS Advanced Computer Usage and Applications</td>
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<td>MC Advanced Web Designer</td>
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<td>EM Computer Applications Technology</td>
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<td>MC Computer Applications: Microsoft Office Specialist/Advanced</td>
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<td>MC Computer Applications: Microsoft Office Specialist/Basic</td>
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<tr>
<td>CG, EM, GW, Computer Hardware and Desktop Support</td>
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<td>MC, PC, SC Computer Hardware and Network Support</td>
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<td>GC, MC, PC, Computer Information Systems</td>
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<td>PV, SC, SM PV Computer Networking Technology</td>
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<td>MC Computer Programming</td>
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### DISTRICTWIDE PROGRAMS

**Business**

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<td>Information Assurance</td>
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**CG, EM, GC, GW, SM** Information Security

CG, EM, GC, Information Security Administration

**CG, EM, GC, GW, SM** Information Security Technology

CG, EM, GC, Information Security Wireless Networks

CG, EM, GC, Information Technology

SM, Information Technology Support

SM, Information Technology: Cisco Networking Professional

SM, Information Technology: Computer Applications Specialist

SM, Information Technology: Network Security

SM, Information Technology: Network Server

SM, Information Technology: Programming and Systems Analysis

SM, Information Technology: Web and Graphic Design

CG, EM, GC, Linux Associate

GW, MC, SM

CG, EM, GC, Linux Networking Administration

GW, MC, SM

**CG, EM, GC, GW, MC, PV, SM** Linux Professional

**CG** Microcomputer Applications

* (See Office Occupations section for additional programs and related areas)

**CG** Microcomputer Applications: Office Specialist/Core Level

* (See Office Occupations section for additional programs and related areas)

**CG** Microcomputer Applications: Office Specialist/Expert Level

* (See Office Occupations section for additional programs and related areas)

**CG, GC** Microcomputer Business Applications

* (See Office Occupations section for additional programs and related areas)

**CG** Microsoft Desktop Support Technology

CG, EM, GC, GW, MC, PV, SC

**CG** Microsoft Networking Technology

GW, PV, SC

**CG, EM, GC, GW, PV, SC** Microsoft Product Specialist

**CG, GW, MC, PV, SC** Microsoft Applications Development

**CG, EM, GC, GW, PV, SC** Microsoft Systems Administration

**CG, EM, GC, GW, PV, SC** Microsoft Systems Engineer

SC, Network Administration

**MC** Network Administration: CISCO Network Associate

MC, Network Administration: CISCO Network Professional

MC, Network Administration: Microsoft Windows NT

MC, Network Administration: Microsoft Windows

**MC** Network Administration: Novell

**MC** Network Administration: UNIX-Solaris

RS, Network Professional

**MC** Network Security

RS, Networking

**CG, EM, GC, GW, SM** Networking Administration: Cisco

MC, Networking System Administration

**CG, EM, GC, GW, SM** Networking Technology: Cisco

**EM** Oracle Database Administrator

**CG** Oracle Database Operations

**SC** Personal Computer Applications

**RS** Programming

**MC, PV, SM** Programming
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<tr>
<th>Business Programs</th>
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<tr>
<td>SC Retail Management and Marketing</td>
<td>SC Retail Management and Marketing</td>
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<tr>
<td>MC Retail Sales Manager</td>
<td>MC Retail Sales Manager</td>
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<tr>
<td>GC, SM Small Business Entrepreneurship</td>
<td>GC, SM Small Business Entrepreneurship</td>
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<tr>
<td>EM, SC Small Business Management</td>
<td>EM, SC Small Business Management</td>
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<tr>
<td>MC Small Business</td>
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<tr>
<td>SM Supervision and Management I</td>
<td>SM Supervision and Management I</td>
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<td>SM Supervision and Management II</td>
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<tr>
<td>GC Supervision</td>
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<tr>
<td>GW Supply Chain and Operations Management</td>
<td>GW Supply Chain and Operations Management</td>
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<td>SC Tribal Development</td>
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<td>Marketing</td>
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<td>MC, PC, SC Marketing</td>
<td>MC, PC, SC Marketing</td>
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<tr>
<td>PC Marketing I</td>
<td>PC Marketing I</td>
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<tr>
<td>PC Marketing II</td>
<td>PC Marketing II</td>
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<td>MC Salesmanship</td>
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<td>Media Technology</td>
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<tr>
<td>GC Animation: Advanced Imaging and Animation</td>
<td>GC Animation: Advanced Imaging and Animation</td>
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<td>GC Animation: Drawing for Animation</td>
<td>GC Animation: Drawing for Animation</td>
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<td>GC Animation: Imaging and Design Foundation</td>
<td>GC Animation: Imaging and Design Foundation</td>
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<td>SC Broadcast Production</td>
<td>SC Broadcast Production</td>
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<td>MC Digital Arts</td>
<td>MC Digital Arts</td>
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<td>PC Digital Photography</td>
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<td>SC Editing</td>
<td>SC Editing</td>
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<tr>
<td>RS eLearning Design Specialist</td>
<td>RS eLearning Design Specialist</td>
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<td>SC Film Analysis and Criticism</td>
<td>SC Film Analysis and Criticism</td>
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<td>SC Film Production</td>
<td>SC Film Production</td>
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<tr>
<td>Game Technology</td>
<td>Game Technology</td>
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<td>GC, PC, PV Media Arts: Computer Art/Illustration</td>
<td>GC, PC, PV Media Arts: Computer Art/Illustration</td>
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<td>PC Media Arts: Desktop Publishing</td>
<td>PC Media Arts: Desktop Publishing</td>
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<tr>
<td>PC Media Arts: Digital Animation</td>
<td>PC Media Arts: Digital Animation</td>
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<tr>
<td>CG, PC Media Arts: Digital Imaging</td>
<td>CG, PC Media Arts: Digital Imaging</td>
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<tr>
<td>PC Media Arts: Web Design</td>
<td>PC Media Arts: Web Design</td>
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<tr>
<td>SC Motion Picture/Television Production</td>
<td>SC Motion Picture/Television Production</td>
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<td>GC Multimedia</td>
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<td>MC Multimedia Technology</td>
<td>MC Multimedia Technology</td>
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<tr>
<td>SC Screenwriting</td>
<td>SC Screenwriting</td>
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<tr>
<td>GC Video Production Technology</td>
<td>GC Video Production Technology</td>
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<tr>
<td>GC Web Publishing Design: Foundation</td>
<td>GC Web Publishing Design: Foundation</td>
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<tr>
<td>GC Web Publishing Design and Authoring</td>
<td>GC Web Publishing Design and Authoring</td>
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<td>Middle Management</td>
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<td>MC Public Relations</td>
<td>MC Public Relations</td>
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<tr>
<td>(See Management section for additional programs and related areas)</td>
<td>(See Management section for additional programs and related areas)</td>
</tr>
<tr>
<td>Office Occupations</td>
<td>Office Occupations</td>
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<tr>
<td>GC Administrative Office Coordinator</td>
<td>GC Administrative Office Coordinator</td>
</tr>
</tbody>
</table>
DISTRICTWIDE PROGRAMS

Business • Health Occupations

PV Administrative Office Professional
GW Administrative Technology
GW Business Technology Specialist
PC Computer Applications
PV Computer Software Applications
PV Customer Service / Information Professional
EM Data Entry Clerk
EM, GC General Office Secretary
PC Legal Secretarial
PC Medical Office Support
PC Medical Office Support: Basic Clerical
PC Medical Office Support: Basic Transcription
SC, SM Office Automation Systems
GC Office Coordinator
SC Office Fundamentals
PC Office Support I
PC Office Support II
PC Office Support
GW Office Technology
GW Realtime Reporting-Advanced Placement CART
GW Realtime Reporting-Advanced Placement Broadcast Captioning
GW Realtime Reporting Scoping
GW Realtime Reporting-Broadcast Captioning
GW Realtime Reporting-CART
GW Realtime Reporting-Judicial
EM Receptionist
MC Technology Support Analyst Level I
MC Technology Support Analyst Level II
SC Word Processing

Total Quality Management

RS Insurance Claims and Losses: Customer Service
RS Motor Vehicle: Customer Service
CG, EM, GW, MC, PV, RS Organizational Leadership
CG, EM, GW, MC, PV, RS Organizational Management
RS Pharmacy Benefits Management: Customer Service
SM Pharmacy: Customer Service
GW Quality Customer Service
RS Quality Customer Service
GW, RS Quality Process Leadership
RS Travel Agency: Customer Service
RS Utilities: Customer Service

HEALTH OCCUPATIONS

Allied Health

GC, SM Advanced Behavioral Health Sciences
GC, SM Basic Behavioral Health
PC Clinical Laboratory Sciences
MC, SC Community Health Advocate, Diabetes
GW Computed Topography
CG, GC Developmental Disabilities Specialist
GW Diagnostic Medical Ultrasound
MC Direct Care Practice
PC Donor Phlebotomy
GW Electroneurodiagnostics
PC Health Information Technology
PC Health Information
GW Health Services Management
GW Health Unit Coordinating
PC Histologic Technology
GW Hospital Central Service Technology
PC Laboratory Assisting
GW Magnetic Resonance Imaging
PC Medical Assisting
PC Medical Billing and Coding: Physician-Based
PC Medical Coding: Physician Based
PC Medical Front Office
GW Medical Radiography
GW Medical Transcription
GW Medical Transcription Level I
GW Nuclear Medicine Technology
PC Patient Care Technician
GW Perioperative Nursing
PC Phlebotomy
**DISTRICTWIDE PROGRAMS**

**Health Occupations • Home Economics**

GW Physical Therapist Assisting
GW Radiation Therapy
SM Recovery
GW Respiratory Care
EM Speech Language Pathology Assistant
GW Surgical Technologies First Assisting
GW Surgical Technology

**Dental**
RS Clinical Dental Assisting
RS Clinical Dental Assisting
PC Dental Assisting
MC, PC, RS Dental Hygiene
PC Dental Office Management

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**Emergency Medical Technology**
GC, PC, PV, SC Advanced Emergency Medical Technology (Paramedic)
GC, MC, PC, PV, SC Basic Emergency Medical Technology
PC Community Emergency Response Team (CERT): Level I
PC Emergency Communications and Deployment
MC, PC Intermediate Emergency Medical Technology
(See Allied Health section for additional programs and related areas)
MC Paramedicine
PC Secondary Basic Emergency Medical Technology

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**Nursing**
GW Fast Track Practical Nursing
CG, EM, GC, GW, Nursing
MC, PC, PV, RS,
SC
CG, EM, GC, GW, Nurse Assisting
MC, PC, PV, RS,
SC
CG, EM, GC, GW, Practical Nursing
MC, PC, PV, RS
SC
SM Fast Track Nursing

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**HOME ECONOMICS**

**Early Childhood Education**
GC, MC, RS Adolescent Development
PC Adolescent Studies
GC, MC, RS Adult Development and Aging
GC, MC, RS Child and Family Organizations Management and Administration
PC Curriculum for Young Children
MC Early Care and Education
MC Early Care Specialist
GC, MC, RS, Early Childhood Administration and Management
SM Management
PC Early Childhood Classroom Management
SC, SM Early Childhood Development
SM Early Childhood Development: Montessori
GC, PV, RS Early Childhood Education
PC Early Childhood Education and Administration
PC Family Development
GC, MC, SC, RS Family Life Education
PC Family Support
SC Infant/Toddler Development
GC, MC, RS, SC Parent Education

**Community Re-Entry**
RS Workforce Development and Community Re-Entry

**Education**
MC, PC Bilingual Endorsement
MC, PC ESL Endorsement
MC, PC Instructional Assistance
MC Reading Specialist Endorsement
EM, GW Teacher Assisting
DISTRICTWIDE PROGRAMS

Home Economics • Service Occupations

Family and Consumer Science
GC, MC Nutrition for Fitness and Wellness

Food and Nutrition
SC Advanced Professional Culinary Arts
EM Basic Culinary Studies
PC Commercial Baking
PC Commercial Food Preparation
SC Culinary Fundamentals
(See Hospitality section for additional programs and related areas)

EM, MC, PC Culinary Studies
CG, PV Dietetic Technology
PC Food Service Administration
PC Professional Food and Beverage Service
RS Workforce Development: Culinary Arts

Home Economics
PC Advanced Interior Design
MC Alteration Specialist
PC Apparel Construction
MC Costume Design and Production
PC Costuming
PC Fashion Design
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
GC, MC, PC Home Furnishing and Materials
MC, PC, SC Interior Design
MC Interior Design: Advanced
SC Interior Design: Professional Level
PC Kitchen and Bath Design
PC Pattern Design Level I
PC Pattern Design Level II

Merchandising
PC Fashion Merchandising
MC Fashion Merchandising and Design
MC Image Consultant

CG, MC, SC Administration of Justice Studies
RS Advanced Corrections
RS Basic Corrections
RS Corrections
PC Crime and Accident Scene Photography
CG Crime and Intelligence Analysis
SC Crime Scene Investigation
SC Crime Scene Technology
MC Cyber Forensics Technician
RS Detention Services
PC Evidence Technology
PC Fingerprint Classification and Identification
MC Forensic Investigation
CG Forensic Science
SC Forensic Science: Crime Lab
PC Forensic Technology
MC Global Citizenship
CG Homeland Security
MC Information Assurance

EM, GC, GW, SM Information Security Forensics
MC Judicial Studies
MC Justice and Government Agency Administration Level I
MC Justice and Government Agency Administration Level II
MC Justice and Government Agency Administration
CG, GC Justice Studies
RS Law Enforcement Field Training
GC Law Enforcement Investigator
RS Law Enforcement Technology
SC Law Enforcement
CG, GC Law Enforcement Training Academy
MC Legal Studies
SC Police Academy Preparation Level I
MC, SC Police Science
GC Police Supervision
RS Public Safety Technology
MC Victomology

Fire Science
EM, MC, PV Basic Firefighter
MC Driver Operator
GC, GW, MC, Emergency Management
PV, SM
GC, SC Fire Academy
MC Fire Officer I
DISTRICTWIDE PROGRAMS

Service Occupations

GC, MC, PC, Firefighter Operations
PV, SC
CG, GC, PC, Fire Science
PV, RS
EM, GC, MC, Fire Science Technology
PV, SC

Hospitality
SC Advanced Professional Culinary Arts
RS Airline Operations
RS Airline Operations: Ground Operations
RS Airline Operations: Initial Flight Attendant
RS Airline Operations: Passenger Services
RS Airline Operations: Reservations
RS Airline Operations: Reservations and Ticketing Operations
RS Airline Operations: Vacations
SC Culinary Arts
(See Food & Nutrition section for additional programs and related areas)
SC Hospitality and Tourism/Golf Management
SC Hospitality and Tourism/Hotel Management
SC Hospitality and Tourism/Restaurant Management
SC Hospitality and Tourism/Spa and Wellness Center Management
SC Hospitality and Tourism/Tourism Development and Management
EM Hospitality/Hotel Management

Library Media Technology
MC Library Information Technology
MC Library Information Technology: Advanced
MC Library Information Technology: Basic
MC Library Information Technology: Practitioners
MC Library Information Technology: School Library Media Center

Mortuary Science
MC Mortuary Science

Music
GC, MC, PC, Audio Production Technologies
PV, SC
SC Dance Technology
CG, GC, GW, Music Business
MC, PC, PV
SC, SM

Parks, Recreation, Leisure and Fitness Studies
MC, PC, SC Recreation Management

Health and Physical Education/Fitness
GC, MC Group Fitness Instructor
GC, MC Personal Trainer
CG, EM, GC, Strength and Conditioning Personal Trainer
GW, MC, PV, SC, SM
CG, EM, GC Strength, Nutrition and Personal Training
GW, MC, PV, SC, SM

PVT Teaching, Healing, Meditation, & Stress Management
CG, PC Therapeutic Massage
SC Yoga Instruction

Social Sciences
RS Chemical Dependency Level I
RS Chemical Dependency Level II
RS Chemical Dependency
GW Clinical Research Coordinating
PC Interpreter Preparation
RS Professional Addictions Counseling
PC Deaf Studies
DISTRICTWIDE PROGRAMS
Service Occupations • Technology and Trade Industrial

Social Services
PC Gerontology
PC Gerontology: Aging Services Management
PC Gerontology: Eldercare
PC Gerontology: Foundations
PC Gerontology: Generalist
PC Gerontology: Program Development
GC Human Services

TECHNOLOGY AND TRADE INDUSTRIAL

Air Conditioning and Refrigeration
GW Air Conditioning/Refrigeration/Facilities
GW Residential and Light Commercial Air Conditioning

Apprenticeship Related Instruction
GW Bricklaying
GW Carpentry
GW Construction Management
GW Construction Trades: Carpentry
GW Construction Trades: Millwright
GW Construction Trades: Painting
GW Construction Trades: Sheet Metal
GW Electricity
GW Heat and Frost Insulation
GW Heavy Equipment Operations
GW Ironworking
GW Mechanical Trades: Heating, Ventilating and Air Conditioning
GW Mechanical Trades: Plumbing
GW Mechanical Trades: Sheet Metal
GW Millwright
GW Painting
GW Pipefitter-Refrigeration
GW Plumbing
GW, PC Construction Management
GW Construction Trades: Carpentry
GW Construction Trades: Millwright
GW Construction Trades: Painting
GW Construction Trades: Sheet Metal
GW Electricity
GW Heat and Frost Insulation
GW Heavy Equipment Operations
GW Ironworking
GW Mechanical Trades: Heating, Ventilating and Air Conditioning
GW Mechanical Trades: Plumbing
GW Mechanical Trades: Sheet Metal
GW Millwright
GW Painting
GW Pipefitter-Refrigeration
GW Plumbing
GW, EM, GC Power Plant Technology
GW Roofing
GW Sheet Metal
GW Steamfitting

Aviation and Aeronautics
CG Aircraft Construction Technology
CG Aircraft Maintenance Technology (Part 147)
CG Aircraft Maintenance Technology

CG Airframe Maintenance (Part 147)
CG Airway Science Technology, Flight Emphasis
CG Aviation Electronics Maintenance Technology
CG Avionics Technology
CG Composite Technology
CG Flight Technology
CG Meter Technology
CG Powerplant Maintenance (Part 147)
CG Sheet Metal Structures Technology

Automotive Technology
GW Air Conditioning and Electrical Accessories
MC Air Conditioning
GC Automotive Chassis
GW Automotive Drive Trains
MC Automotive Electrical Systems
GC Automotive Engines and Drive Trains
GC Automotive Engine Performance Diagnosis & Air Conditioning
MC Automotive Performance Technology
GW Automotive Suspension, Steering and Brakes
GC, GW Automotive Technology
MC Brakes, Alignment, Suspension and Steering
MC Caterpillar Technician Training
GW, MC Engine Performance and Diagnosis
MC Transmissions and Power Trains
RS Workforce Development: Automotive Technology Level I
RS Workforce Development: Automotive Technology Level II

Building and Construction
EM, MC Building Inspection
SC Building Safety Technology
PC Building Safety and Construction Technology
GW Carpentry
PC Civil Engineering Technology
GW Heavy Equipment Operations
GW Home Improvement Retail Operations: Flooring
GW Home Improvement Retail Operations: Kitchen
GW Home Improvement Retail Operations: Millworks
DISTRICTWIDE PROGRAMS
Technology and Trade Industrial

MC  Plan Review
MC  Pre-Contractor Licensing
RS  Workforce Development: Carpentry Level I
RS  Workforce Development: Carpentry Level II
RS  Workforce Development: Furniture Construction/Refinishing Level I
RS  Workforce Development: Furniture Construction/Refinishing Level II

Commercial Art/Advertising Art
PC  Computer Graphic Design
(See Media Technology section for additional programs and related areas)

GC, PC, PV, SC, SM
RS  Workforce Development: Graphic Arts Level I
RS  Workforce Development: Graphic Arts Level II

Drafting Technology
MC  Architectural CADD Level III
MC  Architectural Detailing CADD Level III
PC  Architectural Drafting
SC  Architectural Technology
MC  Architecture
GC  Basic CAD
GC  CAD Application
GC  CAD Technology
MC, PC  Computer Aided Drafting
MC  Computer Aided Design and Drafting CADD Level I
MC  Commercial Drafting CADD Level II
MC  Construction
MC  Construction Drafting I
MC  Construction Drafting II
MC  Construction Drafting III
MC  Construction Drafting CADD Level III
MC  Electro/Mechanical Drafting
MC  Electromechanical Manufacturing Technology
MC  Manufacturing Productivity
GW  Manufacturing Productivity: Conventional Machines Level I
GW  Manufacturing Productivity: Conventional Machines Level II
GW  Manufacturing Productivity: Process Improvement

GW  Manufacturing Productivity: Team Leadership
GW  Manufacturing Productivity: Engineering Graphics
GW  Manufacturing Productivity: CNC CAD/CAM Programming
GW  Manufacturing Productivity: CNC Operation
GW  Manufacturing Productivity: Quality Assurance
MC  Mechanical Drafting
MC  Micro Circuit Mask Design
GC  Microcomputer Servicing
MC  Residential Drafting CADD Level II
MC  Surveying and Civil Drafting CADD Level II

Electronics/Electrical Technology
GC  Computer and Networking Technology
CG  Electric Utility Technology
GW  Electrical Technology
MC  Electromechanical Automation Technology
MC  Electronics Engineering Technology
GC  Electronics Manufacturing Technology
MC  Electronics Technology
GC, MC  Industrial Education
EM, GW  Industrial Operations Technology
GC  Network Maintenance
SM  Telecommunications Technology:
RS  Workforce Development: Electrical Level I
RS  Workforce Development: Electrical Level II
## Districtwide Programs

**Technology and Trade Industrial**

### Environmental Technology
- **MC** Biotechnology
- **GC** Biotechnology and Molecular Biosciences
- **GW** Environment Science Technology
- **PC** Geospatial Technology: Environmental Sciences
- **MC** Geospatial Technologies
- **PC** Hazardous Materials Response
- **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 Purification Technology
- **GW** Water Technologies
- **GW** Water Treatment
- **GW** Water Technologies Level 1
- **GW** Water Technologies Level 2
- **GW** Water Technologies Level 3
- **GW** Water Technologies Level 4

### Manufacturing
- **GW** Aerospace Manufacturing Technology
- **CG** Automated Manufacturing Systems
- **MC** Manufacturing Engineering Technology
- **MC** Manufacturing Machining
- **MC** Manufacturing Management
- **MC** Manufacturing Technology CNC/CAD/CAM
- **MC** Manufacturing Welding
  (See Welding Technology section for additional programs and related areas)

### Machinist
- **MC** Machining and Product Development Technology
- **MC** Machinist, Tool and Die Level I
- **MC** Machinist, Tool and Die Level II
- **GC** Tractor-Trailer Driving

### Welding Technology
- **MC, PC** Welding
  (See Manufacturing section for additional programs and related areas)

### Engineering
- **MC** Civil Engineering Technology
- **PC** Surveying Technology

### College Acronyms/Name:
- **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

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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 200 courses and 60 non-credit programs at Maricopa Skill Center are open-entry/open-exit, and self-paced. Several of our programs hold credit articulation agreements with ASU and Gateway Community College and most programs culminate in leading industry certifications.

**Accounting**
- Accounting Associate Certificate Program
- Accounting Clerk Certificate Program
- Accounts Payable Clerk Certificate Program
- Accounts Receivable / Payable Clerk Certificate Program
- Payroll Clerk Certificate Program
- Small Business Accounting Course Bundle

**Administrative Assistant**
- Administrative Assistant Certificate Program
- Administrative Clerk Certificate Program

**Auto Body**
- Auto Body Basic Metal Repair & Refinishing Certificate Program
- Auto Body Basic Metal Repair Certificate Program
- Auto Body Basic Refinishing Certificate Program

**Automation Technology**
- Automation Technology Certificate Program

**Computer Aided Drafting**
- AutoCAD Draftsmen 2-D Technician Certificate Program
- AutoCAD Draftsmen 2-D, 3-D, & Solids Technician Certificate Program

**Computer Repair & Networking**
- Computer Support Specialist Certificate Program

**Construction Trades**
- Construction Trades with Introduction to HVAC Certificate Program
- Construction Trades Worker I Certificate Program
- Construction Trades Worker II Certificate Program
- Maintenance Carpenter Worker Certificate Program
- Maintenance Electrician Worker Certificate Program
- Maintenance Electrician Worker with Introduction to HVAC Certificate Program
- Maintenance Plumbing Worker Certificate Program

**Cosmetology**
- Aesthetician Certificate Program
- Cosmetologist Certificate Program
- Nail Technician Certificate Program

**Culinary Arts**
- Baker Certificate Program
- Cook Certificate Program

**Customer Service**
- Call Center Operator Certificate Program
- Customer Service Specialist Certificate Program

**Industrial Spray Painter**
- Industrial Spray Painter Certificate Program

**Information Processor & Data Entry**
- Data Entry Operator Certificate Program
- Information Processor Specialist Certificate Program
- Legal Administrative Assistant

**Machine Trades**
- CNC Machinist Certificate Program
- Machinist’s Assistant Certificate Program
- Manual Machinist Certificate Program

**Meat Cutter**
- Apprentice Meat Cutter Certificate Program
- Meat & Deli Counterperson Certificate Program
- Meat Department Helper Certificate Program
- Meat Room Cleanup Certificate Program
- Portion Control Cutter Certificate Program
- Self-service Meat Wrapper Certificate Program

**Medical Assistant**
- Medical Administrative Assistant Certificate Program
- Medical Assistant Front & Back Office Certificate Program
- Medical Biller/Coder Certificate Program

**Nursing**
- Practical Nursing Certificate Program
SouthWest Skill Center at EMCC Certificates

The South West Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training.

Our Programs are listed below and reference any certificate issued by that program:

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<th>Medical Assistant Back Office</th>
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<tr>
<td>Distribution Logistics Technician</td>
<td>Medical Billing &amp; Coding</td>
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<tr>
<td>Program</td>
<td>Phlebotomy (beginning 7/1/2006)</td>
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<td>Certified Distribution Logistics Technician</td>
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<td>Emergency Medical Technology Program</td>
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<td>Emergency Medical Technician</td>
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<tr>
<td>Medical Assistant Program (Certificate Programs)</td>
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<td>Medical Assistant Front Office</td>
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<td>Offset Press Operator Certificate Program</td>
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<tr>
<td>Soldering</td>
<td>TIG Welder/TIG Fingertip Welder Certificate Program</td>
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<tr>
<td>IPC Certified Soldering</td>
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<tr>
<td>Travel &amp; Tourism</td>
<td>Welding Certificate Program</td>
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<td>Reservations &amp; Hospitality</td>
<td>Combination Welder - 2 Process Certificate Program</td>
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<tr>
<td>Hospitality Representative</td>
<td>Combination Welder - 3 Process Certificate Program</td>
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<td>Program</td>
<td>Combination Welder - 3 Process with Intro to Pipe Welding Certificate Program</td>
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<tr>
<td>Travel &amp; Tourism Specialist</td>
<td>Flux Core Welder Certificate Program</td>
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<tr>
<td>Certificate Program</td>
<td>MIG Welder Certificate Program</td>
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<td>TIG Welder/TIG Fingertip Welder Certificate Program</td>
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Maricopa Skill Center • SouthWest Skill Center at EMCC Certificates
The Maricopa County Community College District is dedicated to providing access to higher education in a healthy, comfortable and educationally productive environment. Every student, employee and visitor is to abide by the policies, rules and regulations of the District while on the premises of any Maricopa Community College campus, center, facility and other affiliated location. The District does not tolerate discrimination or harassment against any person because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. We value the people we serve in our global community and encourage you to do the same.

www.maricopa.edu
Policies & Procedures

IN THIS SECTION
• Maricopa Mission and Vision Statement
• Values
• Administration Regulations
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• Abuse-Free Environment
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• Scholastic Standards
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• Student Employment
• Student Governance
• Attendance
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Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

Vision

A Community of Colleges…Colleges for the Community

… working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.
Values

The Maricopa Community Colleges are committed to:

**Community**

We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

**Excellence**

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

**Honesty and integrity**

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

**Inclusiveness**

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

**Innovation**

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

**Learning**

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

**Responsibility**

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

**Stewardship**

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.
Administrative Regulations

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "A.R.S." followed by a reference number.

General Statement (AR 2.4.1)

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges’ programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at 480-731-8876.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person’s supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.
Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

**Formal Resolution of Discrimination Complaints**

A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Services at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs the investigator’s written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator’s written findings and the Vice President’s recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

**MCCCD Administrative Review Process:**

**Request for Reconsideration**

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.
Complaint Process
Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation
Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student’s record.

Right to Assistance
A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual’s attorney or other person providing assistance.

Confidentiality of Proceedings
Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD’s legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited
Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment
A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment.

Upon receipt of the Report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel’s Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.
External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

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, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days’ duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days’ duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.
Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Associate Dean of Student Enrollment Services, ADA/504/Title IX Coordinator, 2323 West 14th Street, Tempe, Arizona, 85281, 480-517-8540. Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

Declaración de Igualdad de Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

Declaración de Acción Afirmativa

Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no descriminarán o tolerarán descriminación en contra de ningún aplicante o empleado debido a su desabilidad/incapacidad física o mental referente a cualquier posición para la cual el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapaz en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo periodo 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 descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.
Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita con desabilidad/incapacitación especial que califiquen sin discriminar 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, reclutamiento, 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, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

Associate Dean of Student Enrollment Services, ADA/504/Coordinador del Título IX, 2323 West 14th Street, Tempe, Arizona, 85281, 480-517-8540. De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

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.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve Governing Board Policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

B. Outcomes Assessment

The mission of the Maricopa Community Colleges is to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve. In order to evaluate how successfully Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.
C. Emissions Control Compliance (AR 2.4.6)
Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner’s expense.

Abuse-Free Environment (AR 2.4.7)

A. Substance Abuse/Misuse Statement
Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student’s needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal “duty to care” responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:
1. Visibly demonstrate a performance of the Maricopa Community College District “duty to care”.
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
7. Provide individual and group counseling
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:
1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affects students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student’s educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

a. Drinking or possession of alcoholic beverages on the college campus.
b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

a. Warning,
b. Loss of privileges,
c. Suspension, or
d. Expulsion.

4. Legal Consequences of Alcohol and Other Drugs

a. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age". An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DUI). Drivers charged with DUI 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 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DUI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than $250 for a first offense to a minimum of six months in jail and revocation of the driver’s license for three years upon a third offense.

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 to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Civil fine of up to $10,000 (pending adoption of final regulations).

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

C. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1) Marijuana: A first offense for possession or use of marijuana in an amount of less that one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less that one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.

2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less that one thousand dollars.

3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less that two thousand dollars.

C. Alcoholic Beverages - Usage Regulation (AR 4.13)

1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.

2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.

3. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

4. The personal or individual purchase of alcoholic beverages by individuals attending District approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

D. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.
Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the District or community on matters regarding AIDS or the HIV virus.

Disability Resources & Services - Eligibility
For Accommodations & Required Disability Documentation (AR 2.8)

Purpose: to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American’s with Disabilities Act.

General Eligibility Requirements

Each applicant with a disability must meet MCCCD admissions requirements, or be enrolled as an MCCCD student, and must provide Disability Resource Services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

Specific Eligibility Requirements

Physical Disabilities -- Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

The Written Diagnostic Report Must Include:

a) A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.

b) The procedures used to diagnose the disability.

c) A description of any medical and/or behavioral symptoms associated with the disability.

d) A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.

e) A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.

f) A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

Specific Learning Disabilities-Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures In Each of the Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).
Examples of Measures

a. Wechsler Adult Intelligence Scale-Revised (WAIS-R)
b. Wechsler Adult Intelligence Scale-Third Edition
c. Stanford Binet Intelligence Scale-Fourth Edition
d. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability
e. Kaufman Adolescent and Adult Intelligence Test

Achievement

a. Wechsler Individual Achievement Tests (WIAT)
b. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
c. Stanford Test of Academic Skills (TASK)
d. Scholastic Abilities Test for Adults (SATA)

Information Processing

a. Subtests of The Wais-R or Wais-Third Edition
b. Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
   a) A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
   b) A clear statement specifying the substantial limitations to one or more major life activities.
   c) A psychometric summary of scores.
   d) A recommendation for accommodations, including rationale.

Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD) -- Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
   a. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis.
   b. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
c. A recommendation regarding medications or medical evaluation(s).

d. A recommendation for accommodations, including rationale.

Psychological Disabilities -- Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.

2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.

3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).

4. Discussion of the assessment results.

5. DSM-IV diagnosis (include all five axes).

6. A diagnostic summary statement that includes the following:
   a) A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis.
   b) A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   c) A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
   d) A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
   e) The duration for which these accommodations should be provided based on the current assessment.

f) A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.

2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college’s disability services office or designated professional if, in the professional opinion of the responsible college’s disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCD will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.
The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of Academic eligibility.

2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocation Rehabilitation funding, etc.

4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of federal financial aid (Title V) awarded is based on the actual number of credit hours taken.

6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.

7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process:

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

Academic Misconduct (AR 2.3.11)

A. Definitions

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.

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 faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

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. Information gathered from the Internet and not properly identified is also considered plagiarism.
B. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: (Note: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

1. Warning - A notice in writing to the student that the student has violated the academic code.
2. Grade Adjustment – Lowering of a score on a test or assignment.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
4. Course Failure - Failure of a student in the course where academic misconduct occurs.
5. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

Disciplinary Standards

A. Disciplinary Probation and Suspension (AR 2.5.1)

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration, and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness. In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

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.
4. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities.

B. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.
Student Conduct Code
(AR 2.5.2)

Purpose
The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions
The following are definitions of terms or phrases contained within this document:

A. “Accused student” means any student accused of violating this Student Conduct Code.

B. “Appellate boards” means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board’s determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.

C. “College” means a Maricopa Community College or center.

D. “College premises” means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

E. “College official” means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.

F. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.

G. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.

H. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

I. “District” means the Maricopa County Community College District.

J. “Faculty member” means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.

K. “May” is used in the permissive sense.

L. “Member of the college community” means any person who is a student, faculty member, college official or any other person employed by the college or center. A person’s status in a particular situation shall be determined by the college president.

M. “Organization” means any number of persons who have complied with the formal requirements for college recognition.

N. “Policy” is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

O. “Shall” is used in the imperative sense.

P. “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”.

Q. “Student Conduct Administrator” means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

R. “Student Conduct Board” means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

S. “Threatening behavior” means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.
POLICIES & PROCEDURES

Student Conduct Code

**Article II: Judicial Authority**

A. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

B. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.

C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Prohibited Conduct**

**A. Jurisdiction of the College**

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

**B. Temporary Removal of Student**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member’s appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

**C. 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 college official 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. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.

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 oneself 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 any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college’s or District’s website.

8. Violation of federal, state or local law.

9. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

10. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.

12. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

14. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

15. Attempted or actual theft or other abuse of technology facilities or resources, 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 individual’s identification and/or password
   d. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
   e. Use of technology facilities or resources to send obscene or abusive messages
   f. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
   g. Use of technology facilities or resources in violation of copyright laws
   h. Any violation of the District’s technology resource standards
   i. Use of technology facilities or resources to illegally download files

16. Abuse of the Student Conduct system, including but not limited to:
   a. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
   b. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
   c. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
   d. Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct system
   e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
   f. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
   g. Failure to comply with the sanctions imposed under this Student Conduct Code
   h. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
   i. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

17. Engaging in irresponsible social conduct.

18. Attempt to bribe a college or District employee.

19. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

D. Violation of Law and College Discipline

1. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Article IV: Student Conduct Code Procedures**

**A. Charges and Student Conduct Board Hearings**

1. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.

2. The Student Conduct Administrator 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 Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.

4. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV A.7 below:

    a. Student Conduct Board hearings normally shall be conducted in private.
    b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
    c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
    d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
    e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
    f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
    g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
h. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

i. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

6. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

   a. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

   b. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

   c. Loss of Privileges - denial of specified privileges for a designated period of time.

   d. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

   e. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

   f. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   g. College Expulsion - permanent separation of the student from all the colleges in the District.

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 disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions upon the student’s application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student’s confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

   a. Those sanctions listed above in Article IV B. 1. a through d.

   b. Loss of selected rights and privileges for a specified period of time.

   c. Deactivation - loss of all privileges, including college recognition for a designated period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student
Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Emergency Suspension

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

D. Appeals

1. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.

2. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

c. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

3. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.
Technology Resource Standards (AR 4.4)

Introduction
The Maricopa County Community Colleges District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible to its employees and students.

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. Maricopa requires users to observe Constitutional and other legal mandates whose aims is are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities
Technology 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 County Community Colleges District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa’s technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive these Standards.

Acceptable Use
Use of Maricopa’s technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community Colleges District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa’s technology resources are limited to the same purposes.

It is not Maricopa’s practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa’s technology resources. The maintenance, operation and security of Maricopa’s technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. 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 technology resources.

Frequently, access to Maricopa’s technology 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 technology resources by other users, both within and outside the Maricopa community. 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 technology 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 technology resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Violation of any provision of the Standards could result in immediate termination of a user’s access to Maricopa’s technology 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 technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user’s password protected data or electronic communication, or delete another user’s password protected data, electronic communications or software, without that person’s permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website that violates the .EDU domain request.

6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.

7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of 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 technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.

10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any technology resources 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 technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.

14. Allowing any unauthorized access to Maricopa’s technology resources.

Disclaimer

The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa’s technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa’s articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa’s technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

Copyright

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

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.
What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of $100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials—most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: “It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it.”

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another’s copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, the law clearly prohibits copyright infringement, using any college resources—such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail—for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, “students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping.”

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the “use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.” The Standards also prohibit “transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . .”

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.
Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: [http://www.dist.maricopa.edu/legal/](http://www.dist.maricopa.edu/legal/) and click on "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the Computer Resource Standards which can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

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. Accommodation may require a faculty member to exempt a student from his/her taping policy.

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**Grading (AR 2.3.3)**

A. **Policy**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
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<tr>
<td>F</td>
<td>0</td>
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<tr>
<td>I</td>
<td>Not computed</td>
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<td>IP</td>
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<tr>
<td>N</td>
<td>Not computed</td>
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<tr>
<td>P</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Not computed</td>
</tr>
<tr>
<td>Z</td>
<td>Not computed</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 Student Enrollment Services.

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 re-register 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 repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. 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 with the exception of AGEC (Arizona General Education Curriculum).

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 Student Enrollment Services.

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 Student Enrollment Services 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 and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

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 (1 to 7 days)</td>
<td>1st Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class or Prior to the Last Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Two Weeks (8 to 14 days)</td>
<td>3rd Calendar Day</td>
<td>6th Calendar Day</td>
<td>6th Calendar Day</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>3rd Calendar Day</td>
</tr>
<tr>
<td>Three Weeks (15 to 21 Days)</td>
<td>6th Calendar Day</td>
<td>12th Calendar Day</td>
<td>12th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>1st Day of Class</td>
<td>5th Calendar Day</td>
</tr>
<tr>
<td>Four Weeks (22 to 28 days)</td>
<td>9th Calendar Day</td>
<td>17th Calendar Day</td>
<td>17th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>2nd Calendar Day</td>
<td>7th Calendar Day</td>
</tr>
<tr>
<td>Five Weeks (29 to 35 days)</td>
<td>12th Calendar Day</td>
<td>23rd Calendar Day</td>
<td>23rd Calendar Day</td>
<td>4th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>9th Calendar Day</td>
</tr>
<tr>
<td>Six Weeks (36 to 42 days)</td>
<td>14th Calendar Day</td>
<td>29th Calendar Day</td>
<td>29th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>11th Calendar Day</td>
</tr>
<tr>
<td>Seven Weeks (43 to 49 days)</td>
<td>17th Calendar Day</td>
<td>35th Calendar Day</td>
<td>35th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>12th Calendar Day</td>
</tr>
<tr>
<td>Eight Weeks (50 to 56 days)</td>
<td>20th Calendar Day</td>
<td>41st Calendar Day</td>
<td>41st Calendar Day</td>
<td>6th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>15th Calendar Day</td>
</tr>
<tr>
<td>Nine Weeks (57 to 63 days)</td>
<td>23rd Calendar Day</td>
<td>46th Calendar Day</td>
<td>46th Calendar Day</td>
<td>7th Calendar Day</td>
<td>4th Calendar Day</td>
<td>17th Calendar Day</td>
</tr>
<tr>
<td>Ten Weeks (64 to 70 days)</td>
<td>26th Calendar Day</td>
<td>52nd Calendar Day</td>
<td>52nd Calendar Day</td>
<td>8th Calendar Day</td>
<td>4th Calendar Day</td>
<td>19th Calendar Day</td>
</tr>
<tr>
<td>Eleven Weeks (71 to 77 days)</td>
<td>29th Calendar Day</td>
<td>58th Calendar Day</td>
<td>58th Calendar Day</td>
<td>9th Calendar Day</td>
<td>5th Calendar Day</td>
<td>21st Calendar Day</td>
</tr>
<tr>
<td>Twelve Weeks (78 to 84 days)</td>
<td>32nd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>23rd Calendar Day</td>
</tr>
<tr>
<td>Thirteen Weeks (85 to 91 days)</td>
<td>35th Calendar Day</td>
<td>70th Calendar Day</td>
<td>70th Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>25th Calendar Day</td>
</tr>
<tr>
<td>Fourteen Weeks (92 to 98 days)</td>
<td>38th Calendar Day</td>
<td>76th Calendar Day</td>
<td>76th Calendar Day</td>
<td>11th Calendar Day</td>
<td>6th Calendar Day</td>
<td>27th Calendar Day</td>
</tr>
<tr>
<td>Fifteen Weeks (99 to 105 days)</td>
<td>41st Calendar Day</td>
<td>82nd Calendar Day</td>
<td>82nd Calendar Day</td>
<td>12th Calendar Day</td>
<td>6th Calendar Day</td>
<td>28th Calendar Day</td>
</tr>
<tr>
<td>Sixteen Weeks or more (106 or more days)</td>
<td>End of the seventh week</td>
<td>Two weeks before the last class period</td>
<td>Two weeks before the last class period</td>
<td>Within 14 days including the first class period</td>
<td>Within first week of class</td>
<td>Within first five weeks</td>
</tr>
</tbody>
</table>

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.
Instructional Grievance 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 take:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.

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. 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 vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee 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 vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Non-Instructional (outside the classroom) Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures.

Steps for students to take:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center vice president or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the vice president or designee do not resolve the complaint, the student may forward in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

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 (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>

(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, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/ Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)

It shall be a violation of Maricopa Community College’ Sexual Harassment Policy for any employee, student or campus visitor to:

A. Make unwelcome sexual advances to another employee, student or campus visitor;

B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual’s submission to, or rejection of, the sexual advances will in any way:

1. Influence any personnel decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or

2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
D. Engage in verbal or physical conduct of a sexual nature that:
   1. Has the purpose or effect of substantially interfering with an employee’s ability to do his or her job; or with a student’s ability to learn or participate in a class; or
   2. Which creates an intimidating, hostile or offensive work or academic environment;
E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity;
F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual’s body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations (AR 5.1.10)
Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)
Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

Amorous Relationships (AR 5.1.12)
An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints (AR 5.1.13)
A. Employees
Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office (480-731-8885). 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 vice president of student affairs or designee at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students
Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president’s office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD

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 state-wide election.

B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Solicitation (AR 2.4.9)
A. Definitions
A "solicitor" is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. Requirements
1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

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.

The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but not replace or waive, this regulation.

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.

4. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

**Children on Campus (AR 2.4.10)**

Children (younger than 18) may not attend any class unless they are officially registered for the class. Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

**Crime Awareness and Campus Security Act (AR 2.4.11)**

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

**Campus Safety Policies and Annual Crime Statistics Disclosure Summary**

The information contained in this document was prepared under the guidelines established by 20 United States Code, section 1092 (f), known as the “Jeanne Clery, Disclosure of College Security Policy and Campus Crime Statistics Act,” and the Code of Federal Regulations. The information represents a general description of Rio Salado College security/safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years; however, the information is not intended to serve as a contractual agreement between the college and the recipient.

**Introduction**

Rio Salado College enjoys good relations with its neighbors and maintains a highly visible College Safety Program (CSP) that provides for the safety of the college community. However, no community can be totally risk free in today's society. To lessen the chances of crimes occurring within the college community, everyone's cooperation and vigilance is needed. All members of the college community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to the CSP staff at the 1st floor reception desk.

**College Safety Program**

**College Safety:** The CSP is housed in the 3rd floor lobby at 2323 W. 14th Street, Tempe, AZ. 85281. The normal operating hours of the CSP staff is 6:00 a.m. to 9:00 p.m. Monday through Friday, from 7:00 a.m. to 5:00 p.m. on Saturdays or as College activities are scheduled. The telephone number is 480-377-4555. The Tempe location is closed only if there are no classes or activities scheduled on Sundays or designated holidays.

The CSP staff maintains a visible presence and proactively patrol college parking lots and buildings on a regular basis. The department's telephone number is 480-377-4555.
**Security and Access to College Facilities**

Rio Salado College strives to maintain a safe and secure college environment for students, staff and visitors. This includes the monitoring of cameras, and assisting in the locking of offices, departments and classrooms when not in use. When staff discovers defective doors or locks, interior/exterior lighting problems, or other safety hazards, they immediately author an M&O helpdesk report so that the maintenance department can correct the problem. To further improve safety, the college encourages all of its community members to take an active part and immediately report any observation of a suspected crime, unusual or suspicious activity, emergency, or hazardous condition to 480-377-4555.

The college does not own, maintain or control: a) dormitories or other residential facilities; b) off-site facilities for recognized student organizations; and c) non-college buildings or properties that are used for educational purposes.

The college is open Monday through Friday between 6:00 a.m. - 9:00 p.m. and on Saturday between 7:00 a.m. - 5:00 p.m. If no classes or college functions are scheduled, the college is closed on Sundays and on designated holidays. During the summer months, the college is open the same hours.

**Reporting Crime and Emergencies**

**Crime or other emergency in progress:** Students, employees and others are encouraged to report all criminal activity and emergencies occurring on college property. A report may be filed with the CSP staff by either visiting the 1st floor reception desk or calling 480-377-4555. In emergency situations, 9-1-1 may be called first, followed by an immediate notification to the CSP staff at 480-377-4555.

**Reports of a past crime or incident may be made to any of the following:**

1. **Law Enforcement Authority:**
   a. The College Dispatch Desk: In person or by calling 480-377-4555.
   b. The Tempe Police Department: In person at a local precinct or by calling 480-966-6211.

2. **Security Authority:**
   Director of College Safety 480-377-4556

**The importance of reporting all crime:** The importance of reporting crime, suspected crime, and unusual or suspicious activity to the CSP staff or security authority cannot be over emphasized. The reports provide a basis for making timely warnings when a crime may present a threat to other members of the college community and also assist the college in providing a full disclosure in the annual crime statistics report. In addition, such action by a victim or witness will assist in making the college environment a safer place for the entire community.

**Voluntary and confidential reporting:** Rio Salado College does not have a policy or procedure that would allow a victim or witness to report crime on a voluntary and confidential basis. However, the CSP staff accepts and investigates all reported incidents, whether or not a victim or witness provides a name or other identifying information.

**Confidential Reporting to a counselor:** Rio Salado College does not have a policy or procedure that encourages a victim or a witness to receive counseling. If the victim chooses to receive counseling, there is not a policy or procedure in place that requires the counselor to report the crime. When counselors do not have the permission of the victim, they can only report the occurrence of a number/statistic to the law enforcement authority. In general, the counseling session is perceived as confidential; however, the counselor is obligated to report to the appropriate authority if the information obtained is life threatening.

**Sexual Assault Procedures, Reporting and Prevention**

**Reporting a sexual assault:** Any student, employee or visitor who is the victim of a sex offense, forcible or non-forcible, is encouraged to report the assault to college authorities or the Tempe Police Department. If a victim so chooses, he/she may be assisted by college authorities in reporting the assault to the proper law enforcement authorities. After making the report, the victim is not obligated to continue with legal or college disciplinary action. The assault may be reported in person at:

1. **Law Enforcement Authority:**
   a. The College Dispatch Desk: In person or by calling 480-377-4555.
   b. The Tempe Police Department: In person at a local precinct or by calling 480-966-6211.

2. **Security Authority:**
   Director of College Safety 480-377-4556

**Preserving evidence of a sexual assault:** After a sexual assault, it is very important that the victim receive a medical examination for health and evidentiary reasons. A victim should not wash, use the toilet, or change clothes before seeing trained medical personnel. If clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination. Even if the victim is certain that he/she will not prosecute, it is important to gather as much evidence as possible just in case the victim decides to pursue criminal charges at a later date.
Coping with sexual assault: Victims of sexual assault may find it helpful to discuss their experience with a counselor. College counselors are available to provide services to students who have been victims of sexual assault. The counselor can assess the victim’s psychological needs and help him or her deal with difficulties in their academic progress. The counselor can also refer the victim to outside agencies and provide information about on-and-off site reporting, prosecution procedures, and the college disciplinary process. College counselors may be contacted by calling Beatriz Cohen, MC, 480-517-8272.

Victims of a sexual assault may also receive free, confidential, twenty-four hour counseling by calling the Rape Abuse Incest National Network (RAINN) at 1-800-656-4673, extension 1. Trained counselors are available twenty-four hours a day, seven days a week.

How to reduce the risk of sexual assault (reproduced from the RAINN web pages):

1. When you go to a party, go with a group of friends.
2. Arrive together, watch out for each other, and leave together.
3. Don’t leave your beverage unattended or accept a drink from an open container.
4. Don’t allow yourself to be isolated with someone you don’t know or trust.
5. Be aware of your surroundings at all times.
6. Trust your instincts.
7. Think about the level of intimacy you want in a relationship, and clearly state your limits.

Prevention programs: College Staff Development will conduct presentations relating to crime prevention and safety policies during orientations and at other times, when requested by staff or students. Crime prevention materials are made available to all incoming students.

College response to a sexual assault: Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties in state and federal courts. Besides the sanctions that can be imposed in court, Rio Salado College will respond administratively if a sexual assault or other criminal offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures, including policies prohibiting sexual harassment. Sanctions may include suspension or expulsion for student offenders or termination of employment for employees.

College community members who may have an alcohol or drug problem can receive assistance by calling:

- Al-Anon at 1-800-356-9996
- American Council on Alcoholism at 1-800-527-5344
- National Institute on Drug Abuse Hotline at 1-800-662-4357
- DRUGHELP at 1-800-378-4435

Responding to Criminal Activity and Emergencies

Generally, a college staff member is immediately dispatched to all college related incidents. A college staff member and, if necessary, a Tempe Police officer will respond to each report of criminal activity. The Tempe Fire Department responds to reports of fire or medical emergencies.

Crime Awareness and Prevention Programs

Crime Awareness/Prevention Bulletin: The occurrence of crime considered to present a threat to members of the college community is reported on a timely basis through the “Crime Awareness/Prevention Bulletin.” All college departments are notified through electronic mail. The bulletin provides information on the specific crime(s) that occurred and how to avoid becoming a victim.
Policies & Procedures

College Environment

Incident/offense report information: The CSP staff publishes weekly information on all incidents, administrative and criminal, occurring on college property. The information is posted on the bulletin board outside the office of the Director, College Safety Department and sent electronically to Administration of the College. In addition, the CSP staff maintains a Daily Crime Log that contains the date, time, location, nature and disposition of all crimes occurring at the college and on adjacent public property. Entries in the log are made within two business days of the incident report.

Crime statistics: Statistics and security policies, collated in accordance to the guidelines established in the Clery Act (20 USC 1092 (f)), are published and distributed annually to all current students and employees, and when requested, to any applicant for enrollment or employment at the college. A copy will also be provided to anyone, upon request to the Director, College Safety Department at 480-377-4555.

Escort service: An escort service is available to the students, faculty and staff of Rio Salado College. A request may be made to the 1st floor reception desk at 480-377-4555. A staff member will respond and accompany you to your vehicle.

Policies Regarding Weapons, Smoking and Children

Weapons: The possession or use of a firearm at the college is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911 C. Anyone violating the policy is subject to arrest under ARS 13-2911 C and/or subject to applicable college disciplinary procedures.

Smoking: Smoking is prohibited inside college buildings and within 25 feet of any entrance or exit door. College community members are requested to utilize the designated smoking areas for smoking. The designated areas are conveniently located and clearly marked.

Children on college property: Children, under 18 years of age, may not attend a class unless they are officially registered for the class. Unregistered children are not allowed on college property unless participating in an authorized college program or under immediate supervision of an adult.

Annual Disclosure of Crime Statistics

Preparing the annual disclosure: The CSP staff has the responsibility of gathering the data used to prepare the annual college crime statistics. The data is obtained from reports made to the CSP staff, the Tempe Police Department, college security authorities and the college Counseling Department. In the case of the college departments, the data is gathered the same day that it’s reported. Data is obtained annually from the Tempe Police Department and compared with the data gathered at the college. The resulting data is used to prepare the annual crime statistics report.

Rio Salado College’s Annual Crime Statistics

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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<thead>
<tr>
<th></th>
<th>On College Property</th>
<th>On Public Property</th>
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<tbody>
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<td></td>
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<tr>
<td>Murder and Non-</td>
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<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
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<td>Non-forcible Sex Offense</td>
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<td>Weapons Possession</td>
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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.

The college does not own dormitories or other residential facilities. Nor does the college own or control a non-college building or property that is used for educational purposes.

Questions?

If you need more information about safety at Rio Salado College and to obtain the complete annual disclosure report, it can be accessed at www.rio.maricopa.edu/cgi/safety or in person at the Admissions, Records and Registration desk, or inside the main College lobby or by contacting the Director, College Safety Department at 480-377-4556. If you need more information about security policies and safety at Rio Salado College, please contact the Director, College Safety Department at 480-377-4556 or the Associate Dean of Students at 480-517-8541. A college official will be glad to discuss your concerns.
Uniform Crime Reporting - Offense Definitions

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act (Forcible Rape, Forcible Sodomy, Sexual Assault With An Object, Forcible Fondling) or an attempted sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

Non-Forcible Sex Offense: Unlawful non-forcible sexual intercourse (Incest, Statutory Rape).

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Weapons Law Violations: The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws of ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

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 college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Student Enrollment Services.
Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.

2. “Hazing” is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
   b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.

4. Aiding and abetting another person who is engaged in hazing is prohibited.

5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.

6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:
   a. Pre-pledging, illegal pledging or underground activities.
   b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   d. Encouraging or forcing use of alcohol or drugs.
   e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8.
   g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and 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 vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:

a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.

b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.

c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

d. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.

b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation:

“Organization” is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.
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.

For an additional fee, there is a 24-hour health insurance policy available. For a brochure on the health insurance, contact Rio Salado's Human Resources office at 480-517-8175 or visit [http://www.renstudent.com/Students/Schools.aspx?schoolID=201](http://www.renstudent.com/Students/Schools.aspx?schoolID=201)

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

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 vice president of student affairs.

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 Non-Instructional Complaint Resolution Process (AR 2.3.5).

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.

3. 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 vice president of student affairs and chief of security.
2) Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.

3) Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

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) The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods

3) Public relations methods used on the campus

4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds.

5) Basic techniques for interviewing students, faculty and visitors relative to the incidents

6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus

7) Basic first aid

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 vice president of student affairs.

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 Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as District wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president, or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

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).

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, Federal Work Study (FWS) 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 vice president, or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board General Counsel.

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 vice president, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.

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 Appendix S-7 for Withdrawal Procedures.

A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee, and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. 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 make-up work. Prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

B. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

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 date the withdrawal is received in the Office of Student Enrollment Services. Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

Student Withdrawal Procedures (Appendix S-7)

A. Withdrawal from Specific Courses

A student may officially withdraw 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 Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.

2. After the 7th week*, a student may initiate a withdrawal request. After consultation with the student, the faculty member will sign the form and assign a grade of W or Y. A grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the grade point average as a failing grade) will be assigned. The form is then to be returned to the Office of Student Enrollment Services.

3. A student must withdraw by the last day* a student-initiated withdrawal is accepted according to the academic calendar. See the academic calendar for specific dates.
**B. Complete Withdrawal from College**

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 – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See “Important Deadlines for Students.” Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

**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.

**Faculty Withdrawal Procedures**  
(Appendix S-7)

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week*. After the 7th week*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See “Important Deadlines for Students.” Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

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**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 records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

   Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

   The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   US Department of Education
   400 Maryland Ave., S.W.
   Washington, DC 20202-4605

C. Student Directory

   A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

   At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

D. Use of Educational Records for Advisement Purposes

   All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

   The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents

   In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.
Rio Salado is the college of first choice for students looking for transferable courses, certificates and degrees. Every program of study has a general education component, including courses in: arts, communications, humanities, foreign languages, mathematics, natural and social sciences, and others. Rio Salado also offers a wide range of courses in a variety of other subject areas. From astronomy to physics and computers to management, you will find the courses you need. A majority of Rio Salado courses are available online, however distance learning and in-person class formats are also offered.

www.riosalado.edu/schedule
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# Accounting (ACC)

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<tbody>
<tr>
<td>ACC111</td>
<td>3</td>
<td>Accounting Principles I</td>
<td>Fundamental theory of accounting principles and procedures. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>ACC112</td>
<td>3</td>
<td>Accounting Principles II</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ACC115</td>
<td>2</td>
<td>Computerized Accounting</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ACC211</td>
<td>3</td>
<td>Financial Accounting</td>
<td>Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>ACC212</td>
<td>3</td>
<td>Managerial Accounting</td>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>ACC230</td>
<td>3</td>
<td>Uses of Accounting Information I</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ACC240</td>
<td>3</td>
<td>Uses of Accounting Information II</td>
<td>Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.</td>
<td></td>
</tr>
<tr>
<td>ACC250</td>
<td>1</td>
<td>Introductory Accounting Lab</td>
<td>Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>ACC260</td>
<td>2</td>
<td>Certified Bookkeeper (CB) Preparation Seminar I</td>
<td>Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction recording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Prerequisites: ACC111, or ACC211, or (bookkeeping experience and permission of Instructor).</td>
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# Administration of Justice Studies (AJS)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>AJ5101</td>
<td>3</td>
<td>Introduction to Criminal Justice</td>
<td>An introduction to crime and society’s responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>AJ5112</td>
<td>3</td>
<td>Wellness for Law Enforcement Officers</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>AJ5124</td>
<td>3</td>
<td>Correctional Institutions</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>AJ5200</td>
<td>3</td>
<td>Current Issues in Criminal Justice</td>
<td>Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.</td>
<td></td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS
Administration of Justice Studies • Advertising Arts • Agribusiness

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: Permission of Program Director or instructor.

AJS298AB 2 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: Permission of Program Director or instructor.

AJS298AC 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: Permission of Program Director or instructor.

ADA175* 3 Credits
Electronic Publishing Design I
Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ADA177* 3 Credits
Computer-Photographic Imaging
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundation underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ADA183* 3 Credits
Computer Aided Graphic Arts I
Graphic design use in microcomputer; black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography, and video interaction. Prerequisites or Corequisites: ART100 or permission of instructor.

ADA283* 3 Credits
Computer Aided Graphic Arts II
Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183 or ART183 or permission of instructor.

ADA289* 3 Credits
Computer Illustration
Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of and output devices. Prerequisites or Corequisites: ART100 or permission of instructor.

AGB130* 3 Credits
Establishing and Running an Agribusiness
Basic principles used in establishing and running an Agribusiness. Emphasis on business requirements to maintain a business enterprise in Arizona. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
Agricultural Landscape (AGL)

AGL184*  2 Credits
Landscape Drafting and Design l
Basic principles of landscape design, including drafting and design techniques commonly used in the field of landscaping. Emphasis on simple working drawings and detailed views, symbols, lettering, and drafting standards. Prerequisites: None.

Agricultural Science (AGS)

AGS164*  4 Credits
Plant Growth and Development
Principles of growth in relation to seed germination, emergence, growth and reproduction processes of plants and the environmental influences on plant growth processes. Prerequisites: None.

AGS183*  3 Credits
Urban Plant Identification and Use
Identification, growth, cultural requirements, uses, maintenance, and care of landscape trees, shrubs, vines and ground covers commonly used in Arizona. Prerequisites: None.

AGS186*  3 Credits
Greenhouse Management and Construction
Principles and practices of greenhouse operation; control of environmental factors and cultural practices affecting the production of greenhouse crops. Prerequisites: None.

AGS264*  3 Credits
Irrigation and Water Management
Irrigation and drainage problems relating to pumps, motors, pipe lines, ditches and wells in the Southwest. Installation of sprinkler, drip and subirrigation, time clock installation and repair. Land measurement and principles of land leveling. Prerequisites: None.

AGS267*  3 Credits
Weeds and Plant Diseases of Arizona
Weed identification, relationship to competition, cultural practices, prevention and chemical usage for control. General outline of plant autonomy and physiology relating to chemical usage of selectivity. Diseases of plants, their life cycles, biological interrelationships, identification, and control. Prerequisites: None.

AGS284*  3 Credits
Lawn and Turf Care
Factors that affect the establishment and maintenance of turf grasses. Includes budgets, schedules and selection of equipment. Prerequisites: None.

Airline Operations (AIR)

AIR101*  2 Credits
Reservations and Sales Overview
Overview concepts of reservations and sales for airline booking agents. Includes guidelines on dealing with people with disabilities, reservations for cabin pets, and military fares. Introduction to fare displays and booking rules. Prerequisites: None.

AIR102*  3 Credits
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*  3 Credits
Basic Reservations Procedures
Basic orientation to Reservation/Sales training. Includes product knowledge, computer system, seat assignment, and baggage restriction information. Emphasis on transit item classifications, automated check-in and passenger acceptance procedures. Prerequisites: None.

AIR104*  3 Credits
Reservations/Sales Training II
Concepts and techniques of specialty faring, special sales tools, miscellaneous functions, and the Passenger Name Record. Prerequisites: AIR102.

AIR105*  3 Credits
Automated Ticketing
Introduction to automated ticketing procedures. Payment procedures also included. Overview of baggage processes and checking in passengers. Prerequisites: AIR104.

AIR106*  3 Credits
Reservations/Sales Training III
Expands on concepts and techniques of reservations/sales. Includes expanded miscellaneous functions and introduces advanced seat assignments, vacation packages, and ticketing. Prerequisites: AIR104.

AIR107*  3 Credits
Reservations and Sales Customer Service
Customer service and communication skills for airline booking agents. Includes selling, listening, and appropriate language usage. Covers emergency communication procedures and retention skills. Prerequisites: None.
<table>
<thead>
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<tr>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR110*</td>
<td>2</td>
<td>Advanced Reservations/Sales Training</td>
<td>Emphasis 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: AIR102.</td>
</tr>
<tr>
<td>AIR112*</td>
<td>3</td>
<td>Airline Ticketing Procedures</td>
<td>Overview of ticketing procedures. Fares, payment options, passenger name record, and sales covered. Automated and basic ticketing as well as hazardous material transport restrictions emphasized. Prerequisites: AIR103.</td>
</tr>
<tr>
<td>AIR116*</td>
<td>3</td>
<td>Airline Gate Procedures</td>
<td>Airline gate service operation information. Opening a flight, assigning and changing seats, processing standbys, and closing a flight emphasized. Processing oversold flights and irregular operations also covered. Prerequisites: AIR103.</td>
</tr>
<tr>
<td>AIR118*</td>
<td>2</td>
<td>Emergency Medical Procedures</td>
<td>Overview of emergency medical procedures. Includes basic first aid, advanced first aid, choking victim procedure, and cardiopulmonary resuscitation. Prerequisites: None.</td>
</tr>
<tr>
<td>AIR119*</td>
<td>2</td>
<td>Baggage Service/WorldTracer System</td>
<td>Overview of WorldTracer baggage system. Emphasis on customer service, the role and responsibility of the baggage service agent. Prerequisites: None.</td>
</tr>
<tr>
<td>AIR120*</td>
<td>3</td>
<td>Boeing 737 Initial Training</td>
<td>Initial inflight training of the Boeing 737. Includes Boeing 737 aircraft familiarization, duties and procedures, and security training. Prerequisites: AIR118.</td>
</tr>
<tr>
<td>AIR121*</td>
<td>2</td>
<td>Airline Cargo Services</td>
<td>Overview of airline cargo service procedures for the airline cargo agent. Includes Cargo Name Records (CNRs), cargo security, air waybills, shipments, and cargo allocation. Airline cargo computer system usage emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>AIR122*</td>
<td>2</td>
<td>Boeing 737 Emergency Procedures</td>
<td>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.</td>
</tr>
<tr>
<td>AIR124*</td>
<td>2</td>
<td>Boeing 757 Transition Training</td>
<td>Inflight transition training of the Boeing 757. Includes Boeing 757 aircraft familiarization, duties and procedures, and emergency procedures. Prerequisites: AIR122.</td>
</tr>
<tr>
<td>AIR125*</td>
<td>1</td>
<td>Airbus 320 Transition Training</td>
<td>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.</td>
</tr>
<tr>
<td>AIR127*</td>
<td>3</td>
<td>Airline Customer Relations I</td>
<td>Overview of airline customer relations. Includes policies and procedures as well as reservations, routing, coding, and travel awards. Prerequisites: None.</td>
</tr>
<tr>
<td>AIR128*</td>
<td>3</td>
<td>Airline Customer Relations II</td>
<td>Advanced airline customer relations. Communication skills for effective customer service, as well as, techniques to assist in call processing, customer check list, and travel vouchers covered. Airline automated phone and computer system included. Prerequisites: AIR127.</td>
</tr>
<tr>
<td>AIR129*</td>
<td>2</td>
<td>Airline Customer Relations Lab</td>
<td>Application of airline customer relations. Use of airline computer systems emphasized. Includes the processing of tickets, subject codes, reservations, files, and vouchers. Prerequisites: AIR128.</td>
</tr>
<tr>
<td>AIR130*</td>
<td>3</td>
<td>Vacation Travel Product Knowledge</td>
<td>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.</td>
</tr>
<tr>
<td>AIR131*</td>
<td>1</td>
<td>Ramp Team Lead</td>
<td>Overview of ramp team lead position for airline employees. Covers safety and emergency procedures, gate management, and computer procedures. Includes aircraft structural and performance limits as well as load procedures, weight and balance, and fuel determination procedures. Prerequisites: None.</td>
</tr>
<tr>
<td>AIR132*</td>
<td>2</td>
<td>Tour Sales Computer Systems</td>
<td>Overview of computer systems for Tour Sales Representatives. Includes computer familiarization, Direct Reference Systems (DRS), and Tour Record Locator (TRL). Prerequisites: None. Corequisites: AIR130, AIR134, AIR136.</td>
</tr>
</tbody>
</table>

*Courses offered through an Educational Partnership and Customized Training program only.*
COURSE DESCRIPTIONS

Airline Operations

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.

AIR146* 3 Credits
Aircraft Load Planning
Overview of aircraft load planning operations. Topics include weight and balance, preplanning, load planning, as well as load planning coordinator responsibilities. Computer usage also included. Prerequisites: None.

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.

AIR190* 2 Credits
Ground Security Coordinator
Overview of airline security procedures. Includes responsibilities of security screeners and supervisors. Also covers procedures to conduct passenger, baggage and cargo security screening, requirements for security notifications, and contacting law enforcement officials. Procedures for various security concerns including bomb threats and hijacking as well as screening technologies for detecting and tracing explosives included. Prerequisites: None.

AIR191* 0.5 Credit
Airline Customer Complaint Resolution
Knowledge on the Air Carrier Access Act (ACAA) for airline complaint resolution agents. Covers mission and purpose of the ACAA, as well as in-depth information on Part 382 of the Act. Examines the complaint resolution process and strategies to communicate with people with disabilities. Prerequisites: Permission of department.

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Anthropology (ASB)

ASB102  3 Credits
Introduction to Cultural and Social Anthropology
Principle 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  3 Credits
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.

ASB220  3 Credits
Anthropology Goes to the Movies
Archaeology and anthropology through the lens of popular films of the 20th and 21st Century. Explores the popularity of ancient humans as a topic for film ventures and how accurately they are portrayed. Provides the student with a basic knowledge of anthropology and offers film images of anthropologists and archaeologists and the practice of archaeology and anthropology. Analyzes accuracy of films depicting culture and our human past. Prerequisites: None.

ASB222  3 Credits
Buried Cities and Lost Tribes: Old World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

ASB245  3 Credits
Indians of the Southwest
Comparative study of the cultures, including the histories and present status of Indians of the Southwest. Prerequisites: None.

Arabic (ARB)

ARB101  4 Credits
Elementary Arabic I
Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None.

ARB102  4 Credits
Elementary Arabic II
A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: ARB101 or equivalent.

ARB201  4 Credits
Intermediate Arabic I
Review of essential grammar of the Arabic language and study of the Arabic culture. Continued practice and development of reading, writing, and speaking skills. Emphasis on both fluency and accuracy in the spoken language. Prerequisites: ARB102 or departmental approval.

ARB202  4 Credits
Intermediate Arabic II
Advanced grammatical structures in Arabic. Further development of language skills with emphasis on speaking the language. Prerequisites: ARB201 or departmental approval.

Arizona Builders Association (ABA)

ABA102*  1 Credit
Electrical Fundamentals
Fundamentals of electricity including electrical hazards, Occupational Safety and Health Administration (OSHA) regulations, units of measurements and using Ohm's law. Circuit characteristics and the use of Kirchoff's voltage and current laws to calculate voltage drop, current and resistance. Operation and use of specific meters. Includes an introduction to the National Electrical Code (NEC). Prerequisites: None.

ABA103*  0.5 Credit
Hand Bending of Electrical Conduit
Conduit bending and installation. Techniques for using hand operated and step conduit benders. Cutting, reaming and threading conduit. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
ABA104*  1.5 Credits
Raceways, Boxes, Fittings, Anchors/Supports
Types and applications of conduit, raceways, wireways and ducts. Types, applications and wiring techniques for conductors. Hardware and systems used to mount and support boxes, receptacles and other electrical components. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABA120*  1 Credit
Carpentry Fundamentals
Overview of the carpentry trade. Apprenticeship programs and responsibilities of the apprentice. Types and uses of nails, fasteners and adhesives. Types of wood, lumber and manufactured wood products. Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.

ABA121*  2 Credits
Floor and Wall Systems
Framing systems, floor construction, center beam and post support systems. Construction of sills, joists and bridging. Subflooring, mechanical connectors and the use of prefabricated joists. Wall construction, stud walls, panelized walls, masonry walls, post and beam walls, use of metal studs and drywall construction. Prerequisites: (Registered apprentice status and ABA120) or permission of the apprenticeship coordinator.

ABA130*  1 Credit
Installation of Electric Services
Electric services for commercial and industrial installations. Blueprints, diagrams and electrical calculations. Grounding, connecting three phase services and the installation of panelboards, switches and load centers. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABA150*  1.5 Credits
Advanced Calculations for Electricians
Advanced mathematical calculations in the electrical industry. Powers and roots in watts, voltage, current and resistance. Metric and engineering units. English and metric systems for length, area, volume and mass, and energy and temperature measurements. Ratios, proportions, formulas, symbols and representation. Trigonometry and the Pythagorean theory. Plane and rotating vectors. Basic functions of the scientific calculator for electricians. Prerequisites: Registered apprentice status or permission of apprenticeship coordinator.

Art (ART)

ART111  3 Credits
Drawing I
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112  3 Credits
Two-Dimensional Design
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113  3 Credits
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: ART112.

ART115  3 Credits
Three-Dimensional Design
Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART161  3 Credits
Ceramics I
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

ART167  3 Credits
Painting I
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

Art Humanities (ARH)

ARH100  3 Credits
Introduction to Art
Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS
Art Humanities • Associated Builders and Contractors

ARH101 3 Credits
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 around the world from the Renaissance through contemporary period. Prerequisites: None.

Associated Builders and Contractors (ABC)

ABC119* 1 Credit
Basic Safety
Overview of safety rules and procedures for working on construction job sites. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC120* 1.5 Credits
Basic Calculations for Construction
Addition, subtraction, multiplication and division of whole, decimal, fractional and metric numbers. Metric units of length, weight, volume and temperature. Metric system as it relates to the construction trade. Basic algebraic operations and equations. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC121* 1 Credit
Introduction to Hand and Power Tools
Overview of the use, maintenance and safety procedures for common hand and power tools. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC122* 1 Credit
Rigging Safety and Equipment
Rigging safety, equipment and inspection. Includes crane hand signals, common rope knots, types of derricks and cranes and safety procedures for rigging and moving materials and equipment. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC123* 1 Credit
Introduction to Blueprints
Basic concepts of blueprints, including terms and symbols, grid line systems and blueprint production techniques. Dimensions and blueprint reading. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC126* 1 Credit
Electrical Test Equipment
Selection, inspection, use and maintenance of common electrical test equipment. Prerequisites: (Registered apprentice status and ABC125) or permission of the apprenticeship coordinator.

ABC132* 0.5 Credit
Circuit Breakers and Fuses
National Electrical Code (NEC) requirements, Ground Fault Circuit Interrupters (GFCI), overcurrents, fuse sizing, safety techniques and short-circuit calculations. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC133* 1 Credit
Basic Lighting
Principles of illumination and specific light sources. Includes practical applications for residential, commercial and industrial installations. Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.

ABC135* 1 Credit
Fundamentals of Concrete
Materials used to make concrete, including specific types of cement, aggregate, admixtures and reinforcing materials. Handling procedures for concrete, conveying and placing concrete and finishing techniques for concrete slab. Construction of foundations and formwork. Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.

ABC136* 1 Credit
Roof Systems
Defining roof terminology. Identifying and understanding specific roof systems. Using the framing square and essex scale to calculate and measure specific types of rafters. Transcribing and transferring measurements onto rafters. Using "speed square" to determine measurements for specific types of rafters. Defining unequal roof pitch. Identifying specific types of plank and beam roofs and roof trusses used in the industry today. Prerequisites: (Registered apprentice status and ABC120) or permission of the apprenticeship coordinator.

ABC142* 1 Credit
Alternating Current
Production of electricity, including: current, voltage, induction, mutual inductance and capacitance. Calculations using Ohms Law. Operation of a three phase system. Prerequisites: Registered Apprentice status and ABC/MEC120 or permission of the apprenticeship coordinator.

*Courses offered through an Educational Partnership and Customized Training program only.
ABC143* 2 Credits
Motors: Theory and Application
Overview of electric motors including types, operation, and applications. Assembly and disassembly. Mounting and connections according to National Electrical Code (NEC). Also troubleshooting, installation and handling. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC144* 1 Credit
Grounding
Types of grounding and proper installation of grounds and grounding. OSHA and National Electrical Code (NEC) requirements specific to grounding. Purpose and operation of Ground Fault Circuit Interrupters (GFCI). Effects of soils and environment. Selection of grounds and grounding material for specific situations. Testing grounds with a “megger”. Prerequisites: Registered Apprentice status or permission of the apprenticeship coordinator.

ABC230* 1 Credit
Stair Construction
Stair parts, materials and types. Stair dimensions and practical techniques for stair layout. Rough forming methods. Prerequisites: (Registered apprentice status and ABC120) or permission of the apprenticeship coordinator.

ABC231* 3 Credits
Exterior Wall Finishes
Exterior wall finish work; placement and hanging of windows, siding and flashing for walls. Installation of floors, chimneys and insulation included. Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.

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 AST101.

APT101* 2 Credits
Automotive Service Operations
Basic principles of working in an automotive service area. Management-employee relations, resume writing, interviewing, shop practices, flat-rate system, equipment care, and tools. Prerequisites: None.

APT131* 6 Credits
Automotive Power Trains
Designed for beginning automotive students. Operation, diagnosis, service, and repair of the automotive power train. Includes clutches, torque converters, standard and automatic transmissions and transaxles, front and rear drive axles, drive shafts, differentials and transfer case. Prerequisites: None.

APT141* 6 Credits
Alignment, Steering, and Suspension
Designed for beginning automotive students. Fundamental principles of steering and suspension systems. Includes two-wheel and four-wheel alignment procedures. Emphasis on diagnosis, testing, service, and rebuilding. Prerequisites: None.

APT161* 4 Credits
Auto Electrical/Electronic Systems I
Designed for beginning automotive students. The principle of electricity; the mathematical computations involved with Ohm’s Law; the use of meters; electrical schematics; the theory of electrical components as they relate to automobiles; the diagnosis, testing, service and repair of batteries, starting systems and charging systems, lighting systems and instrumentation. Prerequisites: None.

APT181* 6 Credits
Engine Performance and Diagnosis I
Designed for beginning automotive students. Engine construction and operating principles, including lubrication, cooling, induction, exhaust, fuel, emission and ignition systems. Includes training in diagnosis, testing, service, and repair. Prerequisites: None.

APT262* 4 Credits
Auto Electrical/Electronic Systems II
Designed for experienced students. Electrical accessory circuits including horns, wipers, defoggers, automatic door locks, power mirrors, power windows and power seats. Also introduction to body computers, advanced lighting circuits and instrumentation, and chassis electronic control systems. Includes training in diagnosis, testing, service, and repair. Prerequisites: APT161 or instructor permission.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Automotive Performance Technology • Automotive Technology • Behavioral Health Services Technology • Biology

APT282* 6 Credits
Engine Performance & Diagnosis II
Designed for the experienced engine performance student. Training in fuel systems, emission systems, distributorless ignition systems, turbocharging, computerized engine controls and engine driveability. Includes training in diagnosis, testing, service and repair. Prerequisites: APT181 or instructor permission.

Automotive Technology (AUT)

AUT101AA* 3 Credits
Internal Combustion Engines Theory
Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems. Prerequisites: None.

AUT103BD* 1 Credit
Ignition Systems
Diagnosis, service, and reconditioning procedures for automotive ignition systems. Prerequisites: AUT103BA or permission of instructor.

AUT107AA* 3 Credits
Automotive Air Conditioning
The theory and principles of refrigeration and air conditioning. Training in diagnosis, servicing, and reconditioning procedures of automotive air conditioning systems. Prerequisites: None.

AUT109AA* 3 Credits
Automotive Brake Systems
The fundamentals and principles of hydraulics and automotive braking systems. Diagnosis, service, and reconditioning procedures of automotive braking systems. Prerequisites: None.

AUT210AA* 3 Credits
Automotive Emission Systems
Automotive emissions control systems and methods of emissions measurement. Diagnostic practices as suggested by the manufacturers and the related service of emissions control devices. Prerequisites: (AUT103AA and AUT104AA), or permission of instructor.

Behavioral Health Services Technology (BHS)

BHS151 3 Credits
Communication Skills in Counseling I
Development of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS105 with a grade of “C” or better.

BHS205 3 Credits
Therapeutic Intervention Models
Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS151 or CHD102.

Biology (BIO)

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.

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.

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.

BIO156 4 Credits
Introductory 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.

*Courses offered through an Educational Partnership and Customized Training program only.
**BIO160** 4 Credits  **BIO205** 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**  
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: None. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

**BIO182** 4 Credits  **General Biology (Majors) II**  
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of “C” or better in BIO181. Course Note: Field trips may be required.

**BTO100** 2 Credits  **BTO122** 2 Credits  **BTO163** 3 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.

*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.

*Excellence in Service I*  
Identify customer types and how customer service fundamentals, skills, management and communication are important. Prerequisites: None.

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*Courses offered through an Educational Partnership and Customized Training program only.*
### Career and Technical Education (CTE)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE200</td>
<td>3</td>
<td>Career and Technical Education: Principles, Philosophy and Student Organizations</td>
</tr>
<tr>
<td>CTE210</td>
<td>3</td>
<td>Career and Technical Education: Teaching Methods and Curriculum Development</td>
</tr>
<tr>
<td>CTE220</td>
<td>4</td>
<td>Career and Technical Education: Classroom Management and Lab Safety</td>
</tr>
<tr>
<td>CTE230</td>
<td>2</td>
<td>Career and Technical Education: Instructional Technology</td>
</tr>
</tbody>
</table>

**CTE200**
Examination of the role of career and technical educational (CTE) pathways as they relate to workforce development. Overview of career and technical student organizations (CTSO), occupational clusters, development and role of career and technical education, philosophy, history and impact of federal funding revenue streams, and career and technical delivery system. Prerequisites: Arizona Department of Education Provisional Career and Technical Teacher Certification or permission of Department or Division.

**CTE210**
Overview and practical application of teaching methodology and curriculum development for secondary education career and technical education teachers. Teaching strategies and learning styles covered. Curriculum design/mapping, lesson objectives, time management skills, teaching resources, and Arizona Department of Education Career and Technical Curriculum Framework Standards also included. Prerequisites: Arizona Department of Education Provisional Career and Technical Teacher Certification or permission of Department or Division.

**CTE220**
Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles covered. Essentials of lab safety issues, including regulatory agencies and policies. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Arizona Department of Education Provisional Career and Technical Teacher Certification or permission of Department or Division.

**CTE230**
Exploration of the use of instructional technology in career and technical 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, including career and technical standards for education covered, as well as identification of professional development opportunities. Prerequisites: Arizona Department of Education Provisional Career and Technical Teacher Certification or permission of Department or Division.

### Chemical Dependency (CHD)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD100</td>
<td>3</td>
<td>Foundations of Chemical Dependency</td>
</tr>
<tr>
<td>CHD102</td>
<td>3</td>
<td>Communication Skills in Chemical Dependency</td>
</tr>
<tr>
<td>CHD110</td>
<td>3</td>
<td>Pharmacology of Substances of Abuse and Dependency</td>
</tr>
<tr>
<td>CHD120</td>
<td>1</td>
<td>Professional Ethics in Counseling the Chemically Dependent</td>
</tr>
<tr>
<td>CHD130</td>
<td>1</td>
<td>Legal Aspects of Chemical Dependency</td>
</tr>
<tr>
<td>CHD145</td>
<td>1</td>
<td>AIDS and Chemical Dependency</td>
</tr>
</tbody>
</table>

**CHD100**
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**
Further examination and refinement of communication and beginning professional 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**
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.

**CHD120**
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.

**CHD130**
Exploration of the interface between the legal/criminal justice systems and the chemically dependent individual or service provider. Specific legal implications of chemical dependency counseling. Prerequisites: None.

**CHD145**
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.
COURSE DESCRIPTIONS

Chemical Dependency

CHD150  2 Credits
Principles of Self-Help Groups

CHD150AA  1 Credit
Principles of Self-Help Groups Level I

CHD150BA  1 Credit
Principles of Self-Help Groups Level II
Overview of self-help groups including the various formats, use of slogans, and role of sponsors. Analysis of the twelve steps and relapse also covered. Prerequisites or Corequisites: CHD150AA.

CHD161  3 Credits
Beginning Clinical Documentation Skills
Overview of interviewing/paraprofessional counseling and documentation skills. Record keeping/documentation skills. Alcohol and drug abuse paraprofessional counselor core functions emphasized. Prerequisites: None.

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: None.

CHD165AA  1 Credit
Theory and Techniques in the Treatment of the Chemically Dependent Level I
Overview of beginning paraprofessional counseling skills and counseling theories. Covers issues of cross-addiction, transference and counter transference. Prerequisites: None.

CHD165BA  1 Credit
Theory and Techniques in the Treatment of the Chemically Dependent Level II
Application of counseling theories to chemical dependency groups. Includes crisis intervention and client abuse as well as client documentation and feedback. Ethical and legal issues also covered. Prerequisites or Corequisites: CHD165AA.

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: None.

CHD226  3 Credits
Counseling Multicultural and Diverse Populations
Exploration of influences of culture and diversity on substance abuse and dependency. Emphasis on recovery and therapeutic relationships. Prerequisites: None.

CHD236  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: None.

CHD245  2 Credits
Co-Occurring Disorders/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: None.

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, education and family groups. Prerequisites: None.

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 counselors as they relate to the client and family members. Prerequisites: CHD220, CHD226, CHD245 and CHD250 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: CHD275 with a grade of “C” or better, or permission of department. Course Note: May be repeated for a total of twelve (12) credit hours.
# COURSE DESCRIPTIONS

## Chemical Dependency

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHD284</td>
<td>0.5</td>
<td>Current CD Issues Seminar</td>
<td>Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. May be repeated for a total of three (3) credit hours. Prerequisites: None.</td>
</tr>
<tr>
<td>CHD285</td>
<td>1</td>
<td>Chemical Dependency Seminar</td>
<td>Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. Prerequisites: None. Course Note: May be repeated for a total of four (4) credit hours.</td>
</tr>
<tr>
<td>CHD285AA</td>
<td>1</td>
<td>Treatment for Stimulant Use Disorders Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285BB</td>
<td>1</td>
<td>Adolescent Substance Abuse Treatment Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285CC</td>
<td>1</td>
<td>Addiction Review Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285DD</td>
<td>1</td>
<td>Motivation for Change in Substance Abuse Treatment Seminar</td>
<td>Issues regarding motivational change in substance treatment. Emphasis on current and developing treatment information. Covers common motivational change techniques. Also includes community resource information. Prerequisites: None.</td>
</tr>
<tr>
<td>CHD285EE</td>
<td>1</td>
<td>Domestic Violence and Substance Abuse Seminar</td>
<td>Domestic violence and substance 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: None.</td>
</tr>
<tr>
<td>CHD285FF</td>
<td>1</td>
<td>Street Drugs Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285GG</td>
<td>1</td>
<td>Addictive and Medical Plants Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285HH</td>
<td>1</td>
<td>Intervention and Treatment for Chemical Dependency Seminar</td>
<td>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: None.</td>
</tr>
<tr>
<td>CHD285II</td>
<td>1</td>
<td>Multicultural Aspects</td>
<td>Multicultural aspects of counseling the chemically dependent. Emphasis on current and developing treatment information. Covers common aspects of multicultural characteristics and treatment strategies. Also explores ethical counselor/client relationships. Prerequisites: None.</td>
</tr>
<tr>
<td>CHD285JJ</td>
<td>1</td>
<td>Clinical Supervision Training of Supervisors</td>
<td>Clinical supervision training of supervisor issues. Emphasis on current and developing treatment information. Also includes community resource information. Prerequisites: None.</td>
</tr>
<tr>
<td>CHD294</td>
<td>3</td>
<td>Advanced Foundations: Review for Chemical Dependency Counselor Licensing and/or Certification Exams</td>
<td>Review for individuals preparing for chemical dependency counselor licensing and/or certification exams. Emphasis on ethics, treatment, pharmacology, family issues, and self-help groups. Prerequisites: None.</td>
</tr>
</tbody>
</table>
# Course Descriptions
## Chemistry (CHM)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHM107</td>
<td>3</td>
<td>Chemistry and Society</td>
</tr>
<tr>
<td>CHM107LL</td>
<td>1</td>
<td>Chemistry and Society Laboratory</td>
</tr>
<tr>
<td>CHM130</td>
<td>3</td>
<td>Fundamental Chemistry</td>
</tr>
<tr>
<td>CHM130LL</td>
<td>1</td>
<td>Fundamental Chemistry Lab</td>
</tr>
<tr>
<td>CHM138</td>
<td>3</td>
<td>Chemistry for Allied Health</td>
</tr>
<tr>
<td>CHM138LL</td>
<td>1</td>
<td>Chemistry for Allied Health Lab</td>
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<tr>
<td>CHM151</td>
<td>3</td>
<td>General Chemistry I</td>
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<tr>
<td>CHM151LL</td>
<td>1</td>
<td>General Chemistry I Lab</td>
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<tr>
<td>CHM152</td>
<td>3</td>
<td>General Chemistry II</td>
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<tr>
<td>CHM152LL</td>
<td>1</td>
<td>General Chemistry II Lab</td>
</tr>
<tr>
<td>CHM235</td>
<td>3</td>
<td>General Organic Chemistry I</td>
</tr>
<tr>
<td>CHM235LL</td>
<td>1</td>
<td>General Organic Chemistry I Laboratory</td>
</tr>
<tr>
<td>CHM236</td>
<td>1</td>
<td>General Organic Chemistry IIA</td>
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</tbody>
</table>

### CHM107: Chemistry and Society
A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None.

### CHM107LL: Chemistry and Society Laboratory
Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

### CHM130: Fundamental Chemistry
Elements of general chemistry for all students. Serves to prepare the students for CHM151 or CHM230. Prerequisites: Grade of "C" or better in CHM090, or MAT091, or MAT092, or MAT102, or satisfactory score on math placement exam. Course Note: Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others.

### CHM130LL: Fundamental Chemistry Lab
Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

### CHM138: 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. Course designed for specific allied health programs at MCCCD. May not be applicable to other allied health programs or transferable. Prerequisites: Grade of "C" or better in CHM090; or one year of high school chemistry with a grade of "C" or better; or MAT092 or MAT102 or satisfactory score on placement exam.

### CHM138LL: Chemistry for Allied Health Lab
Laboratory experience in support of CHM138, Chemistry of Allied Health. Prerequisites: None. Corequisites: CHM138.

### CHM151: General Chemistry I
A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM151LL required to meet the Natural Science requirement. Prerequisites: (CHM130 and CHM130LL) or (one year high school chemistry with a grade of C or better taken within the last five years), and completion of Intermediate Algebra or equivalent. Completion of CHM130 and CHM130LL within the last two years is recommended. Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.
COURSE DESCRIPTIONS
Child/Family Studies (CFS)

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: None.

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: None.

CFS106 1 Credit
Stress Management in the Family
Impact of stress factors on the family. Managing time and stress in the home. Options for coping with anxiety. Prerequisites: None.

CFS109 1 Credit
Parent-Child Communication
Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication. Prerequisites: None.

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: None. Corequisites: CFS109.

CFS110 1 Credit
Family Communication Process
Problem-solving techniques for improving family communications. Active listening, resolving conflicts and self-enhancing behavior. Prerequisites: None.

CFS116 3 Credits
Discipline and Guidance
Age appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided. Prerequisites: None.

CFS123 1 Credit
Health in Early Childhood Settings
Fundamental concepts of public health, with emphasis on communicable disease recognition and prevention, immunizations, and infection control in the early childhood setting. Principles of disease prevention, routes of disease transmission, arrival health checks, exclusion policies, sanitation, and components of a healthy environment. Scientific principles, concepts, and skills for best practice application in the early childhood setting. Prerequisites: None.

CFS125 1 Credit
Safety in Early Childhood Settings
Fundamental concepts of safe practices and procedures for the early childhood setting, with emphasis on playground equipment and outdoor activities, transportation practices, poisons, medication management, fire safety, and written documentation basics. Prerequisites: None.

CFS157 3 Credits
Marriage and Family Life
Study of marriage and the family as a social system, including models of family analysis, intra- and interpersonal relations, and cross-cultural and historical patterns. Prerequisites: None.

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: None.

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: None.

CFS183 3 Credits
Contemporary Issues in Adolescence
Current issues that impact adolescent development and behavior explored. Comprehensive and specific strategies for addressing these issues as parents or professionals working with teens emphasized. Issues related to adolescent sexuality, abuse, mental health, violence, and risk behaviors included. Prerequisites: None.
CFS190 3 Credits
Home-Based Visitation
Emphasis on development of skills needed to successfully complete home-based client visitation. Opportunities for field-based observations provided. Prerequisites: None.

CFS205 3 Credits
Human Development
Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death. Prerequisites: None.

CFS206 3 Credits
Child and Family Organizations: Management and Administration
Examination of management and administration of community-based child and family organizations within the context of organizational behaviors. Focus on attributes of effective organizations: the impact of organizational culture and learning, work-place diversity and employee motivation. Prerequisites: None.

CFS207 3 Credits
Organization and Community Leadership in Child and Family Organizations
Examination of organization and community leadership as it applies to the management and administration of community-based child and family services organizations. Provides overview of leadership styles and function. Prerequisites: None.

CFS208 3 Credits
Child and Family Organizations: Fiscal Management and Grant Writing
Examination of fiscal accountability and resource development as it applies to the management and administration of community-based child and family social service organizations. Provides overview of grant development processes beginning with research into governmental and private funding sources through fiscal and grant audit processes. Includes budget development, risk management, and cost control issues. Prerequisites: None.

CFS209 3 Credits
Child and Family Organizations: Project Management
Focuses on concepts and strategies associated with effective project management in community-based child and family organizations. Emphasis on planning, evaluation and project management models. Prerequisites: None.

CFS210 3 Credits
Family Life Education
Provides an overview of the professional work within the field of family life education. Emphasis on developing flexible, culturally sensitive and effective professional skills. Prerequisites: None.

CFS220 3 Credits
Introduction to Parenting and Family Development
Overview of the field of family and parent development. Focuses on parenthood as a developmental process and cultural influences on child rearing. A family systems perspective introduced and applied to understanding families with children. Prerequisites: None

CFS222 3 Credits
Fatherhood in Society
Overview of fatherhood in contemporary society. Examines barriers that limit father involvement and identifies strategies to enhance father involvement with their children, families, and communities.

CFS225 3 Credits
Foundations of Parent Education
Professional development as related to work with parents. Emphasis on developing effective skills with parents, professionals and paraprofessionals involved with the child. Skills and techniques to facilitate and strengthen the individual and family relationships. Prerequisites: None

CFS240 3 Credits
Human Behavior in Context
Considers the influences of physical and social environments in which human behavior occurs. Includes multiple roles and perspectives of the individual, the family, society and the professional. Prerequisites: None.

CFS243 3 Credits
Cross-Cultural Parenting
Focus on the study of parents and children from a cross-cultural position. Emphasis on parenting styles and practices from a cultural directive and expectation perspective. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CFS247 3 Credits
Family Ties and Aging
CFS248 3 Credits

Consumer Economics
Relationship of the consumer to the economy as a determinant of the family pattern of living. Explores issues related to consumer protection, advertising, fraud, family budgeting, major family expenditures, financial and risk management, and planning for retirement. Prerequisites: None.

CFS249 3 Credits

Transition to Adulthood
Emphasis on major elements of the transition to adulthood and key links to changes in family relationships. Focus on the realignment of intergenerational relationships and reassessment of family priorities. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CFS250 3 Credits

Social Policy and Families
Examines the impact of social policy on family systems and the implications for professional roles and practice. Prerequisites: None.

CFS251 3 Credits

Transitions: Work to Retirement
Explores the work to retirement transitional issues that impact individuals and families. Emphasis on physical, cognitive and psychosocial dimensions of retirement. Prerequisites: None.

CFS252 3 Credits

Contemporary Issues in Aging
Current issues that impact aging development and behavior explored. Comprehensive and specific strategies for addressing these issues for professionals working with aging adults emphasized. Prerequisites: None.

CFS258 3 Credits

Families in Society
Areas of concentration include family transition, diversity in structure and culture faced by contemporary families, problems, crisis and change affecting the stress on families as our society progresses into a more complicated future. The study of change as an integral part of all family’s day-to-day experiences while recognizing that family ancestral and cultural dimensions are fundamental for all family groupings. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: CFS157 and CFS259, or permission of Instructor.

CFS259 3 Credits

Sexuality over the Life Span
Examination of the physical, psychological, social, and cultural contributions to human sexuality. Emphasis on family life and cultural variation. Examination of facts and myths, current literature, and changing mores regarding human sexuality. Sexuality of males and females in contemporary society; impact of sexual trends on society; home/school issues in sexuality education. Prerequisites: Permission of department. Student must be 18 years or older.

CFS277 3 Credits

Sexuality over the Life Span
Prepares social service workers, teachers, and parents to interact effectively with teenagers. Develops understanding of the interaction between adolescents and their families. Teaches practical strategies to deal with specific problem areas. Prerequisites: None.

CFS285AA 1 Credit

Family-School Interaction: Preschool
Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs. Prerequisites: CFS176 or CFS278 or permission of instructor.

Chinese (CHI)

CHI101 5 Credits
Elementary Chinese (Mandarin) I
Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. Prerequisites: None.

CHI102 5 Credits
Elementary Chinese (Mandarin) II
Continued study of grammar and vocabulary along with the study of Chinese culture. Emphasis on pronunciation and speaking skills. Prerequisites: CHI101 or equivalent.

CHI201 5 Credits
Intermediate Chinese I
Continued development of speaking, reading, and writing proficiency in Mandarin Chinese through building vocabulary, phrases, idioms, and grammatical patterns. Includes study of Chinese culture. Prerequisites: CHI102 or equivalent or permission of instructor.

CHI202 5 Credits
Intermediate Chinese II
Advanced development of speaking, reading, and writing skills in Mandarin Chinese, and continued exploration of Chinese culture. Prerequisites: CHI201 or equivalent or permission of instructor.
Clinical Dental Assisting (CDA)
For a list of course descriptions, see Dental Assisting.

Communication (COM)

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: None.

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: None.

COM145  1 Credit
Digital Storybook
Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None.

COM225  3 Credits
Public Speaking
Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: 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.

COM259  3 Credits
Communication in Business and Professions
Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. 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: None.

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: Permission of Program Director or instructor.

Computer Information Systems (CIS)
For a list of course descriptions, see Computers.

Computer Science (CSC)
For a list of course descriptions, see Computers.

Computers (BPC, CCT, CIS, CSC)

BPC100  2 Credits
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*  0.5 Credit
Business-Personal Computers I
Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

BPC100AB*  0.5 Credit
Business-Personal Computers II
Use the personal computer to create, store and retrieve information. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: BPC100AA or permission of instructor.

*Courses offered through an Educational Partnership and Customized Training program only.
BPC103AK 0.5 Credit  
Using Word: Level I  
Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.

BPC103BK 0.5 Credit  
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.

BPC104AD 0.5 Credit  
Using Excel: Level I  
Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC104BD 0.5 Credit  
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.

BPC107AH 0.5 Credit  
Using Access: Level I  
Use of Access to create, edit and selectively report data. Prerequisites: None.

BPC107BH 0.5 Credit  
Using Access: Level II  
Uses 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.

BPC110 3 Credits  
Computer Usage and Applications  
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

BPC111AA 1 Credit  
Computer Keyboarding I  
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

BPC111AB 1 Credit  
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.

BPC119* 1 Credit  
Basic Data Entry Activities  
Development of speed and accuracy of data entry skills. Includes vocabulary, keyboard drills, and data entry simulations. Prerequisites: (BPC111AA or OAS111AA or OAS101AA) or permission of instructor, OAS118 recommended but not required.

BPC125 1 Credit  
Microcomputer Set Up and Maintenance  
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.). Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

BPC135DK 2 Credits  
Word: Level I  
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.

BPC138AA 3 Credits  
Windows Desktop Design & Publishing  
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: CIS105 or BPC110 or permission of instructor.

BPC170 3 Credits  
Computer Maintenance I: A+ Prep  
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: CIS105 and BPC121AB or permission of instructor.

BPC225 1 Credit  
Computer Configuration and Enhancement  
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: BPC125 or permission of instructor.

*Courses offered through an Educational Partnership and Customized Training program only.
## COURSE DESCRIPTIONS

### Computers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BPC235DK</td>
<td>2</td>
<td>Word: Level II</td>
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<td></td>
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<td>Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS135DK or permission of instructor.</td>
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<tr>
<td>BPC278</td>
<td>3</td>
<td>Software Installation - MS Windows</td>
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<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: CIS105, CIS114 (any module whose course number suffix begins with a “D”), CIS117 (any module whose course number suffix begins with a “D”), and BPC170 with grade of C or better, or permission of instructor.</td>
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<tr>
<td>CCT120*</td>
<td>3</td>
<td>Upgrading Support Skills from Windows NT 4.0 to Windows 2000</td>
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<td>Information and skills necessary to support Windows 2000 networks. Addresses job-related tasks for the support professional using new and modified procedures in Windows 2000. Prerequisites: Departmental approval.</td>
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<tr>
<td>CCT121*</td>
<td>2</td>
<td>Microsoft Windows 2000 Network and Operating System Essentials</td>
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<td>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 recommended.</td>
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<tr>
<td>CCT122*</td>
<td>3</td>
<td>Implementing Microsoft Windows 2000 Professional</td>
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<td>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: CCT121.</td>
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<tr>
<td>CCT123*</td>
<td>3</td>
<td>Implementing and Supporting MS Windows XP Professional</td>
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<td></td>
<td>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. Prerequisites: Experience in the basic administration of Microsoft Windows 2000.</td>
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<tr>
<td>CCT125*</td>
<td>2</td>
<td>A+ Operating System Fundamentals</td>
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<td>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. Prerequisites: None.</td>
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<tr>
<td>CCT130*</td>
<td>3</td>
<td>Microsoft Transfer Control Protocol/Internet Protocol on MS Windows NT</td>
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<td>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.</td>
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<tr>
<td>CCT131*</td>
<td>3</td>
<td>Exchange 2000 Implementation and Management</td>
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<td>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.</td>
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<tr>
<td>CCT132*</td>
<td>2</td>
<td>Designing Microsoft Exchange 2000 for the Enterprise</td>
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<td>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: CCT120 and CCT229.</td>
</tr>
<tr>
<td>CCT157*</td>
<td>2</td>
<td>Microsoft Scripting Technology</td>
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<td>Microsoft scripting techniques to administer a network. Focuses on the use of objects, scripting language, debugging tools, and other tasks for optimal network management. Explores scripting usage in other networks. Prerequisites: None.</td>
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<tr>
<td>CCT158*</td>
<td>1</td>
<td>Windows Management Instrumentation</td>
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<td>Windows Management Instrumentation (WMI) overview. Includes script writing skills for different tasks. Future trends of WMI covered. Prerequisites: None.</td>
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</tbody>
</table>

*Courses offered through an Educational Partnership and Customized Training program only.*
CCT165* 3 Credits
COM+ Application Construction
COM+ application construction information. Emphasis on the construction and management of COM+ applications using .NET Enterprise Services. Covers Just-In-Time activation, attribute and enhancement usage, state management, security issues, and class usage. Includes queuing and compensating resource manager issues as well as loosely coupled event and troubleshooting concerns. Prerequisites: None.

CCT167* 3 Credits
XML-Based Web Applications
Extensible Mark-up 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.

CCT168* 2 Credits
XML Web Services Development
Extensible Markup language (XML) web service development considerations. Emphasis on the construction, location, deployment, and consumption of XML web based services. Covers architecture considerations, registry usage issues, and security concerns. Includes information on current architecture limitations and considerations for making XML web service design reflect an anticipation of architecture changes. Prerequisites: None.

CCT170* 2 Credits
Administering 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.

CCT174* 3 Credits
Microsoft Exchange Server 2003 Management
Techniques to install, update and manage Microsoft Exchange Server 2003. Covers security issues, public folders management, user access, and routing knowledge. Includes skills to backup and recover servers from disaster. Prerequisites: CCT192.

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.

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. Prerequisites: HTML and Visual Basic.NET programming experience recommended.

CCT185* 3 Credits
XML/XSLT Data Transform and Exchange
Procedures for using Extensible Markup Language (XML) and Extensible Stylesheet Language Transformations (XSLT) in web applications. Emphasis on XML Path Language (XPath) usage, XML creation, and XML schema usage. Covers stylesheet creation and application information, as well as XSLT modification and usage concerns. Includes Simple Application Programming Interface for XML (SAX) document manipulation concerns. Prerequisites: None.

CCT190* 3 Credits
Microsoft Windows Server 2003 Management
Skills and knowledge to manage Microsoft Windows Server 2003. Includes access and security issues, group policy implementation, server administration, and drivers, disks, data storage maintenance. Design a disaster recovery plan and software update schedule. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Computers

CCT191*  3 Credits
Microsoft Windows Server 2003 Network Infrastructure Plan and Maintenance Strategy
Planning and maintaining Microsoft Windows Server 2003 network infrastructure. Design process for all elements, such as Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), and Windows Internet Name Service (WINS). Includes a master project plan to deploy and manage a new network. Prerequisites: CCT194.

CCT192*  3 Credits
Active Directory Infrastructure for Microsoft Windows Server 2003
Overview of Active Directory in Microsoft Windows Server 2003. Includes different components in Active Directory, such as forest, domain structure, organizational units, accounts, groups, group policy, replication, domain controllers, and operations masters. Implementation of an Active Directory Infrastructure. Prerequisites: CCT191.

CCT193*  3 Credits
Microsoft Windows Server 2003 Active Directory and Network Infrastructure Design
Skills and knowledge to design an Active Directory and network infrastructure. Examines all components in an Active Directory and provides creation process. Includes site infrastructure, Group Policy, network connectivity, and network access. Prerequisites: CCT192.

CCT194*  3 Credits
Network Hosts and Services for Microsoft Windows Server 2003
Knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network. Includes network infrastructure components, installation requirements, and monitoring tools. Contains configuration techniques for all elements in the network. 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: Department 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 MS Windows 2000 technologies. Covers security risks and requirements, administrative access, user accounts, file resources, and backup procedures. Securing access emphasized. Prerequisites: None.

CCT225AC*  2 Credits
Designing Data Services/Data Models
Procedure 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: Experience in the basic administration of Microsoft Windows 2000.

CCT227*  3 Credits
Windows 2000 Network Management

CCT228*  3 Credits
Supporting a Microsoft Windows 2000 Network 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.

CCT229*  3 Credits
Implementing and Administering Microsoft Windows 2000 Directory
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.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Computers

CCT230* 3 Credits
Citrix MetaFrame XP for Windows Administration
Citrix MetaFrame XP for Windows Administration. Emphasis on the installation, configuration, and administration of Citrix MetaFrame for Windows. Covers supporting software installation and usage as well as application concerns. Also includes application able web page creation and system troubleshooting procedures. Prerequisites: None.

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. Prerequisite: 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. Prerequisites: None.

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.

CCT266* 3 Credits
Cisco Network Security Management
Computer network security considerations. Emphasis on the selection, installation, configuration, and administration of specific computer network security tools. Covers general computer network security considerations, security policy creation, internet connection security, and network vulnerability determination issues. Prerequisites: None.

CCT267* 3 Credits
VPN/PIX Firewall Security
VPN/PIX (Virtual Private Network/Private Internet Exchange) Firewall security considerations. Emphasis on the configuration of private internet exchange firewalls. Covers firewall authentication, authorization, and accounting operations, system event notification message generation and concentrator configuration considerations. Also includes Internetwork Operating System (IOS) security considerations and scalability concerns. Prerequisites: None.

CCT268* 3 Credits
Network Attack Prevention
Network attack prevention considerations. Emphasis on securing computer network operations and on establishing computer network security policy. Covers key usage and certificate management. Includes network monitoring procedures and remote access security information. Prerequisites: None.

CCT280* 3 Credits
Visual Basic .NET Programming
Visual Basic .NET language programming in the .NET framework concerns. Emphasis upon application and component design and creation. Covers application deployment and application upgrade procedures. Includes enhancement procedure information and .NET based projects concerns. Prerequisites: None.

CCT283* 2 Credits
Programming with Microsoft ADO.NET
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. Prerequisites: .NET language experience recommended.

*Courses offered through an Educational Partnership and Customized Training program only.
## COURSE DESCRIPTIONS

### Computers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT284*</td>
<td>3</td>
<td>Visual C# .NET Programming Operations</td>
</tr>
<tr>
<td>CCT285*</td>
<td>3</td>
<td>C# Language Programming</td>
</tr>
<tr>
<td>CIS102</td>
<td>1</td>
<td>Interpersonal and Customer Service Skills for IT Professionals</td>
</tr>
<tr>
<td>CIS105</td>
<td>3</td>
<td>Survey of Computer Information Systems</td>
</tr>
<tr>
<td>CIS109</td>
<td>1</td>
<td>LAN Operations and Concepts</td>
</tr>
<tr>
<td>CIS114DE</td>
<td>3</td>
<td>Excel Spreadsheet</td>
</tr>
<tr>
<td>CIS117DM</td>
<td>3</td>
<td>Microsoft Access: Database Management</td>
</tr>
<tr>
<td>CIS118AB</td>
<td>1</td>
<td>Powerpoint: Level I</td>
</tr>
<tr>
<td>CIS118BB</td>
<td>1</td>
<td>Powerpoint: Level II</td>
</tr>
<tr>
<td>CIS120DB</td>
<td>3</td>
<td>Computer Graphics: Adobe Illustrator</td>
</tr>
<tr>
<td>CIS120DC</td>
<td>3</td>
<td>Flash: Digital Animation</td>
</tr>
<tr>
<td>CIS120DF</td>
<td>3</td>
<td>Computer Graphics: Adobe Photoshop</td>
</tr>
<tr>
<td>CIS121AE</td>
<td>1</td>
<td>Windows Operating System: Level I</td>
</tr>
</tbody>
</table>

**CCT284**: Visual C# .NET Programming Operations

Visual C# .NET Language programming in the .NET framework concerns. Emphasis upon programming operations within the .NET framework. Covers application creation and object, type, and class usage. Includes event implementation, resource allocation management, and internet data transmission concerns. Prerequisites: None.

**CCT285**: C# Language Programming

C# language programming in .NET framework concerns. Emphasis on variable and logic statement usage, array and access schema employment, and class and static method creation. Covers data conversion, object creation and destruction, and functional use implementation issues. Includes scalability concerns as well as interface declaration and self-created class usage. Prerequisites: None.

**CIS102**: Interpersonal and Customer Service Skills for IT Professionals

Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

**CIS105**: Survey of Computer Information Systems

Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. Prerequisites: None.

**CIS109**: LAN Operations and Concepts

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

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

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. Course Note: Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM.

**CIS118AB**: Powerpoint: Level I

Use of Powerpoint software to produce professional-quality presentation visuals. Prerequisites: None.

**CIS118BB**: Powerpoint: Level II

Use of Powerpoint software to add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

**CIS120DB**: Computer Graphics: Adobe Illustrator

Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics, and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

**CIS120DC**: Flash: Digital Animation

Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

**CIS120DF**: Computer Graphics: Adobe Photoshop

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.

**CIS121AE**: Windows Operating System: Level I

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.

*Courses offered through an Educational Partnership and Customized Training program only.*
CIS122AE  1 Credit
Windows Operating System: Level II
Additional capabilities of the Windows program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.

CIS124AA  1 Credit
Project Management Software: Level I
Utilization of project management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes “what-if” analyses, and preparation of management reports. Prerequisites: None.

CIS124BA  1 Credit
Project Management Software: Level II
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.

CIS131AB  1 Credit
Internet for Teachers: Level I
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.

CIS131BB  1 Credit
Internet for Teachers: Level II
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.

CIS131CB  1 Credit
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  3 Credits
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: None.

CIS133DA  3 Credits
Internet/Web Development Level I
Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of instructor.

CIS138DA  3 Credits
Desktop Design and Publishing Using Adobe InDesign
Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.

CIS140  2 Credits
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  3 Credits
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  3 Credits
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  3 Credits
C++: Level I
Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105 or permission of instructor.

CIS162AD  3 Credits
C#: Level I
Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.
COURSE DESCRIPTIONS

Computers

CIS163AA 3 Credits
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, or permission of Instructor.

CIS190 3 Credits
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 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.

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
Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (BPC/CIS117DM or BPC/CIS117CM).

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.
and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233DA 3 Credits
Internet/ Web Development Level II
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/ issues for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS233DC 3 Credits
Internet Web Development: Dreamweaver
Design and development of comprehensive and interactive websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain various client-side web technologies. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS235 3 Credits
e-Commerce
Introduction to Electronic Commerce on the Internet. Designing and electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS240 3 Credits
Local Area Network Planning and Design
Analysis of the needs and requirements for a local area network (LAN). Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Includes current and future issues, needs analysis, cost estimation, selection of connectivity and network components, and issues relating to access, security and support. Prerequisites: CIS190, or MST140, or permission of instructor.

CIS250 3 Credits
Management of Information Systems
Description: The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 3 Credits
Visual Basic Programming II
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262AD 3 Credits
C# Level II
Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools. Prerequisites: CIS162AD, or permission of instructor.
COURSE DESCRIPTIONS
Computers • Construction • Corporate Computer Technology • Counseling and Personal Development

CIS263AA 3 Credits
Java Programming: Level II
Intermediate Java Programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of instructor.

CIS280 3 Credits
Current Topics of 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 System 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 C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120 or MAT121 or MAT122.

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: Permission of Program Director or instructor.

Construction (CNS) 2 Credits
CNS290AB*
Construction Internship
Construction internship office/field experience with private/public agencies or citizen volunteer groups. Prerequisites: CNS282, or permission of department. Course Note: May not repeat specific assignment for more than (3) credit hours. Standard grading available according to procedures outlined in college catalog.

CNS290AC*
Construction Internship
Construction internship office/field experience with private/public agencies or citizen volunteer groups. Prerequisites: CNS282, or permission of department.

Corporate Computer Technology (CCT)
For a list of course descriptions, see Computers.

Counseling and Personal Development (CPD) 2 Credits
CPD102AA
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
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.

*Courses offered through an Educational Partnership and Customized Training program only.
## Course Descriptions

**Counseling and Personal Development • Covey • Creative Writing**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CPD102AD</td>
<td>2</td>
<td>Eliminating Self-Defeating Behavior</td>
<td>Designed to help students change behaviors that work against their potential, i.e., inferior feeling, 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.</td>
</tr>
<tr>
<td>CPD102AH</td>
<td>2</td>
<td>Stress Management</td>
<td>Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.</td>
</tr>
<tr>
<td>CPD102AT</td>
<td>2</td>
<td>Building Self-Esteem</td>
<td>Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.</td>
</tr>
<tr>
<td>CPD103BA</td>
<td>2</td>
<td>Women In Transition</td>
<td>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.</td>
</tr>
<tr>
<td>CPD122</td>
<td>2</td>
<td>Retirement Planning</td>
<td>Focuses on cultural and social aspects of retirement planning with emphasis on financial planning, legal concerns, attitude and role adjustments. Prerequisites: None.</td>
</tr>
<tr>
<td>CPD123</td>
<td>1</td>
<td>Employee Development: Personal Development</td>
<td>Examination of personal values and positive self esteem. Also covers personal development skills including assertive behavior and decision making. Prerequisites: None.</td>
</tr>
<tr>
<td>CPD124</td>
<td>1</td>
<td>Employee Development: Lifestyle Management</td>
<td>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.</td>
</tr>
<tr>
<td>CPD125</td>
<td>1</td>
<td>Employee Development: Problem Solving/Decision Making</td>
<td>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.</td>
</tr>
<tr>
<td>CPD127</td>
<td>1</td>
<td>Workplace Resolution and Negotiation Strategies</td>
<td>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.</td>
</tr>
<tr>
<td>CPD150</td>
<td>3</td>
<td>Strategies for College Success</td>
<td>Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.</td>
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<tr>
<td>COV110</td>
<td>2</td>
<td>The Seven Habits of Highly Effective People</td>
<td>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.</td>
</tr>
<tr>
<td>COV115</td>
<td>.5</td>
<td>First Things First</td>
<td>Time management options and new paradigm for effective time management. Concepts and principles based upon First Things First(Copyright). Prerequisites: None.</td>
</tr>
<tr>
<td>COV130</td>
<td>.5</td>
<td>What Matters Most</td>
<td>Focuses on increasing personal and professional effectiveness and productivity through the application of enhanced time management skills. Concepts and principles base upon the Franklin-Covey seminar “What Matters Most”(Copyright). Prerequisites: None.</td>
</tr>
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<tr>
<td>CRW150</td>
<td>3</td>
<td>Introduction to Creative Writing</td>
<td>Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student’s development as a writer. Prerequisites: None.</td>
</tr>
</tbody>
</table>
Credit Services Industry (CSI)

CSI108* 1 Credit
Basic Telephone Banking Customer Service
Basic customer service skills for new telephone banking representatives. Examines service guidelines, phone etiquette, and phone system. Covers procedures for document requests. Prerequisites: None.

CSI109* 3 Credits
Telephone Banking Center Training-New Hire
Training for new hire telephone banking center representatives. Includes usage of customer request processing system and the sales assist function. Covers strategies on how to make sales offers and how to overcome customer objections. Prerequisites: None.

CSI110* 2 Credits
Credit Card Industry
Overview of credit card industry. Includes federal supervising agencies, laws and regulations, and corporate structure. Emphasis on customer service responsibilities and fair lending policy as well as business ethics. 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.

CSI115* 1 Credit
Bank Center Sales I
Sales techniques for telephone banking center representatives. Covers scripts, communication, and questioning skills. Includes knowledge on consumer and business banking products. Prerequisites: None.

CSI117* 3 Credits
Credit Card Service to Sales
Overview of credit card service to sales. Includes department roles and sales verification. Privacy guard, payment protection, and fraud detection programs, as well as identity theft/fraud procedures, and account level targeting covered. Prerequisites: None.

CSI118* 3 Credits
Telephone Banking Center Representative I
Introductory telephone banking center representative training. Includes overview of banking products and services, compliance, and customer service procedures. Covers various computerized systems used by the representatives. Prerequisites: None.

CSI119* 3 Credits
Telephone Banking Center Representative II
Advanced telephone banking center representative training. Further knowledge on banking products and services, including business loans, customer service skills, and computerized systems. Includes additional practice training sessions. Prerequisites or Corequisites: CSI118.

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.

CSI125* 0.5 Credit
Bank Center Sales II
Additional sales training for telephone banking center representatives. Emphasis upon Certificates of Deposit (CD) account maintenance and handling procedures. Examines account retention strategies and closing steps. Prerequisites: CSI115.

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.

CSI127* 2 Credits
Banking Platform Basics
Overview of the banking platform operational basics including new account processes. Includes maintenance procedures, bank policies, banking regulations, and various customer products and services. Banking computer system also covered. Prerequisite: None.

*Courses offered through an Educational Partnership and Customized Training program only.
# COURSE DESCRIPTIONS

## Credit Services Industry

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<tr>
<th>Course Code</th>
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<tr>
<td>CSI128*</td>
<td>2</td>
<td>Banking Customer Service Associate Responsibilities</td>
<td>Roles and responsibilities of the Customer Service Associate (CSA) in the banking industry. Includes bank products and services, cash handling, currency determinations, credits and debits, balancing, and proofing sorts as well as security procedures. Customer service skills and problem resolution also covered. Prerequisite: None.</td>
</tr>
<tr>
<td>CSI129*</td>
<td>3</td>
<td>Bank Procedures for the Customer Service Associate</td>
<td>Banking procedures and responsibilities for the Customer Service Associate (CSA). Customer identification, checks, drafts, deposits, withdrawals, and payment procedures covered. Fraud detection, loss prevention, and compliance banking also included. Use of a computerized banking system and a Branch Delivery Teller (BDT) emphasized. Prerequisite: None.</td>
</tr>
<tr>
<td>CSI130*</td>
<td>3</td>
<td>Cardmember Assistance</td>
<td>Overview of credit cardmember assistance. Policies and procedures emphasized. Communication tools and cardmember assistance telephone calls covered. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI131*</td>
<td>2</td>
<td>Credit Card Technology</td>
<td>Overview of computer systems in the credit card industry. Various computer screens to locate, access, and update customer information. Computer telephony integration system emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI132*</td>
<td>2</td>
<td>Cardmember Assistance Calls</td>
<td>Credit cardmember assistance telephone calling. Placing and answering cardmember phone calls emphasized. Use of a collection system also covered. Prerequisites: CSI130.</td>
</tr>
<tr>
<td>CSI135*</td>
<td>2</td>
<td>Banking Center Management</td>
<td>Overview of managing a banking center with an emphasis on the role and responsibilities of an Assistant Banking Center Manager (ABCM). Various management skills including coaching, mentoring, supervising, communication, and strategic planning covered. Also covers bank operation processes, regulations, and cash handling as well as fraud prevention and security procedures. Use and function of an electronic banking system included. Prerequisite: None.</td>
</tr>
<tr>
<td>CSI136*</td>
<td>3</td>
<td>Credit Card Billing &amp; Payments</td>
<td>Introduction to credit card authorization, billing, and statements. Review Average Daily Balance, annual percentage rates, and finance charges. Includes payment process, posting, and collections. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI137*</td>
<td>1</td>
<td>Introduction to Banking</td>
<td>Overview of banking basics including bank terms and primary services. Covers payment services including checks and Electronic Funds Transfers (EFTs). Types of accounts also included. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI138*</td>
<td>3</td>
<td>Processing Credit Card Accounts</td>
<td>Processing procedures for credit card accounts. Includes credit lines, transfers, disputes and fraud. Bank pricing and special service strategies also covered. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI139*</td>
<td>3</td>
<td>Telephone Banking I</td>
<td>Introduction to telephone banking. Banking products and services, merchant checks and various account maintenance procedures covered. Computerized banking systems included. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI140*</td>
<td>2</td>
<td>Credit Card Telemarketing</td>
<td>Basic overview of a telemarketer’s role in the credit card industry. Covers the mission, vision, and values of the corporation and department duties. Includes traditional marketing methods and strategies, consumer credit structure, and customer feedback process. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI141*</td>
<td>3</td>
<td>Telephone Banking II</td>
<td>Advanced telephone banking. Computerized banking systems emphasized. Covers customer requests, customer account research and handling, and monetary transactions. Communication skills also included. Prerequisites: CSI139.</td>
</tr>
<tr>
<td>CSI142*</td>
<td>2</td>
<td>Responsibilities of a Telemarketer</td>
<td>Telemarketing representative responsibilities and performance management. Includes credit card basics, consumer credit, industry cycles, annual percentage rate, marketing features, workflows, and credit card types. Overview of computer systems and screens also covered. Prerequisites: None.</td>
</tr>
<tr>
<td>CSI143*</td>
<td>2</td>
<td>Cardmember Payment Assistance</td>
<td>Procedures and policies for calling and collecting payments from credit card members. Effective customer service techniques for payment resolution on delinquent accounts emphasized. Prerequisites: None.</td>
</tr>
</tbody>
</table>

*Courses offered through an Educational Partnership and Customized Training program only.*
CSI144* 3 Credits
Credit Card Telemarketing Strategies
Overview of credit card telemarketing terms and strategies. Consultative selling procedures and telephone 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 retention account manager. Covers credit card features, customer accounts, finance charges and credit card requests. Basic customer service skills also included. Prerequisites: None.

CSI148* 3 Credits
Credit Card Balance Transfer I
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, usage calls, and communication skills also included. Prerequisites: None.

CSI149* 3 Credits
Credit Card Balance Transfer II
Application of balance transfer procedures. Automated phone system and computer usage emphasized. Communication skills, usage calls and handling cardmember accounts also covered. Prerequisites: CSI148.

CSI150* 2 Credits
Credit Card Collection Guidelines
Overview of credit card collection laws. Includes collection policies and procedures. Credit card company background, products and collection department functions also covered. Prerequisites: None.

CSI151* 2 Credits
Cardmember Retention I
Retention procedures of credit card members. Emphasis on retention closure reasons and account negotiation strategies. Includes cardmember accounts procedures, credit card features, and reward programs. Prerequisites: None.

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: None.

CSI153* 2 Credits
Cardmember Retention II
Cardmember retention procedures. Auto reopen accounts process and account negotiation strategies emphasized. Balance transfers and finance charges also covered. Prerequisites or Corequisites: CSI151.

CSI155* 2 Credits
Credit Card Account Management
Practical application of credit card account management. Review computer screens for customer account updates, billings, statements and processing payments. Also covers workflows, finance charges, transfers, disputes, and fraud management. Prerequisites: CSI110, CSI131, CSI136 and CSI138.

CSI156* 1 Credit
Cardmember Retention II
Cardmember retention procedures. Auto reopen accounts process and account negotiation strategies emphasized. Balance transfers and finance charges also covered. Prerequisites or Corequisites: CSI151.

CSI157* 1 Credit
Credit Card Debt Collection Lab
Practical experience completing debt collection procedures. Includes authorized buyer and plastics requests in addition to accessing account statements and reports. Also covers information security and closing the sale. Prerequisites: Permission of Department or Division.

CSI158* 3 Credits
Fraud Determination I
Account analysis factors, tools and procedures for identifying fraud. Includes lost and stolen fraud types as well as counterfeiting and money laundering. Covers procedures for reporting suspicious activity within banking laws and regulations. Also covers credit risk indicators, credit bureau reports, and the referral process for credit risk accounts. Prerequisites: None.

CSI159* 3 Credits
Fraud Determination II
Account analysis factors using computerized application processing and identity verification systems. Covers account event procedures and classifications. Also includes processes for a fraud alert review and various security verifications. Bad Automated Number Identification (ANI) account procedures also covered. Prerequisites or Corequisites: CSI161.

CSI161* 3 Credits
Fraud Determination Lab
Practical application of fraud determination procedures. Includes use of the Transaction Risk Management Systems (TRiMS) through all account processes. Also covers use of the Automated Credit Application Processing System (ACAPS) and Total Systems (TS2) in addition to computerized account tracking and identity verification systems. Bad Automated Number Identification (ANI) account procedures included. Prerequisites or Corequisites: CSI163.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Credit Services Industry

CSI167* 3 Credits
Fraud Loss Prevention I
Fraud loss prevention procedures. Includes components of fraud cases, tagged transactions, and action tabs as well as investigative retrieval tools. Also covers spending patterns and case classification. Prerequisites: None.

CSI169* 3 Credits
Fraud Loss Prevention II
Further study of fraud loss prevention procedures. Includes Regulatory Overview and in-depth study of Regulation Z. Also covers workflows, the call interview, Total Systems (TS2), and suspicious activity reports. Prerequisites or Corequisites: CSI167.

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: None.

CSI171* 2 Credits
Fraud Loss Prevention Lab
Application of fraud loss prevention procedures. Covers tabs, screens, and actions required for case dispute and resolution. Also includes case flow, Suspicious Activity Reports (SAR), and challenges. Prerequisites or Corequisites: CSI169.

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.

CSI173* 2 Credits
Fraud Recovery I
Procedures for fraud recovery cases. Includes fraud types and indicators as well as recovery case resolution. Also covers Total Systems (TS2) navigation and account access as well as convenience check investigations. Prerequisites: None.

CSI175* 2 Credits
Fraud Recovery II
Identification of fraudulent applications and account resolution issues. Includes fraud trend alerts, account transfers, and use of fraud online reference tool. Also covers account resolution issues such as finance charges, statements, adjustments, and chargebacks. Prerequisites or Corequisites: CSI173.

CSI177* 2 Credits
Fraud Recovery Lab
Application of fraud recovery procedures. Includes account searches, reports, and information within a computerized account tracking system as well as procedures for modifying scanned images. Also covers case resolution and workflows. Prerequisites or Corequisites: CSI175.

CSI179* 1 Credit
Telephone Banking Lab
Practical application of customer account maintenance procedures. Includes account conversion, modifications and contact details as well as work request processes, including stop-payment requests and manual offline procedures. Prerequisites or Corequisites: CSI141.

CSI181* 2 Credits
Overview of Merchant Services
Overview of credit card merchant services. Covers terms and procedures as well as authorizations and credit analysis. Use of computer system 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 memo, queues, supply orders and codes also included. Prerequisites or 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: None.

CSI190* 2 Credits
Merchant Reporting
Overview of credit card merchant reports. Covers reports procedures and use of a report management distribution system. Handling of merchant accounts also covered. Prerequisites: None.

CSI192* 2 Credits
Merchant Settlement
Overview of credit card merchant settlement. Covers transactions, sales submissions, third party processors, and netting processes. Prerequisites: None.

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: None.

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COURSE DESCRIPTIONS

Credit Services Industry

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: None.

CSI202* 3 Credits
Deposit Sales and Service Agent Training
Basic customer services skills and banking product knowledge for deposit sales and service agents. Includes usage of various computer systems and web sites. Covers customer service model and sales techniques. Prerequisites: Permission of department.

CSI203* 2 Credits
Bank Card and Account Management
Automatic Teller Machine (ATM)/debit card management for bank employees. Covers new card ordering procedure and fraud handling steps. Examines administration techniques on Certificates of Deposit (CD) account and Individual Retirement Account (IRA). Prerequisites: Permission of department.

CSI204* 3 Credits
Computerized Systems and Banking Requests
Online documentation, communication, balance verification systems and database for Deposit Sales and Service agents. Examines the usage and guidelines on using these systems. Includes common banking inquiries by customers, such as updating address, adding overdraft protection, and requesting refunds. Prerequisites: Permission of department.

CSI205* 3 Credits
Wire Transfer, Cash Advance, and Workflow
Knowledge on wire transfer, intra-company, and internal transfers for bank members. Use of transaction system to fulfill requests. Includes guidelines on cash advance and image workflow procedures. Prerequisites: Permission of department.

CSI240* 3 Credits
Credit Services Legal Procedures
Legal procedures for the credit services industry. Includes security responsibility and communication systems, as well as credit law. Also covers account issues including ownership inquiries, verifications, and restrictions. Prerequisites: Permission of Department or Division.

CSI241* 2 Credits
Credit Services Account Procedures
Account procedures for credit services. Includes rewards, upgrades, and frequent buyer programs. Also covers fees, procedures for saving accounts, limit increases, and lost/stolen cards. Prerequisites or Corequisites: CSI240.

CSI242* 2 Credits
Credit Services Billing Procedures
Credit services billing procedures and statements. Includes cross shopping, disputes, and deferred purchases. Also covers back office discounts and procedures for handling payment issues. Prerequisites or Corequisites: CSI241.

CSI243* 2 Credits
Credit Services Lab
Practical application of credit services procedures. Includes computer, phone and Voice Recognition Unit (VRU) procedures and screens as well as demonstration of effective customer service techniques. Covers procedures for account ownership, verification, and advertising as well as disputes, deferred purchases and transfers. Prerequisites: Permission of Department or Division.

CSI244* 2 Credits
Customer Service for Credit Counselors
Basic customer service principles for the credit counselor. Examination of credit-counseling programs covered. Emphasis on elements of customer service transactions. Prerequisite: None.

CSI245* 3 Credits
Legal Issues In Credit Counseling
Overview of laws and practices in granting credit. Types of credit and calculating finance charges included. Emphasis on implications of inadequate payment history on credit ratings. Prerequisites: None.

CSI246* 3 Credits
Credit Counseling New Accounts
Overview of establishing new client accounts in a credit-counseling program. Emphasis on screens used to setup an account. Prerequisites: None.

CSI247* 3 Credits
Credit Counseling Processes
Overview of maintaining a client account in a credit-counseling program. Emphasis on screens used to maintain an account. Prerequisites: None.

CSI248* 2 Credits
Account Management System
Exploration of Account Management System. Emphasis on account maintenance through the portfolio review and statement review processes. Prerequisites: None.

CSI249* 3 Credits
Account Maintenance Procedures
Account maintenance procedures for customer service representatives. Emphasis on managing ongoing client accounts. Covers contact with creditors and clients. Prerequisites: None.

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COURSE DESCRIPTIONS

Credit Services Industry • Critical Reading • Customer Service Representative

CSI256*  3 Credits
Credit Counseling Account Management
Basic credit counseling account management considerations. Emphasis on credit information provision concerns and individual state jurisdiction stipulations. Covers internal customer service, time management, and diction improvement strategies. Also includes account number typology determination, finance charge calculation, and returned application completion issues. Prerequisites: None.

CSI260*  1 Credit
Consumer Lending
Consumer lending product knowledge for customer service associate and relationship banker. Examines different types of loans and regulations related to lending. Includes skills to communicate with customers regarding their loan decisions. Covers the entire loan application process. Prerequisites: None.

CSI262*  1 Credit
Advanced Consumer Lending
Advanced knowledge of consumer lending products for relationship bankers. Covers the five C’s of credit, Amortization, and payment calculation. Emphasis on identifying sale opportunities for loan and other banking products. Includes tips financial profile questions and recommendation strategies. Prerequisites: CSI260.

Critical Reading (CRE)
For a list of course descriptions, see Reading.

Customer Service Representative (CSR)

CSR108*  2 Credits
Motor Vehicle Documentation Concerns
Vehicle titling considerations with emphasis on documentation procedures. Includes Department of Revenue policy and procedures and examination of title documents. Also covers trailer and damaged vehicle documentation as well as procedures for completing special vehicle titling. Prerequisites: None.

CSR109*  2 Credits
Motor Vehicle Documentation Procedures
State motor vehicle documentation procedure. Use of computer based government workstation emphasized. Includes procedures for location and modification of customer and vehicle records. Prerequisites: None.

CSR111*  3 Credits
Motor Vehicle Customer Service
State motor vehicle division record and duplicate credential issuance operations. Emphasis on the replacement and renewal of customer and vehicle records and credentials. Covers workstation operation procedures, license application information review, and database navigation. Prerequisites: None.

CSR112*  3 Credits
Motor Vehicle Records Administration
State motor vehicle division record administration procedures. Emphasis upon original credential issuance, accurate customer record creation, and credential eligibility stipulations. Covers information verification procedures, testing procedures, and license typology considerations. Includes summary suspension/revocation procedures as well as sex offender credential concerns. Prerequisites: None.

CSR113*  2 Credits
Motor Vehicle Title and Registration Administration
Motor vehicle division title and registration record administration procedures. Emphasis on title lien documentation, vehicle inspection, and plate issuance information. Covers registration fee determination, permit issuance procedures, and insurance suspension documentation issues. Prerequisites: None.

CSR115*  2 Credits
Privilege Restriction Documentation
Procedures for documenting the resolution of loss of driving privileges in a state motor vehicle division database. Emphasis on the processing of suspension, revocation, and uninsured driver issues. Covers driver impairment suspension issues and warrant and citation notation processing. Also includes driver re-examination and reinstatements. Prerequisites: None.

CSR116*  1 Credit
State Vehicle Inspection Procedures
State mandated vehicle inspection procedures. Emphasis on Vehicle Identification Number issues and state vehicle inspection documentation. Covers inspection safety, vehicle typology identification, and inspection related statues information. Prerequisite: None.

CSR117*  2 Credits
Pharmaceutical Assistance Programs
Overview of pharmaceutical assistance programs. Computerized database usage emphasized. Includes eligibility, medications, and enrollment procedures. Customer correspondence and rebates also covered. Prerequisite: None.

*Courses offered through an Educational Partnership and Customized Training program only.
## COURSE DESCRIPTIONS

### 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>CSR118*</td>
<td>2</td>
<td>Medication Discount Programs</td>
<td>Medication discount card program procedures for pharmaceutical customer service representatives. Eligibility requirements, fees, income criteria, and enrollment methods covered. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR119*</td>
<td>2</td>
<td>Medication Order Assistance for Physicians</td>
<td>Physician medication ordering assistance. Responsibilities of the pharmaceutical customer service representative as well as physician eligibility, order processing, pricing and payment procedures covered. Physician correspondence also included. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR121*</td>
<td>2</td>
<td>Patient Prescription Assistance Procedures</td>
<td>Overview of patient prescription assistance program for pharmaceutical customer service representative. Eligibility requirements and enrollment procedures as well as computerized database usage covered. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR123*</td>
<td>3</td>
<td>Pharmaceutical Customer Service Representative Lab</td>
<td>Laboratory for pharmaceutical customer service representative. Emphasis on computerized database and automated phone usage. Includes customer service and communication skills. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR124*</td>
<td>1</td>
<td>Motor Vehicle Title Exchange</td>
<td>Vehicle titling considerations. Emphasis on title exchange procedures. Covers mobile home and travel trailer titling operations, damaged vehicle title issues, and special title concerns. Includes title lien identification. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR127*</td>
<td>2</td>
<td>Advocate-Driven Medication Procedures I</td>
<td>Procedures for advocate-driven medication customer service representatives. Covers patient advocate criteria and responsibilities. Eligibility requirements, enrollment procedures, and Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance standards included. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR128*</td>
<td>2</td>
<td>Advocate-Driven Medication Procedures II</td>
<td>Further examination of procedures for advocate-driven medication customer service representatives. Medication authorizations and changes as well as medical insurance, claims, and customer correspondence covered. Prerequisites: CSR127.</td>
</tr>
<tr>
<td>CSR129*</td>
<td>1</td>
<td>Advocate-Driven Medication Procedures Lab</td>
<td>Laboratory for advocate-driven medication customer service representatives. Computerized database usage emphasized. Patient eligibility, accounts, correspondence and claims included. Prerequisites: CSR128.</td>
</tr>
<tr>
<td>CSR136*</td>
<td>3</td>
<td>Pharmacy Benefit Member Service</td>
<td>Pharmacy benefit member service operations. Emphasis on providing benefit to plan explanations to plan members. Covers co-payment and plan exception information. Includes generic and name brand plan coverage and substitution explanation information. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR137*</td>
<td>3</td>
<td>Pharmacy Benefit Database Management</td>
<td>Pharmacy benefits management company database operations. Emphasis on data location, information documentation, and information security. Covers customer service and information retention strategies as well as printed pharmacy benefit policy provision procedures. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR138*</td>
<td>3</td>
<td>Pharmacy Benefit Service Provision</td>
<td>Pharmacy benefits management company plan member service provision concerns. Emphasis on ensuring accurate mail order pharmacy service. Covers drug inquiry and identification operations, network participant pharmacy location, and plan benefit explication issues. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR139*</td>
<td>3</td>
<td>Pharmacy Benefit Operations</td>
<td>Pharmacy benefit management company member service operations. Emphasis on claim analysis and research, plan exception processing, and customer service strategies. Covers call referral stipulations, file documentation, and call center phone system usage. Prerequisite: None.</td>
</tr>
<tr>
<td>CSR141*</td>
<td>2</td>
<td>Medicare Pharmacy Assistance</td>
<td>Practical application of credit services procedures. Includes computer, phone and Voice Recognition Unit (VRU) procedures and screens as well as demonstration of effective customer service techniques. Covers procedures for account ownership, verification, and advertising as well as disputes, deferred purchases and transfers. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR143*</td>
<td>2</td>
<td>Patient Prescription Adherence Procedures</td>
<td>Overview of patient prescription adherence program procedures for patient support representative. Includes program benefits, eligibility requirements, enrollment procedures, and waiver process. Computerized database usage emphasized. Prerequisites: None.</td>
</tr>
<tr>
<td>CSR145*</td>
<td>3</td>
<td>Prescription Prior Authorization I</td>
<td>Prescription prior authorization procedures for federal employees. Covers eligibility as well as claims process and claims adjudication. Computerized databases and automated phone systems emphasized. Prerequisites: None.</td>
</tr>
</tbody>
</table>

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COURSE DESCRIPTIONS

Customer Service Representative

CSR146* 3 Credits
Prescription Prior Authorization II
Advanced prescription prior authorization procedures for federal employees. Usage of various computerized databases emphasized. Includes drug benefit management, drug limitation guidelines, standard allowance fill quantity, and prior authorization fill quantity. Approved and denied authorizations also covered. Prerequisites: CSR145.

CSR150* 2 Credits
Vehicle Loan Industry Principles
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.

CSR151* 2 Credits
Vehicle Loan Industry Procedures
Vehicle loan industry processing procedures. Covers loan processing and documentation practices. Also includes collection processing exceptions, customer bankruptcy procedures, and software usage during customer service. Prerequisites: None.

CSR152* 3 Credits
Vehicle Loan Industry Customer Service I
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.

CSR153* 1 Credit
Vehicle Loan Industry Customer Service II
Communication skills for vehicle loan industry customer service representatives. Examines listening and negotiation strategies, as well as telephone etiquette. Prerequisites: CSR152.

CSR159* 1 Credit
Motor Vehicle Fraudulent Documents
Policies and procedures for the identification of Motor Vehicle Department fraudulent documents. Includes examination of paper and plastic/laminated documents as well as identification of counterfeits and alterations. Also covers interviewing techniques and procedures for handling fraud situations. Prerequisites: None.

CSR164* 2 Credits
Prescription Customer Service Skills
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.

CSR165* 3 Credits
Mail-Order Prescriptions I
Basic mail-order prescription information. Covers drug classifications, substitutions and pay codes as well as doctor and patient directions. Prerequisites: None.

CSR166* 2 Credits
Mail-Order Prescriptions II
Laboratory for handling mail order prescriptions. Patient registration, customer inquiries, telephone techniques and account receivable procedures covered. Use of computer emphasized. Prerequisites: CSR165.

CSR167* 3 Credits
Prescription and Order Entry I
Basic prescription and order entry. Covers patient information, codes, procedures, healthcare plans and registration procedures as well as terminology and exceptions. Prerequisites: None.

CSR168* 2 Credits
Prescription and Order Entry II
Laboratory for basic prescription and order entry. Prerequisites: CSR167.

CSR180* 3 Credits
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.

CSR181* 3 Credits
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.

CSR182* 3 Credits
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.

CSR185* 3 Credits
Insurance Industry Direct Sales I
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.

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COURSE DESCRIPTIONS
Customer Service Representative

CSR186*  2 Credits
Insurance Industry Direct Sales II
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.

CSR187*  2 Credits
Introduction to Internet Pharmacy Customer Service
Overview of the online pharmacy web site. Examines the
functions, usage, and guidelines for each online service.
Covers troubleshooting steps for the online photo center.
Prerequisites: None.

CSR188*  3 Credits
Internet Pharmacy Customer Service
Customer service knowledge for internet pharmacy
representatives. Covers privacy regulations and disclosure
rules. Steps to fulfill common customer requests and to
solve ordering issues. Prerequisites: None.

CSR189*  3 Credits
Customer Service Systems for Internet Pharmacy
Computerized systems used by internet pharmacy customer
service representatives. Accessing customer accounts,
searching for information, and communicating with
pharmacists. Prerequisites: None.

CSR191*  2 Credits
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.

CSR192*  2 Credits
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 procedure,
open orders and quote management. Prerequisites: None.

CSR193*  2 Credits
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*  3 Credits
Computer Sales Hardware Determination
Overview of hardware function and specifications for computer
sales industry. Includes motherboards, memory and modems as
well as drivers, monitors and printers. Also covers determining
customer needs in all hardware areas. Prerequisites: None.

CSR196*  3 Credits
Account Collection Practices
Telephone service account collection provisions. Emphasis
on collection issue resolution, payment processing
procedures, and fund transfer performance. Covers referral
procedures, reference usage, and written notification
provisions. Includes workstation customization parameters
and customer service representative observation and
performance. Prerequisites: None.

CSR197*  3 Credits
Account Collection Initiation
Preparation for collection on telephone service accounts.
Emphasis on collections workstation and software usage,
account typology and account information location. Covers
account notation, payment option, and account security
information. Includes collections representative observation
and call opening strategies. Prerequisites: None.

CSR198*  3 Credits
Account Collection Customer Service
Emphasis on customer interaction strategies. Covers
customer information capture and database system
operation procedures. Includes call routing procedures,
customer typology principles, and objection nullification
strategies. Prerequisites: None.

CSR200*  2 Credits
Automobile Representative Member Services
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*  3 Credits
Insurance Operations
Auto 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*  3 Credits
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.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Customer Service Representative

CSR203* 3 Credits
Insurance Representative Concerns
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* 3 Credits
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* 3 Credits
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* 3 Credits
Insurance Rate Determination
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* 3 Credits
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* 2 Credits
Automobile Policy Provision
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.

CSR211* 2 Credits
Customer Service for Military Auto Insurance
Overview of providing customer service in the insurance industry to military personnel. Identification of military customer needs emphasized. Coverage of computer systems included. Prerequisite: None.

CSR215* 1 Credit
Digital Telephone Customer Service
Digital telephone customer service provisions. Emphasis on the establishment and alteration of digital phone service. Covers phone number assignation, ancillary service provision, and public directory phone number listing information. Prerequisites: None.

CSR219* 1 Credit
Disconnects and Transfers
Procedures for completing disconnects and transfers of service using the Integrated Communications Operations Management System. Includes restrictions, documentation, and scheduling issues. Prerequisites: None.

CSR220* 1 Credit
Digital Subscriber Line Customer Care Representative
Overview of responsibilities of a customer care representative in the Digital Subscriber Line (DSL) industry. History and use of the Internet covered. Quality customer care emphasized. Prerequisites: None.

CSR221* 1 Credit
DSL Internet/Email Customer Service
Overview of Internet/email customer service in the Digital Subscriber Line (DSL) industry. Focuses on support and troubleshooting methods of various Internet and email software packages. Webmail/Netmail support and troubleshooting also covered. Prerequisites: None.

CSR222* 3 Credits
Troubleshooting Digital Subscriber Line (DSL)
Installation of Digital Subscriber Line (DSL) accounts. Covers Internet connections, troubleshooting, and computerized tracking systems. Emphasis on line testing and loop problems. Prerequisites: None.

CSR223* 1 Credit
Advanced Troubleshooting Digital Subscribers Line (DSL)

Courses offered through an Educational Partnership and Customized Training program only.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
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<tbody>
<tr>
<td><strong>CSR224</strong> 1 Credit</td>
</tr>
<tr>
<td>Communications Industry Billing Practices</td>
</tr>
<tr>
<td>Provision of billing services to digital telecommunications industry customers. Covers database billing issues, billing policy concerns, payment acceptance, and adjustments processing. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR225</strong> 2 Credits</td>
</tr>
<tr>
<td>Digital Telecommunications Customer Service</td>
</tr>
<tr>
<td>Principles for the provision of digital telecommunications industry customer service. Emphasis upon the initiation of services to customers. Covers deposit collection, credit check performance, and Internet connection procedures. Includes digital television upgrade and pay-per-view provision information. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR226</strong> 1 Credit</td>
</tr>
<tr>
<td>Digital Telecommunications Customer Interaction</td>
</tr>
<tr>
<td>Digital telecommunications industry customer service communication techniques. Emphasis on active listening and questioning strategies in the identification of digital telecommunications customer needs. Covers negotiation and customer valuation techniques. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR227</strong> 3 Credits</td>
</tr>
<tr>
<td>Telecommunications Customer Maintenance</td>
</tr>
<tr>
<td>Telecommunications customer account maintenance. Emphasis on servicing pre-referral to collection past due and current accounts. Covers billing considerations, discount package provision, and customer service standard awareness. Also includes service address establishment and outbound customer contact considerations. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR228</strong> 2 Credits</td>
</tr>
<tr>
<td>Telecommunications Database Navigation</td>
</tr>
<tr>
<td>Telecommunications database navigation procedures. Emphasis on the documentation of customer service activities in a telecommunications database. Covers code and notation interpretation, function key usage, service call scheduling, and work order data entry. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR229</strong> 3 Credits</td>
</tr>
<tr>
<td>Digital Telecommunications Industry Billing</td>
</tr>
<tr>
<td>Digital telecommunications industry billing practices. Emphasis on the provision of billing services to digital telecommunications industry customers. Covers database billing issues, billing policy concerns, payment acceptance, and adjustment processing. Includes direct payment and credit card payment information. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR230</strong> 2 Credits</td>
</tr>
<tr>
<td>Introduction to Property Insurance</td>
</tr>
<tr>
<td>Overview of property loss. Identification of contract coverage, limitations, and exclusions. Location and understanding of contract sections included. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR231</strong> 2 Credits</td>
</tr>
<tr>
<td>Property Insurance Coverage</td>
</tr>
<tr>
<td>Analysis of personal property coverage offered in insurance policies. Exceptions, limits, endorsements, and subrogation emphasized. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR232</strong> 3 Credits</td>
</tr>
<tr>
<td>Auto Insurance and Claims Overview</td>
</tr>
<tr>
<td>Overview of auto insurance coverage, including claims handling. Emphasis on liability, uninsured and underinsured motorist, medical and physical damage. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR233</strong> 3 Credits</td>
</tr>
<tr>
<td>Auto Damage Appraisal</td>
</tr>
<tr>
<td>Overview of various components of the automobile. Emphasis on types of damage that may require a claims report. Covers appraisal process, total losses, and vehicle design platforms. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR234</strong> 3 Credits</td>
</tr>
<tr>
<td>Auto Insurance Loss Reports I</td>
</tr>
<tr>
<td>Processing of auto insurance loss reports. Determination of fault and claims processing emphasized. Various types of damage covered as well as claims correspondence, glass loss, and compliance policies. Prerequisites: None.</td>
</tr>
<tr>
<td><strong>CSR235</strong> 2 Credits</td>
</tr>
<tr>
<td>Auto Insurance Loss Reports II</td>
</tr>
<tr>
<td>Advanced processing of auto insurance loss reports. Emphasis on Relationship Management with customers while processing claims reports. Prerequisites: CSR234.</td>
</tr>
<tr>
<td><strong>CSR236</strong> 3 Credits</td>
</tr>
<tr>
<td>Property Insurance Claims</td>
</tr>
<tr>
<td>Handling claims for property loss. Determining exceptions, limits, endorsements, and coverage covered. Customer interactions emphasized. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR237</strong> 3 Credits</td>
</tr>
<tr>
<td>Property Claim Contract Principles</td>
</tr>
<tr>
<td>Property claim insurance contract principles. Emphasis on the interpretation and explanation of insurance contract stipulations. Covers contract section identification, term definition, endorsement coverage, peril identification, and policy exclusion information. Includes renter, specific property, and fire insurance contract information. Prerequisite: None.</td>
</tr>
<tr>
<td><strong>CSR238</strong> 2 Credits</td>
</tr>
<tr>
<td>Property Claim Exterior Damage Identification</td>
</tr>
<tr>
<td>Exterior damage coverage concerns. Emphasis on the identification of exterior damage and the determination of required repair operations. Covers roof and gutter, fence and landscaping, and vehicle peril insurance claim considerations. Includes vehicle peril exclusion and vandalism damage repair information. Prerequisite: None.</td>
</tr>
</tbody>
</table>

*Courses offered through an Educational Partnership and Customized Training program only.*


COURSE DESCRIPTIONS

Customer Service Representative

CSR239*  3 Credits
Property Claim Interior Damage Identification
Interior damage insurance coverage concerns. Emphasis on the identification of interior damage and the determination of required repair operations. Covers door and window, floor and carpeting, and wall and ceiling repair determination. Includes electrical and plumbing system component identification and call escalation stipulations. Prerequisite: None.

CSR240*  2 Credits
Property Claim Estimate Provision
Property claim estimate provision procedures. Emphasis on the creation of written property claim estimates. Covers basic home construction, construction material measurement, and surface area coverage cost determinations. Includes form letter transmittal procedure information. Prerequisite: None.

CSR241*  3 Credits
Property Claim Loss Processing
Property claim loss processing operations. Emphasis upon coverage determination and information coding. Covers theft claim processing procedures, member profile customization, depreciation, and item replacement information. Includes resource instrument usage and loss reserve information. Prerequisite: None.

CSR244*  3 Credits
Insurance Loss Reporting Overview
Overview of insurance loss reporting. Includes customer service strategies, basic information of insurance claims, computer systems, and privacy regulations. Prerequisites: Permission of Department or Division.

CSR246*  3 Credits
Insurance Loss Reporting Customer Service
Customer service concepts and loss reporting procedures for insurance loss reporting representative. Covers communication skills, retention methods, and phone handling techniques. Includes loss reporting guidelines and steps in various situations. Prerequisites: Permission of department.

CSR250*  2 Credits
Automobile Insurance Principles
Automobile insurance industry general operation information. Emphasis on insurance fundamentals and basic insurance industry call center operations. Covers workstation operation principles, customer call flow considerations, and customer privacy policy explanation information. Includes basic automobile insurance policy sales considerations. Prerequisites: None.

CSR251*  3 Credits
Automobile Insurance Operations
Automobile insurance policy provision concepts. Emphasis upon customer service and billing issues. Covers communication strategies, payment information provision, and job resource usage. Includes policy lifespan and history documentation information. Prerequisites: None.

CSR252*  2 Credits
Automobile Insurance Policy Premium Concerns
Automobile insurance policy premium alteration concerns. Emphasis on referral to collections issues and policy renewal premium change considerations. Covers quote generation software and reference tool usage as well as underwriting cancellation consideration. Includes potential state department of insurance complaint resolution and refund payment information. Prerequisites: None.

CSR253*  3 Credits
Automobile Policy Endorsement Coverage
Automobile insurance policy endorsement coverage concerns. Emphasis on endorsement additions and effective date determination. Covers change of address, principle operator, vehicle replacement and deletion information, and expiring policy endorsement requirement information. Prerequisites: None.

CSR254*  2 Credits
Automobile Policy Endorsement Provisions
Automobile insurance policy alteration operations. Emphasis upon information associated with changing existing automobile insurance policy coverage. Covers policy issue and policy status change operations, driver and vehicle addition concerns, and policy cancellation. Includes title lien holder issues and model call flow identification. Prerequisites: None.

CSR255*  3 Credits
Automobile Policy Endorsement Services
Automobile policy endorsement customer service information provisions. Emphasis on insurance industry customer service strategies and underwriting factor explanations. Covers policy market and special policy status considerations, proof of insurance provision issues, and internal customer service operations. Includes web based information management tool usage. Prerequisites: None.

CSR256*  2 Credits
Automobile Insurance Policy Cancellation
Automobile policy cancellation customer service provisions. Emphasis on cancellation notice receipt processing. Covers payment receipt issues and policy cancel status information. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Customer Service Representative • Dental Assisting (Clinical)

CSR257*  2 Credits
Automobile Insurance Cancellation and Reinstatement
Automobile insurance policy cancellation and reinstatement operations. Emphasis on customer and insurance company initiated policy cancellation and reinstatement. Covers cancellation authority, cancel request escalation procedures, and cancelled policy premium refund or payment due determination. Includes policy rescission procedure information. Prerequisites: None.

CSR259*  1 Credit
Automobile Insurance Policy Reinstatement
Automobile insurance policy reinstatement procedures. Covers policies eligible for reinstatement and policies not eligible as well as reasons for reinstatement. Policy rewrites, policy cancellation, and underwriting cancellation included. Prerequisites: None.

CSR264*  3 Credits
Insurance Claims
Examination of policies and claims in the auto insurance industry. Covers management guidelines for existing claims, assigned risk policies, and claims procedures. New claim set- up and claim modifications emphasized. Prerequisites: Permission of Department or Division.

CSR266*  2 Credits
Insurance Loss Reporting and Claims
Further examination of auto insurance claims and losses. Includes scene, fleet, glass, weather, and trailer losses as well as roadside/towing assistance, manual claims, and umbrella claims. Emphasis on claim recording and system navigation. Prerequisites: CSR264 or Permission of Department or Division.

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 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.

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.

Dental Assisting (Clinical) (CDA)

CDA105  1 Credit
Introduction to Clinical Dental Assisting and Dental Office Management
Overview of dentistry and general dental office procedures. 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 as well as dental management systems included. Prerequisites: Admission to the Clinical Dental Assisting Program.

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: A grade of “C” or better in CDA105 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: A grade of “C” or better in CDA110 or permission of instructor.

CDA120  1 Credit
Dental Practice Emergencies and Patient Management
The role of the dental assistant in clinical patient management. Medical-dental health history interpretation. Obtaining and recording vital signs. Drug references, methods of administration, anesthetic, and patient prescriptions covered. Prevention techniques and management of emergencies in the dental environment. Management of the medically compromised also included. Prerequisites: A grade of “C” or better in CDA115 or permission of instructor.

*Courses offered through an Educational Partnership and Customized Training program only.
### COURSE DESCRIPTIONS

#### Dental Assisting (Clinical) • Dental Hygiene Education

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CDA125</td>
<td>3</td>
<td>Dental Materials</td>
<td>Identification and description of dental materials covered. Manipulation of restorative, impression, laboratory, and adjunct dental materials emphasized. Prerequisites: A grade of “C” or better in CDA115 or permission of instructor.</td>
</tr>
<tr>
<td>CDA240</td>
<td>3</td>
<td>Dental Radiographic Imaging</td>
<td>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: A grade of “C” or better in (CDA120 and CDA125) or permission of instructor.</td>
</tr>
<tr>
<td>CDA242</td>
<td>3</td>
<td>Clinical Dental Assisting I: Basic Skills</td>
<td>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, amalgam restoration, composite restoration, fixed prosthodontic restoration, endodontic treatment, and tooth-whitening procedures included. Role of dental assistant for patient procedures emphasized. Prerequisite: A grade of “C” or better in (CDA120 and CDA125) or permission of instructor.</td>
</tr>
<tr>
<td>CDA245</td>
<td>1</td>
<td>Fundamentals of Basic Clinical Skills</td>
<td>Clinical dental assisting skills performance in a clinical laboratory setting as well as in general practice dental facilities for supervised practical experience. Safe work practices, infection control, dental radiography, basic chairside assisting, patient management, dental materials manipulation, business assisting, equipment operation and maintenance, and dental laboratory skills emphasized. Prerequisite: A grade of “C” or better in (CDA120 and CDA125) or permission of instructor.</td>
</tr>
<tr>
<td>CDA252</td>
<td>3</td>
<td>Clinical Dental Assisting II: Advanced Skills</td>
<td>Supervised clinical and laboratory experience. Advanced techniques and expanded functions for clinical dental assisting. Placement of sealants, retraction cord, periodontal dressing, rubber dam, matrix and wedge, bases, liners, varnishes, and provisional restorations. Removal of excess permanent cement and sutures. Determine tooth shade and shape. Performance of coronal polishing procedure. Prerequisites: A grade of “C” or better in (CDA242 and CDA245) or permission of instructor.</td>
</tr>
<tr>
<td>CDA285</td>
<td>1</td>
<td>Clinical Dental Assisting Seminar</td>
<td>Overview of special topics in clinical dental assisting. Clinical internship evaluation included. Covers expanded functions, legal responsibilities and liabilities. Prerequisites: A grade of “C” or better in CDA245.</td>
</tr>
<tr>
<td>CDA292</td>
<td>2</td>
<td>Dental Specialties</td>
<td>Placement of students in dental facilities for supervised practical experience exposing them to: Endodontic, Oral and Maxillofacial Surgery, Orthodontic, Pediatric, Periodontic, and Prosthodontic specialty procedures. Prerequisites: A grade of “C” or better in CDA245.</td>
</tr>
</tbody>
</table>

### Dental Hygiene Education (DHE)

<table>
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<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DHE110</td>
<td>3</td>
<td>Pharmacology</td>
<td>Study of the principles of pharmacology and drugs affecting dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and complementary medicine. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.</td>
</tr>
<tr>
<td>DHE112</td>
<td>3</td>
<td>Oral Pathology</td>
<td>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.</td>
</tr>
<tr>
<td>DHE114</td>
<td>2</td>
<td>Emergency Medicine</td>
<td>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 or Dental Assisting Programs.</td>
</tr>
<tr>
<td>DHE119</td>
<td>3</td>
<td>Head and Neck Anatomy</td>
<td>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 of permission of instructor.</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Dental Hygiene Education

DHE120 6 Credits
Pre-Clinical Dental Hygiene
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 2 Credits
Dental Anatomy, Embryology and Histology
Includes the histology and embryology of oral tissues; development disturbances of the faces, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skills, models and multi-media resources also covered. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs.

DHE124 2 Credits
Dental Radiography
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/DHE124 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 disease and injury. Topics include etiologic agents, caries process, nutrition, fluorides, sealants and patient/client motivation techniques. Multi-media resources used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE132 3 Credits
Dental Hygiene Theory I
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: (DHE120 and admission to the Dental Hygiene Program) or permission of instructor. Corequisites: DHE133.

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: DHE120 and admission to the Dental Hygiene Program. Corequisites: DHE132 or 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/DHE203 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: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE213.

DHE213 5 Credits
Dental Hygiene Clinic II
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: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE212.

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.
COURSE DESCRIPTIONS

Dental Hygiene Education • Drafting • Early Childhood Education • Early Education

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 multi-media 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: DHE119 or current CPR certification.

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
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 admissions to the Dental Hygiene Program. Corequisites: DHE233.

DHE233 5 Credits
Dental Hygiene Clinic III
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 (DFT)

DFT126 3 Credits
Building Trades Blueprint Reading
Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

Early Childhood Education (ECH)

ECH125 1 Credit
Writing for Early Childhood Professionals
Elements of effective written communication and use in the field of early childhood education. Practical experience using common classroom documents. Course surveys document purpose, readers needs, information organization, and clear expression of ideas. Prerequisites: None.

ECH270 1 Credit
Observing Young Children
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271 1 Credit
Arranging the Environment
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.

ECH280 1 Credit
Food Experiences with Young Children
A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None.

ECH282 1 Credit
Discipline/Guidance of Child Groups
Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

Early Education (EED)

EED111 3 Credits
Multimedia and the Early Childhood Education Classroom
Explore theories and teaching strategies of utilizing multimedia with children birth through 8 years of age. Examine usage of various multimedia in early childhood education settings. Explore ways to integrate appropriate multimedia usage into learning. Explore the use of multimedia and ECE professional growth. Prerequisites: None.

EED200 3 Credits
Foundations of Early Childhood Education
Overview of early childhood education in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Includes field experience. Prerequisites: None.
## Early Education

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
</table>
| **EED210**  | 3       | Creative and Cognitive Play  
Benefits of play for children birth to 8 years of age. Inclusion of art, music, and movement used in all dimensions of play. Identify uses and roles in the development of children. Prerequisites: CFS/ECH176. | **EED250**  | 3       | Early Literacy Development  
Overview of emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None. |
| **EED211**  | 3       | Language Acquisition in the Young Child  
Define speech and language and discuss theories of language acquisition in young children, birth through 8 years of age in a variety of settings. Explore techniques to encourage and support the development of language, assessment techniques and family involvement. Prerequisites: CFS/ECH176. | **EED255**  | 3       | Portfolio Development and Writing for the Profession  
Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator. |
| **EED212**  | 3       | Guidance, Management and the Environment  
Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age five. Prerequisites: None. | **EED260**  | 1       | Early Childhood Infant/Toddler Internship  
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. |
| **EED215**  | 3       | Early Learning: Health, Safety, Nutrition and Fitness  
Consideration of public health issues and safety procedures within early childhood settings. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None. | **EED261**  | 1       | Early Childhood Preschool Internship  
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. |
| **EED220**  | 3       | Child, Family, Community and Culture  
Examines family, community and cultural influences on development of the young child. Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None. | **EED262**  | 2       | Early Childhood Internship: Infant/Toddler  
Work experience with infants and toddlers in early care and education settings. Prerequisites: Permission of Department. |
| **EED222**  | 3       | Introduction to the Exceptional Young Child  
Overview of the exceptional learner (birth - age 5), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None. | **EED263**  | 2       | Early Childhood Internship: Preschool  
Work experience with preschoolers in early care and education settings. Prerequisites: Permission of Department. |
| **EED230**  | 3       | Diversity in Early Childhood Education  
Examination of the relationship of cultural values to the formation of the young child's concept of self and the learning process. Emphasis on preparing future early education educators to offer an equal educational opportunity to young children of all cultural groups. Prerequisites: None. | **EED270**  | 3       | Early Learning Development  
Teaching and early learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to early learning. Prerequisites: CFS/ECH176 or CFS205 or permission of instructor. |
| **EED272**  | 3       | Early Childhood Educational Psychology  
Focus on the study and application of psychological principles, theories, and methodologies related to early childhood teaching and learning. Emphasis on early childhood developmental, learning, and motivational theories. Current trends also covered. Prerequisites: None. |
## Early Education • Early Education Professions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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<tr>
<td><strong>EED276</strong></td>
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<td>Global Child Development</td>
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<tr>
<td><strong>EED280</strong></td>
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<td>Observation and Assessment of Typical and Atypical Behaviors</td>
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<td><strong>EEP215</strong></td>
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<td>Early Childhood Health and Nutrition</td>
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<td><strong>EEP279</strong></td>
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<td><strong>EEP282</strong></td>
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<tr>
<td><strong>EEP283</strong></td>
<td>4 Credits</td>
<td>Introduction to the Exceptional Young Child and Early Learning Development</td>
</tr>
<tr>
<td><strong>EEP284</strong></td>
<td>4 Credits</td>
<td>Early Educational Psychology: Child, Family, Community and Culture</td>
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**EED276 Global Child Development**
Exploration of the ways that biology and cultures influence the well-being and development of children around the world. Considers traditional and scientific views of the child, as well as threats to the well-being of the young in the contemporary world. Prerequisites: None.

**EED278 Early Learning: Curriculum and Instruction – Birth/Preschool**
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200.

**EEP255 Portfolio Development**
Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EEP coursework and permission of department.

**EEP279 Early Childhood Elementary Methods: K-3**
Overview and practical application of teaching elementary science, math and social studies. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a post-baccalaureate early childhood teacher preparation program.

**EEP282 Foundations, Guidance, and Management in the Early Childhood Environment**
Overview of early childhood education in American society, including current issues and responsibilities. Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age five. Includes field experience. Prerequisites: Baccalaureate Degree from a regionally accredited institution.

**EEP283 Introduction to the Exceptional Young Child and Early Learning Development**
Teaching and early learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to early learning. Includes overview of the exceptional learner (birth - age 5), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Includes field experience. Prerequisites: Baccalaureate Degree from a regionally accredited institution.

**EEP284 Early Educational Psychology: Child, Family, Community and Culture**
Examines family, community and cultural influences on development of the young child. Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Emphasis on the study and application of psychological principles, theories, and methodologies related to early childhood teaching and learning. Prerequisites: Baccalaureate Degree from a regionally accredited institution of higher learning.
**EEP285** 4 Credits
Curriculum, Instruction, Standards, Observation and Assessment in Early Education
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through eight years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes overview and practical application of Early Learning Standards, Arizona Academic Standards (K-3), observation techniques and assessment methodologies. Includes field experience. Prerequisites: EEP282, EEP283, and EEP284.

**EEP286** 2 Credits
Internship: Early Childhood Infant/Toddler
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: (EEP215, EEP250, EEP255, EEP282, EEP283, EEP284, and EEP285) and permission of department.

**EEP287** 2 Credits
Internship: Early Childhood Preschool
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: (EEP215, EEP250, EEP255, EEP282, EEP283, EEP284, EEP285, and EEP286) and permission of department.

**EEP288** 8 Credits
Student Teaching Lab - Early Childhood
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 formal admission to a state approved post-baccalaureate teacher preparation program, and (EEP215, EEP250, EEP255, EEP282, EEP283, EEP284, EEP285, EEP286, and EEP287) and permission of department.

**EEP290** 4 Credits
Early Learning Environment: Foundations, Guidance and Management
Overview of early childhood education in American society, including current issues and responsibilities. Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age five. Includes field experience. Prerequisites: Must hold an Elementary or Special Education provisional or standard teaching certificate.

**EEP291** 4 Credits
Early Learning: Development and the Exceptional Young Child
Teaching and early learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to early learning. Includes overview of the exceptional learner (birth - age 5), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Includes field experience. Prerequisites: Must hold an Elementary or Special Education provisional or standard teaching certificate.

**EEP292** 4 Credits
Early Learning: Family and Community Educational Psychology
Examines family, community and cultural influences on development of the young child. Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Emphasis on the study and application of psychological principles, theories, and methodologies related to early childhood teaching and learning. Prerequisites: Must hold an Elementary or Special Education provisional or standard teaching certificate.

**EEP293** 6 Credits
Early Language/Literacy Development: Curriculum, Instruction, Standards, Observation and Assessment
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through eight years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Overview of emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing leading to reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books included. State Board of Education Professional Early Learning Standards and Arizona Academic Standards (K-3) also covered. Prerequisites: EEP290, EEP291, and EEP292.

**EEP294** 2 Credits
Early Learning: Infant/Toddler Internship
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: (EEP218, EEP290, EEP291, EEP292, and EEP293) and permission of department.

**EEP295** 2 Credits
Early Learning: Preschool Internship
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: (EEP218, EEP290, EEP291, EEP292, EEP283, and EEP294) and permission of department.
COURSE DESCRIPTIONS
Early Education Professions Economics • Education

EEP297 8 Credits
Early Learning: Student Teaching Lab
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: Must hold an Elementary or Special Education provisional or standard teaching certificate.

Economics (ECN)

ECN211 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 macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN212 3 Credits
Microeconomic Principles
Microeconomics analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

Education (EDU)

EDU204 3 Credits
Fine Arts in Educational Settings
Exploration of fine arts integration in the K-12 classroom setting. Focus on the impact of life-long learning and education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theatre and music also covered. Prerequisites: None.

EDU207 3 Credits
Teaching Adolescents
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. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU208 1 Credit
Introduction to Structured English Immersion
Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the Stanford English Language Proficiency (SELP) test covered. Includes review of alternative methods of assessment. Prerequisites: None.

EDU209AA 3 Credits
Teaching Students with Emotional Disabilities
Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AB 3 Credits
Teaching Students with Learning Disabilities
Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AC 3 Credits
Teaching Students with Mild and Moderate Mental Retardation
Investigation into the characteristics of and teaching strategies for students with mild and moderate mental retardation. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AD 3 Credits
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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AF 3 Credits
Assessment of Exceptional Learners
Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU209AA, or EDU209AB, or EDU209AC, or EDU209AD), and EDU219, and EDU222.
COURSE DESCRIPTIONS

EDU215  1 Credit
**Methods and Curriculum Development in Secondary Education**
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. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Course Note: Upon completion of EDU215, students are required to enroll in one of the following courses: EDU215AA or EDU215AB or EDU215AC or EDU215AD or EDU215AE.

EDU215AA  2 Credits
**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. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AB  2 Credits
**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. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AC  2 Credits
**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. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AD  2 Credits
**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. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AE  2 Credits
**Methods and Curriculum Development in Secondary Education - 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, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU217  3 Credits
**Methods for the Structured English Immersion (SEI)/ESL Student**
Methods of planning, developing, and analyzing lesson plans in all content areas to meet English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development and evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP), and use of assessment results for placement and accommodation. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and (EDU220 or EPD220 or EDU225). Course Note: Approved school-based practicum is required. EDU217 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education. Designed for undergraduate students.
EDU219 3 Credits
**Special Education Techniques and Methods**
School-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. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU209AA, EDU209AB, EDU209AC, and EDU209AD) and EDU222.

EDU220 3 Credits
**Introduction to Serving English Language Learners (ELL)**
Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies. Prerequisites: None. Course Note: Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for provisional SEI endorsement through the Arizona Department of Education.

EDU221 3 Credits
**Introduction to Education**
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222 3 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. Includes school-based practicum. Prerequisites: None.

EDU223AA 3 Credits
**Emotional Disabilities in the Classroom**
Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

EDU223AB 3 Credits
**Learning Disabilities in the Classroom**
Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

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. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU223AA, or EDU223AB, or EDU223AC, or EDU223AD) and EDU222 and EDU226.

EDU226 3 Credits
**Methods in Special Education**
School-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. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and EDU222 and (EDU223AA, EDU223AB, EDU223AC, and EDU223AD).
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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU230 3 Credits
Cultural Diversity in Education
Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU231 3 Credits
Mathematics Techniques and Methods

EDU233 3 Credits
Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods
Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU220 or EPD220 or EDU225 or permission of Department or Division). Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

EDU234 2 Credits
Role and Function of the Paraprofessional
Overview and understanding of the role and responsibilities of the Paraprofessional K-12 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.

EDU250 3 Credits
Teaching and Learning in the Community College
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU251 3 Credits
Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU220 or EPD220 or EDU225 or permission of Department or Division). Course Note: Approved school-based practicum required. EDU251 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

EDU255AA 4 Credits
Intern Certificate Student Teaching Lab – Elementary 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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.
EDU255AB 4 Credits
Intern Certificate Student Teaching Lab – Elementary 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 formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU255AA and a minimum of 50% successful completion of all designated, required course work.

EDU255AC 2 Credits
Intern Certificate Student Teaching Lab – Elementary Education I
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.

EDU255AD 2 Credits
Intern Certificate Student Teaching Lab – Elementary Education II
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU255AC and a minimum of 25% successful completion of all designated, required course work.

EDU255AE 2 Credits
Intern Certificate Student Teaching Lab – Elementary Education III
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU255AD and a minimum of 50% successful completion of all designated, required course work.

EDU255AF 2 Credits
Intern Certificate Student Teaching Lab – Elementary Education IV
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU255AE and a minimum of 75% successful completion of all designated, required course work.

EDU256AA 4 Credits
Intern Certificate Student Teaching Lab – Secondary 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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.

EDU256AB 4 Credits
Intern Certificate Student Teaching Lab – Secondary Education I
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 formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU256AA and a minimum of 50% successful completion of all designated, required course work.

EDU256AC 2 Credits
Intern Certificate Student Teaching Lab – Secondary Education I
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.
COURSE DESCRIPTIONS

Education

EDU256AD 2 Credits
**Intern Certificate Student Teaching Lab – Secondary Education II**
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 formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU256AC and a minimum of 25% successful completion of all designated, required course work.

EDU256AE 2 Credits
**Intern Certificate Student Teaching Lab – Secondary Education III**
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU256AD and a minimum of 50% successful completion of all designated, required course work.

EDU256AF 2 Credits
**Intern Certificate Student Teaching Lab – Secondary Education IV**
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU256AE and a minimum of 75% successful completion of all designated, required course work.

EDU257AA 4 Credits
**Intern Certificate 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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AAC and a minimum of 50% successful completion of all designated, required course work.

EDU257AB 4 Credits
**Intern Certificate 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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AC and a minimum of 75% successful completion of all designated, required course work.

EDU257AC 2 Credits
**Intern Certificate Student Teaching Lab – Special Education I**
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AD and a minimum of 75% successful completion of all designated, required course work.

EDU257AC 2 Credits
**Intern Certificate Student Teaching Lab – Special Education II**
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AD and a minimum of 50% successful completion of all designated, required course work.

EDU257AC 2 Credits
**Intern Certificate Student Teaching Lab – Special Education III**
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AD and a minimum of 50% successful completion of all designated, required course work.
EDU257AF 2 Credits
Intern Certificate Student Teaching Lab – Special Education IV
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 formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AE and a minimum of 75% successful completion of all designated, required course work.

EDU259 3 Credits
Methods for Early Childhood Elementary: K-3
Overview and practical application of teaching elementary science, math and social studies. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a teacher preparation program.

EDU268 2 Credits
Secondary School Dynamic Instruction
Overview and practical application of teaching methodology for secondary education teachers. Teaching strategies of direct instruction, cooperative learning, problem-based instruction and experiential learning covered. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU270 3 Credits
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. Emphasis on current neuroscientific brain research and how it impacts teaching practice in preK-12 classrooms. Prerequisites: None.

EDU271 3 Credits
Phonics Based Reading and Decoding
Overview of research, curricular content, and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) 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 school-based practicum. Prerequisites: None.

EDU272 3 Credits
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. Current trends also covered. Prerequisites: PSY101 or approval of instructor.

EDU274 3 Credits
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. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU276 3 Credits
Classroom Management
Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: None.

EDU277AA 8 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.
COURSE DESCRIPTIONS

Education

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 admission 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.

EDU278  3 Credits
Educational Assessment and Evaluation
Examination of assessing student performance. Assessment criteria and development of various types of assessment covered. Instructor developed assessments emphasized. Standardized, norm-referenced and criterion-referenced tests also included. Arizona State Board of Education Professional Teaching Standards emphasized. Prerequisites: EDU272.

EDU282AC  3 Credits
Volunteerism for Education: A Service Learning Experience
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

EDU284  2 Credits
Dynamic Teaching in the Secondary School
Overview and practical application of teaching methodology for secondary education teachers. Teaching strategies for direct instruction, cooperative learning, problem-based instruction and experiential learning covered. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Baccalaureate degree and formal admission to a state approved post-baccalaureate teacher preparation program.

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, State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations. Prerequisites: None.

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, and assessment rubrics. Educational program policies and procedures also covered. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

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, and assessment rubrics. Prerequisites: Baccalaureate degree and formal admission to a state approved post-baccalaureate teacher preparation program.

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 four (4) credit hours.

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 four (4) credit hours.
COURSE DESCRIPTIONS

Education

EDU287AC 1 Credit
**Master Teacher Seminar III**
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Baccalaureate degree and formal admission to a state approved post-baccalaureate teacher preparation program. Course Note: May be repeated for a total of four (4) 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 formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240 or EDU251) and permission of department or division.

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 formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240 or EDU251) and permission of department or division.

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 formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU223AA, EDU223AB, EDU223AC, EDU223AD, EDU223AF, EDU226, EDU285AC, EDU287AC, and EDU293) and Departmental approval.

EDU289 1 Credit
**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. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Course Note: May be repeated for a total of four (4) credit hours.

EDU289AA 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. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AB 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. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AC 2 Credits
**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. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.
EDU289AD  2 Credits
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. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AE  2 Credits
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, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU290  3 Credits
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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291  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.

EDU292  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.

EDU293  3 Credits
Mathematics Methods and Curriculum Development

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

Education Professional Development (EPD)

EPD212  3 Credits
Art Methods and Curriculum Development
Overview and practical application of teaching elementary art. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Prerequisites: Must hold a Career & Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of department or division.

EPD213  3 Credits
Dance Methods and Curriculum Development
Overview and practical application of teaching elementary dance and movement. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Prerequisites: Must hold a Career & Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of department or division.

EPD214  3 Credits
Dramatic Arts Methods and Curriculum Development
Overview and practical application of teaching elementary dramatic arts. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Prerequisites: Must hold a Career & Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of department or division.
EPD215 3 Credits
Music Methods and Curriculum Development
Overview and practical application of teaching elementary music. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Prerequisites: Must hold a Career & Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of department or division.

EPD216 3 Credits
Physical Education Methods and Curriculum Development
Overview and practical application of teaching elementary physical education. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Prerequisites: Must hold a Career & Technical Education (CTE), provisional or standard elementary, secondary or special education teaching certificate, or permission of department or division.

EPD220 3 Credits
Introduction to Serving the English Language Learner for Certified Teachers
Rationale for and current educational and legal issues for English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate, or permission of Department or Division. Course Note: Approved school-based practicum is required. EPD220 incorporates the 45-clock hour curricular framework for provisional SEI endorsement through the Arizona Department of Education.

EPD224 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: Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD223 3 Credits
Structured English Immersion and English as a Second Language Teaching Method for Certified Teachers
Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate and (EDU220 or EPD220 or EDU225), or permission of Department or Division. Course Note: Approved school-based practicum required. EPD223 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

EPD243 3 Credits
Reading and Writing in an English as a Second Language (ESL)/Bilingual Setting
Introduction to 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: (EDU220 or EPD220 or EDU225) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD244 3 Credits
Reading and Writing in SEI/ESL/Bilingual Settings
Introduction to Structured English Immersion (SEI)/English as a Second Language (ESL) terminology, second language acquisition theories, and reading terminology. Teaching and assessment strategies as well as reading comprehension and writing skills covered. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate and (EDU220 or EPD220 or EDU225), or permission of Department or Division. Course Note: EPD244 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.
EPD269AA  
Methods of Using Technology in the K-6 Classroom  
Examination of the skills teachers need to effectively integrate technology into core curriculum. Examination of the necessary skills students need to meet national technology standards. Evaluate current research and apply to classroom practice. Lesson plan development emphasized. Prerequisites: EPD260.

EPD269AB  
Methods of Using Technology in the 7-12 Classroom  
Examination of the skills teachers need to effectively integrate technology into core curriculum. Examination of the necessary skills students need to meet national technology standards. Evaluate current research and apply to classroom practice. Lesson plan development emphasized. Prerequisites: EPD260.

EPD273  
Phonics Based K-12 Reading Diagnosis and Remediation  
Methods of assessing, diagnosing, and remediating reading deficiencies in K-12 readers. Administration and analysis interpretation 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. Prerequisites: EDU271 and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD275  
Diagnosis and Remediation of Reading K-12  
Fundamentals of diagnosis and remediation of reading problems for K-12. Administration, analysis and interpretation of informal diagnostic procedures and use of assessment results in planning a program of remediation. The Diagnostic Teaching of Reading emphasized. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD279  
Reading Practicum K-12  
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: EPD224 and (EPD248 or EDU274). Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD286  
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: EPD224 and (EPD248 or EDU274). Must hold a provisional or standard elementary, secondary or special education teaching certificate.
**eLearning (ELN)**

**ELN101 3 Credits**
*eLearning Design Level I*
An introduction to eLearning Design theory (the Assess, Design, Develop, Implement and Evaluate (ADDIE) Instructional Design model). Emphasis on purpose and process of analysis, design, development, implementation, and evaluation of eLearning projects. Prerequisites: None.

**ELN102 3 Credits**
*eLearning Media Level I*
An introduction to eLearning media. Emphasis on the pedagogy/andragogy of current media and the tools, function, and purpose for e-Learning. The instructional use of video, audio, graphics, learning management, animation, presentation, and communication included. Prerequisites: Formal admission into the eLearning Design Specialist program and a grade of C or better in ELN101. Course Note: Course Note: The purchase of media software is not required.

**ELN110 3 Credits**
*Introduction to eLearning Environments*
An introduction to eLearning environments, including learning management systems, online collaboration, synchronous communication, and asynchronous communication. Use of industry standard tools to create interactive learning experiences emphasized. Prerequisites: Formal admission into the eLearning Design Specialist program and a grade of C or better in ELN101.

**ELN120 3 Credits**
*Organizing and Evaluating eLearning Projects*
An introduction to eLearning project organization and evaluation. Emphasis on using current tools to promote teamwork, budgets, and multiple projects in a team-based environment. Evaluation of project outcomes also included. Prerequisites: Formal admission into the eLearning Design Specialist program and a grade of C or better in ELN101.

**ELN202 3 Credits**
*eLearning Media Level II*
Design of instructional media. Includes prototyping, interface design, storyboarding, scripting, and working with a production team. Emphasis on relating instructional media to learning outcomes. Design of instructional video, audio, graphics, learning management systems, animation, presentation, and communication also covered. Prerequisites: A grade of C or better in ELN102. Course Note: Course Note: The purchase of specific software is not required.

**ELN204 3 Credits**
*eLearning Design Level II*
Application of the Assess, Design, Develop, Implement and Evaluate (ADDIE) instructional design model to eLearning design. Includes instructional analysis as well as the design, development, implementation, and evaluation of an eLearning project. Prerequisites: A grade of C or better in ELN202.

**ELN290AA 1 Credit**
*eLearning Design Internship*
eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Note: Course Note: ELN290AA may be repeated for a total of three (3) credit hours.

**ELN290AB 2 Credits**
*eLearning Design Internship*
eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Note: Course Note: ELN290AB may be repeated for a total of four (4) credit hours.

**ELN290AC 3 Credits**
*eLearning Design Internship*
eLearning design work experience in industry or education. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division.

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**Emergency Medical Technology (EMT)**

**EMT104* 8 Credits**
*BASIC EMERGENCY MEDICAL TECHNOLOGY*
Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

*Courses offered through an Educational Partnership and Customized Training program only.*
EMT200* 2 Credits
Refresher Course for Certified Emergency Medical Technicians
Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of instructor.

English (ENG)

ENG061 3 Credits
Basic Writing Skills
Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1500 words in total. Prerequisites: Appropriate English placement test score or permission of department/division chair. Course Note: Through six or more writing projects comprising at least 1500 words (final drafts), the student will demonstrate an understanding of writing as a process through the ability to complete the ENG081 competencies.

ENG071 3 Credits
Fundamentals of Writing
Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: Appropriate English placement test score or permission of department/division chair. Course Note: Through five or more writing projects comprising at least 2000 words (final drafts), the student will demonstrate an understanding of writing as a process through the ability to complete the ENG091 competencies.

ENG101 3 Credits
First-Year Composition
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 English placement test score or (a grade of “C” or better in ENG091).

ENG107 3 Credits
First-Year Composition for ESL
Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate ASSET/COMPASS placement test score, or a grade of “C” or better in ENG091 or ESL077. Course Note: Through four or more writing projects comprising at least 3,000 words in total, the student will demonstrate an understanding of writing as a process per the course competencies.

ENG108 3 Credits
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C, or better, in ENG107.

ENG109 3 Credits
Business Writing for ESL
ESL (English as a second language) focus: Writing business letters and memos with an emphasis on persuasion and organization. Prerequisites: Appropriate ESL or ASSET placement test score, or a grade of “C” (ENG107, or ENG108, or ENG101, or ENG102, or ENG111), or permission of instructor.

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.

*Courses offered through an Educational Partnership and Customized Training program only.
## English as a Second Language (ESL)

### 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.

### ENG298AA 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: Permission of Program Director or instructor.

### ESL010 3 Credits

**English as a Second Language I: Grammar**
First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

### ESL010AA 1 Credit

**English as a Second Language I: Grammar**
First module of the first level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Grade of "P" or “C” or better in ESL010AB.

### ESL010AB 1 Credit

**English as a Second Language I: Grammar**
Second module of the first level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Grade of "P" or “C” or better in ESL010AA.

### ESL010AC 1 Credit

**English as a Second Language I: Grammar**
Third module of the first level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Grade of “P” or “C” or better in ESL010AB.

### ESL011 3 Credits

**English as a Second Language I: Listening and Speaking**
Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002.

### ESL013 1 Credit

**Vocabulary for ESL I**
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

### ESL014 1 Credit

**Idiomatic English for ESL I**
Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

### ESL020 3 Credits

**English as a Second Language II: Grammar**
Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).
ESL020AA 1 Credit
English as a Second Language II: Grammar
First module of the second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building, and grammar with some reading and sentence-to-paragraph-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score, or grade of “P” or “C” or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

ESL020AB 1 Credit
English as a Second Language II: Grammar
Second module of the second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building, and grammar with some reading and sentence-to-paragraph-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Grade of “P” or “C” or better in ESL020AA.

ESL020AC 1 Credit
English as a Second Language II: Grammar
Third module of the second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building, and grammar with some reading and sentence-to-paragraph-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. Prerequisites: Grade of “P” or “C” or better in ESL020AB.

ESL031 3 Credits
English as a Second Language III: Listening and Speaking
Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL040 3 Credits
English as a Second Language IV: Grammar
Fourth-level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).

ESL041 3 Credits
English as a Second Language IV: Listening and Speaking
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL054AA 1 Credit
American Culture: History
Reading and writing about American history. Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of instructor.

ESL298AA 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: Permission of Program Director or instructor.
## Course Descriptions

### English Humanities (ENH)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENH110</td>
<td>3</td>
<td>Introduction to Literature</td>
<td>Introduction to international literature through various forms of literary expressions; 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.</td>
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<tr>
<td>ENH111</td>
<td>3</td>
<td>Literature and the American Experience</td>
<td>Introduction to the foundations and diversity of American culture through a survey of its literature, including minority and women writers. Exploration of various facets of American culture including frontier, regional, rural, and urban life; ethnic, racial, and immigrant experience; and political and social philosophies. Prerequisites: None.</td>
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<tr>
<td>ENH113</td>
<td>3</td>
<td>Writers/Directors and Current Issues</td>
<td>In-depth analysis of literary texts by contemporary writers/directors throughout the world, including essayists, journalists, playwrights, novelists, directors, short story writers, and/or poets. Examines perspectives representing a variety of cultures. Critical responses to current issues of worldwide interest examined, including topics as environment, technology, medicine, economics, politics, education, human rights, law and order. Prerequisites: None.</td>
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<tr>
<td>ENH201</td>
<td>3</td>
<td>World Literature Through the Renaissance</td>
<td>Examines a selection of the world's literary masterpieces within their cultural contexts from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis. Prerequisites: None.</td>
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<tr>
<td>ENH202</td>
<td>3</td>
<td>World Literature After the Renaissance</td>
<td>Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.</td>
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</tr>
<tr>
<td>ENH214</td>
<td>3</td>
<td>Poetry Study</td>
<td>Involves reading, discussing, and analyzing poetry of various forms and from selected periods. Prerequisites: None.</td>
<td></td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

English Humanities • Family and Consumer Science • Fire Science Technology

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.

ENH290 3 Credits
Modern Irish Literature and Culture
Literature of Ireland from 1880 to the present. Examines how uniquely Irish themes have been reflected in high and popular culture and how these cultures and themes have influenced Ireland’s literary tradition. 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.

Family and Consumer Science (FCS)

FCS250 3 Credits
Portfolio Development and Professional Writing
Techniques of portfolio development to document prior learning gained through experience, training, and/or previous education. Includes study of learning styles and levels, analysis of personal and vocational experiences, synthesis of these with competencies for specific courses, and integration of the above with other material to create a portfolio to be introduced for evaluation for credit. Prerequisites: Completion of twelve (12) credit hours of CFS and/or FCS coursework and permission of Program Coordinator.

FCS260 1 Credit
Family and Consumer Science Internship
Work experience in community-based, family-focused service and/or educational organizations. 80 hours of designated work per credit. Prerequisites: Permission of instructor.

Fire Science Technology (FSC)

FSC102* 11 Credits
Fire Department Operations
Introductory fire science course primarily designed for the 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: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

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.

FSC106* 3 Credits
Introduction to Fire Protection
History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire-fighting. Also includes emergency medical services and fire prevention. 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.

*Courses offered through an Educational Partnership and Customized Training program only.
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

Skills and abilities required for entry level position in the fire service including physical ability, and stamina. Opportunity to take the International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course. Prerequisites: None.

Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

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.

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.

Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

Arson Investigation
Investigative techniques used in analyzing suspected arson scenes, motives, and collection of physical evidence. Prerequisites: None.

Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use 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 predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens, school cafeterias, and industrial facilities. Prerequisites: None.

Preparation for and certification in a national food sanitation program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

Customer service principles and procedures in commercial food service operations. Focuses on experiences in busing, waiter/waitressing, hosting, and beverage preparation in a coffee shop or at catered events. Emphasis on professionalism. Includes principles of safety and sanitation. Prerequisites: None.
COURSE DESCRIPTIONS

FON241 3 Credits
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: None.

FON241LL 1 Credit
Principles of Human Nutrition Laboratory
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

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: FRE101 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: FRE102 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: FRE201 with a grade of “C” or better or three years of high school French with an average of “C” or better.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

French • General Business

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 discussion in French. Emphasis on enhancing reading, writing and speaking skills. Prerequisites: FRE202 or departmental approval.

FRE266  3 Credits
Advanced French II
Continuation of FRE265, Reading selections from French literature, written reports, and discussions in French designed to further develop reading, writing and speaking skills. Prerequisites: FRE202 or departmental approval.

General Business (GBS)

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.

GBS126*  1 Credit
Writing Resumes
Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. Prerequisites: None.

GBS131  3 Credits
Business Calculations
Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

GBS132  3 Credits
Personal and Family Financial Security
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. 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.

GBS161  3 Credits
Mathematics of Business
Applications of basic financial mathematics; includes interest, financial statement, stocks and bonds, and international business. Prerequisites: GBS131, or MAT102, or permission of department/division.

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 MAT150, or MAT151, or MAT152) 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. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of “C” or better in GBS220.

GBS233  3 Credits
Business Communication
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of “C” or better, or permission or 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.

*Courses offered through an Educational Partnership and Customized Training program only.
GBS263 3 Credits
**Personal Insurance**
Analysis of personal loss exposures and personal insurance coverages including homeowner's, other dwelling coverage, personal liability, auto, life, health, and government programs. Prerequisites: GBS258 or permission of the instructor.

GBS264 3 Credits
**Commercial Insurance**
Analysis of commercial coverages including property, business income, inland marine, ocean marine, crime, boiler, general liability, auto, and worker's compensation. Analysis of loss exposures and explanation of coverage parts. Prerequisites: GBS258 or permission of instructor.

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**General Technology (GTC)**

GTC107* 3 Credits
**Technical Mathematics I**
Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of hand held calculator. Technology related problems. Recommended for all technology students except electronics. Prerequisites: None.

GTC121* 3 Credits
**Construction Estimating I**
Fundamentals of determining quantities of material, equipment and labor for given project. Includes procedures used in applying proper unit costs to these items. Prerequisites: None.

GTC127* 3 Credits
**Beginning Woodworking**
Woodworking fundamentals and applications including basic construction, wood preparation, finishing techniques, and project material calculation. Emphasis on safe and proper use of hand tools and both stationary and portable power tools. Prerequisites: None.

GTC128* 3 Credits
**Intermediate Woodworking**
Development and application of basic woodworking skills; emphasis on planning a project; calculating and buying needed materials, jointery, wood preparation and finishing techniques. Prerequisites: GTC127 or previous woodworking experience.

GTC130* 3 Credits
**Furniture Construction I**
Process of building a piece of furniture including calculating and buying needed material, using tools properly and safely (hand tools and machines), jointery, wood preparation and basic finishing techniques. Prerequisites: None.

GTC131* 3 Credits
**Furniture Construction II**
Continuation of GTC130 including special set-ups on machines, special joints, adhesives, special finishes, panel doors, panel drawers, metal drawer guides and plastic laminates. Prerequisites: GTC130 or departmental permission.

GTC132* 3 Credits
**Wood Finishing**
Introduction to the materials, processes, and sequences used in applying a variety of finishes to various wood types. Includes abrasives, stains, fillers, surface coats, tools and equipment, and basic refinishing techniques. Prerequisites: None.

GTC134* 3 Credits
**Introduction to Cabinetmaking**
Cutting, shaping, assembling, and finishing of articles of furniture or fixtures; stresses safe use of hand and power tools. Prerequisites: None.

GTC145* 3 Credits
**Advanced Cabinetmaking**
Advanced types and methods of construction as applied to building projects. Prerequisites: GTC144, or departmental permission.

GTC156* 3 Credits
**Furniture Upholstery I**
Techniques of general furniture upholstery, operations of webbing, springing, stuffing, trimming, sewing and cushion making on approved student-selected projects. Prerequisites: None.

GTC175* 3 Credits
**Furniture Upholstery II**
Application and use of modern materials and tools, button tufting, channel construction, and special trim effects. Prerequisites: GTC156 or departmental permission.

GTC182* 3 Credits
**Building Construction Methods I**
Basics of building construction from job site selection through exterior finish of the shell. Focuses mainly on residential construction for the consumer. Includes blueprints, estimating materials and labor, work scheduling, job layout, foundations, framing, and exterior finish. Energy conservation, safety, and building codes discussed throughout the course. Prerequisites: None.

GTC216* 3 Credits
**Properties of Materials**
Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS
Geography • Geology • German

Geography (GCU, GPH)

GCU121 3 Credits
World Geography I: 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.

GPH111 4 Credits
Introduction to Physical Geography
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH112 3 Credits
Introduction to Physical Geography
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH113 1 Credit
Introduction to Physical Geography Lab
Laboratory experience in support of GPH112. Prerequisites or Corequisites: GPH112.

GPH194 1 Credit
Special Topics in Physical Geography
Detailed study of specific regions, topics, or current issues in physical geography. Emphasis on relationships within and between the atmosphere, lithosphere, hydrosphere, biosphere, and how humans relate to their environment. Topics may include environmental ecosystems, physical processes (i.e., weather, climate, geomorphology, oceanography), natural resources and the impacts of human population (i.e., pollution, politics, religion, economic activities). Prerequisites: None.

Geology (GLG)

GLG101 3 Credits
Introduction to Geology I - Physical Lecture
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102 3 Credits
Introduction to Geology II - Historical Lecture
Outlines the origin and history of the earth with emphasis on North America--its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103 1 Credit
Introduction to Geology I - Physical Lab
May accompany GLG101. Study of common rock-forming materials, rocks, and maps. Prerequisites: None.

GLG104 1 Credit
Intro to Geology II-Historical Lab
May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

GLG110 3 Credits
Geologic Disasters and the Environment
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

GLG111 1 Credit
Geological Disasters and the Environment Lab
May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

GLG140 3 Credits
Introduction to Oceanography
Investigates the marine environment in terms of basic scientific concepts. Emphasizes the impact of ocean pollutants, climate fluctuations, and resources from the sea. Prerequisites: None.

German (GER)

GER101 4 Credits
Elementary German I
Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

GER102 4 Credits
Elementary German II
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 4 Credits
Intermediate German I
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 4 Credits
Intermediate German II
Continued development of German language skills and continued study of the German culture. Prerequisites: GER201, or equivalent, or departmental approval.
Health Related (HCC, HCE, HCR, HES)

Includes the following prefixes:
HCC - Health Core Curriculum,
HCE -- Health Care Education;
HCR - Health Care Related,
HES - Health Science, and

HCC101 0.5 Credit
Health Care Today
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’s rights and quality of care. Prerequisites: None.

HCC103 0.5 Credit
Workplace Behavior in Health Care
Health care and life values. Definition and importance of values and ethics. Work ethic behaviors essential for the health care worker. Professional code of ethics, worker’s rights and responsibilities. Prerequisites: None.

HCC105 0.5 Credit
Personal Wellness and Safety
Healthful living practices such as nutrition, stress management, and exercise. Use of principles of body mechanics in daily living activities. OSHA standard precautions. Prerequisites: None.

HCC107 1 Credit
Communication and Team Work in Health Care Organizations
Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC109 0.5 Credit
CPR for the Health Care Provider
Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automated, external defibrillation and resuscitation equipment. Prerequisites: None.

HCC130 3 Credits
Fundamentals in Health Care Delivery
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. Workers 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 0.5 Credit
Health Care Today
Overview of current health care professions including career and labor market information. Health care delivery systems, third-party payers, and facility ownership. Health organization structure, patient rights and quality of care. Prerequisites: None.

HCC130AB 0.5 Credit
Workplace Behaviors in Health Care
Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Prerequisites: None.

HCC130AC 0.5 Credit
Personal Wellness and Safety
Introduces healthful living practices to include nutrition stress management and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.

HCC130AD 0.5 Credit
Communication and Teamwork in Health Care Organizations
Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AE 0.5 Credit
Legal Issues in Health Care
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.
**COURSE DESCRIPTIONS**

**Health Related**

**HCC130AF**  
0.5 Credit  
**Decision Making in the Health Care Setting**  
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**  
2 Credits  
**Medical Terminology for Health Care Workers**  
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**  
1 Credit  
**Medical Terminology for Specialty Areas**  
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**  
3 Credits  
**Medical Terminology for Health Care Workers**  
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**  
1 Credit  
**Medical Terminology for Health Care Worker I**  
Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

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

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

**HCC146**  
2 Credits  
**Common Medical Terminology for Health Care Workers**  
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**  
0.5 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**  
0.5 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.

**HCE114**  
0.5 Credit  
**Refresher Course for Phlebotomists**  
Review of phlebotomy theory and practices including equipment, procedures, and special considerations. Reinforces basic skills and competencies of phlebotomy techniques for trained phlebotomists currently working in the field. Prerequisites: Must be currently employed as a phlebotomist or permission of the Program Director.

**HCR230**  
3 Credits  
**Culture and Health**  
Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None.
COURSE DESCRIPTIONS
Health Related • History

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 BIO205 or equivalent.

HES100 3 Credits
**Healthful Living**
Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HIS145 3 Credits
**History of Mexico**
Survey of the political, economic, and social forces which have shaped the development of Mexico from pre-Columbian times to the present. 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.

History (HIS)

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 the 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.
Human Services Administration (HSA)

HSA101* 1 Credit
Medical Assistance Customer Service
An examination of Federal, State and county government agencies and the Arizona Health Care Cost Containment System (AHCCCS). Basic application and verifications processes introduced. 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 stamps eligibility and medical assistance referrals. Includes introduction to eligibility and medical assistance referral process, interviewing techniques, initial applications and forms processing. Prerequisites: None.

HSA115* 2 Credits
Family Assistance Administration Office Support I
Family Assistance Administration (FAA) office support procedures. Covers programs, confidentiality, and use of the Arizona Technical Eligibility Computer System (AZTECS). Also includes scheduling, screening, and documentation policies and procedures. Prerequisites: Permission of Department or Division.

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.

HSA117* 2 Credits
Family Assistance Administration Office Support II
Family Assistance Administration office support registration procedures. Includes conditions for special registration, error correction, and list building. Also covers processing timeframes, rescheduling, and dealing with social engineering. Prerequisites or Corequisites: HSA115.

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.

HSA132* 2 Credits
Family Assistance Administration Management
Family assistance office management responsibilities. Covers workload management including forecasting, reports, and resource allocation. Also includes local office areas of supervision and evaluation. Prerequisites: Permission of Department or Division.

HSA165* 1 Credit
Case Reading System for Government Assistance Program
Overview of the case tracking system. Examine ways to monitor employee performance using reports. Includes critical thinking and program evaluation skills. Prerequisites: Permission of department.

HSA166* 1 Credit
Reading and Interpreting Government Assistance Reports
Knowledge of how to generate and read reports for government assistance programs. Evaluate data and make adjustments according to the unit or individual worker’s performance. Apply workload management principles when setting departmental goal. Prerequisites: Permission of department.

HSA167* 2 Credits
Government Assistance Office Management
Development of skills to manage employees in the government assistance setting. Overview of management philosophies and techniques for effective time management, performance evaluation, and communications. Prerequisites: Permission of department.

HSA200* 2 Credits
Introduction to Arizona Health Care Cost Containment System (AHCCCS)
Introduction to 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.

*Courses offered through an Educational Partnership and Customized Training program only.
HSA202* 2 Credits
Arizona Long Term Care System (ALTCS): Eligibility
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 ACE (AHCCCS (Arizona Health Care Cost Containment System) Customer Eligibility) Interactive Interview. Prerequisites: None.

HSA204* 3 Credits
Arizona Long Term Care System (ALTCS): Advanced Eligibility
Covers advanced eligibility topics such as income, Share of Cost for social security recipients, transfer policies, trust policy, and Community Spouse eligibility. Prerequisites: None.

HSA206* 2 Credits
Arizona Long Term Care System (ALTCS): Advanced Eligibility Topics
Overview of Arizona Long Term Care System (ALTCS) case management, acute care requirements, and non-covered medical expenses. Prerequisites: None.

HSA208* 2 Credits
Arizona Long Term Care System (ALTCS): Non-Financial Eligibility
Non-financial requirements of Arizona Long Term Care System (ALTCS) eligibility and investigative interviewing techniques. Prerequisites: None.

HSA209* 2 Credits
Computerized Systems for Eligibility Specialist
Computer systems and database for eligibility specialists. Usage, navigation, and practice of each system. Includes search function and data interpretation. Prerequisites: None.

HSA210* 3 Credits
Arizona Long Term Care System (ALTCS): Resources and Income
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.

HSA211* 2 Credits
Eligibility Specialist I
Overview of job responsibilities and agency functions for eligibility specialists. Includes organizational history, mission, and structure. Examines basic case processing steps. Prerequisites: None.

HSA213* 2 Credits
Eligibility Specialist II
Additional basic knowledge for eligibility specialists. Covers the application process and timeline. Uses different online tools to manage cases. Prerequisites or Corequisites: HSA211.

HSA215* 3 Credits
Eligibility Introductory Lab
Introductory lab for eligibility specialists. Includes data verification, documentation and referrals. Processing eligibility cases emphasized. Prerequisites: None.

HSA217* 1 Credit
Medical Assistance Eligibility Specialist I
Training for medical assistance eligibility specialists. Steps to access external computer database for information. Reviews confidentiality and sensitive information handling procedures. Prerequisites: None.

HSA219* 2 Credits
Medical Assistance Eligibility Specialist II
Concepts and processing steps for medical assistance eligibility specialists. Familiarizes with the renewal process and allocation guidelines. Uses computerized systems to handle client accounts. Prerequisites or Corequisites: HSA217.

HSA221* 3 Credits
Eligibility Advanced Lab
Advanced lab for eligibility specialists. Interviewing of applicants included. Processing new and renewal eligibility cases emphasized. Prerequisites: HSA215.

HSA222* 2 Credits
Advanced Eligibility Determination II
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: HSA222.

*Courses offered through an Educational Partnership and Customized Training program only.
HSA226* 2 Credits
Advanced Eligibility Determination III
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: HSA224.

HSA230* 1 Credit
KidsCare Health Insurance I
Information and computer system knowledge for KidsCare health insurance eligibility specialists. Covers premium waiver and hearing request process. Examines various commonly used computer systems. Prerequisites: None.

HSA232* 2 Credits
KidsCare Health Insurance II
Training for KidsCare health insurance eligibility specialists. In-depth knowledge on income levels and budget units. Review computer system usage and processing steps. Prerequisites or Corequisites: HSA230.

Humanities (HUM)

HUM101 3 Credits
General Humanities
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.

HUM108 3 Credits
Contemporary Humanities
An exploration of human expression in contemporary arts and sciences. Prerequisites: None.

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-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Admission to the College Honors Program or Permission of Instructor.

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
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

HUM251 3 Credits
Ideas and Values in the Humanities
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures. Prerequisites: ENG101.

Industry (IND)

IND110* 1 Credit
Introduction to the Printing Industry
Brief history/introduction to graphic arts technologies including printing, photography, graphics and text. Safety and health practices, job estimating and trade customs as well as legal restrictions and requirements covered. Prerequisites: None.

IND111* 3 Credits
Paper, Binding and Finishing Techniques
Finishing techniques and binding styles of paper. Covers paper properties, requirements, and grades. Various finishing and binding styles emphasized. 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.

Information Studies (IFS)

IFS101 3 Credits
Information Skills in the Digital Age
Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information. Prerequisite: ENG101, or ENG107, or equivalent.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS
Integrate Studies • Japanese • Latin • Law Enforcement Technology

Integrated Studies (IGS)

IGS291 3 Credits
Studies in Global Awareness
Interdisciplinary examination of selected topics in global awareness. Study of the human organization and modern global interdependence. Selected topics vary. Prerequisites: ENG101, or ENG107, or equivalent.

IGS294 3 Credits
Integrative Study of the Future
Integrative and interdisciplinary study of the future. Critical inquiry of the future from historical, philosophical, literary, scientific, social, psychological, and religious perspectives. Comprehensive review of contemporary scientific-technological, environmental, and global and cultural trends and possible directions in the future. Synthesis of theoretical knowledge and practical and personal applications. Prerequisites: ENG101 or ENG107 or equivalent.

Japanese (JPN)

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: JPN101 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: JPN102 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: JPN201 or equivalent.

Latin (LAT)

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: LAT101 or permission of instructor.

LAT201 4 Credits
Intermediate Latin I
Introduction to translation techniques using selections from various authors; emphasis on use of primary texts. Prerequisites: LAT102.

LAT202 4 Credits
Intermediate Latin II
Refinement of translation techniques using selections from Virgil’s Aeneid; emphasis on use of language and meter. Prerequisites: LAT201.

Law Enforcement Technology (LET)

LET100* 1 Credit
Introduction to Law Enforcement Technology
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.

LET102* 4 Credits
Criminal Investigation
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.

LET106 2 Credits
Patrol Procedures
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: None.

*Courses offered through an Educational Partnership and Customized Training program only.
**COURSE DESCRIPTIONS**

**Law Enforcement Technology**

**LET109  2 Credits**

**Criminal Law**
Overview of the basic concepts and terminology of statutory law. Examination of some of the most frequently used sections. Prerequisites: None.

**LET110  3 Credits**

**Fundamentals of Law Enforcement**
Overview of law enforcement fundamentals and components of the criminal justice system. Covers various aspects of law enforcement including the history, management and supervision, ethics and professionalism, stress management as well as victimology, interpersonal communication, crime prevention and community policing issues. Prerequisites: None.

**LET111*  2 Credits**

**Tactical Driving**
Overview of basic defensive driving techniques, dynamics of moving vehicles, 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.

**LET119*  1 Credit**

**Community Relations**
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.

**LET125  2 Credits**

**Legal Aspects of Law Enforcement**
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, rule of evidence, and courtroom proceedings. Prerequisites: None.

**LET127  2 Credits**

**Field Problems**
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: None.

**LET130*  2 Credits**

**Detention Officer Training**
Introduction to the detention field. Includes officer responsibilities with regards to discipline, conduct and dealing with inmates in the legal system. Examination of detention services, philosophy and goals also covered. Constitutional Amendments, law enforcement ethics and corruption included. Prerequisites: Permission of Department or Division.

**LET132*  3 Credits**

**Introduction to Correctional Law**
Introduction to the legal and constitutional rights of inmates. Pre-trial, sentencing, and probation processes covered. Court cases with regards to enforcement personnel and custodial agencies discussed. Also covers inmate discipline and types of force. Prerequisites: LET130.

**LET134*  2 Credits**

**Special Needs Issues and Communication**
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: LET132.

**LET135*  2 Credits**

**Problem Solving and Crisis Management**
Further examination of management techniques and tools within the detention facilities. Crisis intervention techniques covered. Also includes medical screening, inmate grievances, inmate disciplinary reports, and the reclassification system. Prerequisites: LET134.

**LET136*  2 Credits**

**Detention Security Procedures**
Security procedures within the detention facilities. Officer responsibilities with regards to contraband, facility security, and key/tool control. Procedures for conducting searches, security walks, headcounts, and the proper use of restraints. Dealing with hostage and emergency situations covered. Prerequisites: LET135.

**LET138*  1 Credit**

**Detention Officer Emergency Procedures**
Techniques for managing emergency situations in the detention facility including fires and medical emergencies. Skills for administering first aid and cardiopulmonary resuscitation (CPR). Procedures for using control devices. Includes Occupational Safety and Health Administration (OSHA) safety equipment and methods as well as Sudden In-Custody Death (SICD) procedures. Prerequisites: LET136.

*Courses offered through an Educational Partnership and Customized Training program only.*
COURSE DESCRIPTIONS

Law Enforcement Technology

LET139* 2 Credits
**Detention Facility Training**
Daily procedures for managing the detention facility. Includes procedures for processing inmate needs and requests, completing departmental reports and crime scene management. Operational procedures also covered. Prerequisites: LET138.

LET141* 4 Credits
**Detention Defensive Tactics**
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: Permission of Department or Division.

LET143* 3 Credits
**Physical Conditioning and Wellness**
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* 5 Credits
**Arrest/Defense Tactics**
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.

LET146 1 Credit
**Officer Survival**
Overview of skills and techniques for officer survival. Tactical thinking, critical incident stress, entry techniques and emergency plans as well as basic high risk traffic stops and search warrants covered. Limitations of the mind and body in a crisis also covered. Prerequisites: None.

LET150* 3 Credits
**Firearms I**
Overview of firearms usage. Covers firearms safety and nomenclature, basic firearms usage techniques, and firearms care and cleaning. Prerequisites: Departmental approval.

LET151* 2 Credits
**Firearms II**
Practical application of firearms usage. Covers loading and unloading ammunition, firearm safety, daytime and nighttime firing techniques and shooting positions. Emphasis on qualification courses. Prerequisites or Corequisites: LET150.

LET152* 2 Credits
**Tactical Weapons**
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 3 Credits
**General Instructor Certification**
Designed to aid person responsible for training in the workplace. Emphasis on motivating the adult learner, systematic training, planning and evaluating performance. Prerequisites: None.

LET156 2 Credits
**First Aid**
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: None.

LET160* 1 Credit
**Correctional System Ethics and Professionalism**
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* 3 Credits
**Correctional Sergeant’s Leadership Procedures**
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* 3 Credits
**Introduction to Inmate Management**
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.

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.

*Courses offered through an Educational Partnership and Customized Training program only.


**LET166* 2 Credits**  
**Correction Officers Safety and Weapon 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 I**  
Procedures for dealing with inmate security. Includes progressive behavior control and protective segregation. Inmate count, personal property inventory, mail handling procedures, and forced cell move procedures also covered. Prerequisites: Permission of Department.

**LET169* 3 Credits**  
**Inmate Security Procedures II**  
Security procedures for handling inmates. Covers searches, contraband, monitoring of inmates and perimeter checks. Transportation of inmates, use of restraints and driving skills including preventable collisions included. Prerequisites or Corequisites: LET168.

**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 communication 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 (POPAT) standards. Also covers basic human anatomy, strength training and aerobic conditioning as well as nutrition and prevention of injuries. Prerequisites: Department approval.

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*Courses offered through an Educational Partnership and Customized Training program only.*
COURSE DESCRIPTIONS

Law Enforcement Technology

LET202  2 Credits
Traffic Procedures
Overview of traffic procedures. Includes citations and warnings, traffic control, accident investigation, and dealing with impaired drivers. Prerequisites: None.

LET203  2 Credits
Report Writing
Overview of types of parts of reports. Includes elements of composition; characteristics of reports; substance; conclusions; statistics; accurate and complete descriptions of person and property; and the importance of notes, their preservation, and final use. Prerequisites: None.

LET211  2 Credits
Criminalistics
Study of fingerprinting, crime scene processing, preliminary investigations and crime scene management. Prerequisites: None.

LET223  1 Credit
Search and Seizure
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: None.

LET224  4 Credits
Crime Scene Investigations
Techniques for conducting a crime scene investigation. Includes crime scene documentation and artist sketching as well as the identification, preservation and collection of evidence. Interviews and interrogations, information sources and report preparation also covered. Prerequisites: None.

LET225  4 Credits
Investigator Training
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 of experience as a police officer and nine semester hours related college courses.

LET226  6 Credits
Arrest and Defense Tactics Instructor Training
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  2 Credits
High Risk Situations/Instructor Training
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.

LET241  3 Credits
Public Safety Report Writing
Overview of public safety report preparation and writing. Emphasis on critical thinking and communication skills. Field notes and report preparation steps as well as format and characteristics included. Also covers public safety report usage. Prerequisites: None.

LET250*  2 Credits
DUI Detection
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 detention techniques. Prerequisites: Departmental approval.

LET260*  3 Credits
Traffic Accident Investigation
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*  4 Credits
Field Training: Phase I
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*  5 Credits
Field Training: Phase II
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*  5 Credits
Field Training: Phase III
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.

*Courses offered through an Educational Partnership and Customized Training program only.
LET279AD*  4 Credits  
Field Training: Phase IV  
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.

LET282  4 Credits  
Police Roles and Responsibilities  
Analysis of the various roles and responsibilities of law enforcement agencies and officers. Interaction with other elements of the criminal justice system included. Also covers jurisdiction issues and relationships, adult justice systems and juvenile justice systems. Prerequisites: None.

LET284  4 Credits  
Professionalism Within Policing  
Examination of police authority and responsibilities with an emphasis on ethical decision-making. Includes organizational strategies for promoting high levels of integrity and professionalism. Case law with relation to organizational and individual officer liability also covered. Prerequisites: None.

LET285AA  1 Credit  
Current Issues in Law Enforcement Technology  
Course in law enforcement technology with an emphasis on current issues not covered in other law enforcement courses. Prerequisites: None. Course Note: May be repeated for a total of four (4) credit hours.

LET285BA  2 Credits  
Current Issues in Law Enforcement Technology  
Course in law enforcement technology with an emphasis on current issues not covered in other law enforcement courses. Prerequisites: None. Course Note: May be repeated for a total of four (4) credit hours.

LET285CA  3 Credits  
Current Issues in Law Enforcement Technology  
Course in law enforcement technology with an emphasis on current issues not covered in other law enforcement courses. Prerequisites: None. Course Note: May be repeated for a total of four (4) credit hours.

LET286  4 Credits  
Modern Policing Strategies  
Overview of community policing programs and problem-solving models. Covers the origins, meaning and development of policing programs. Contemporary programs covering the implementation and evaluation of community policing strategies are emphasized. Prerequisites: None.

Library Skills (LBS)  

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 (MGT)  

MGT101  3 Credits  
Techniques of Supervision  
Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

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.

MGT179  3 Credits  
Utilizing the Human Resources Department  
Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training, and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS
Management • Marketing • Mathematics

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, advertisement 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: Department 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 employees in labor-management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT286AD  1 Credit
Interviewing Techniques
Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes applicant interviewing and reference checking as a function within a human resources division. Prerequisites: MGT276 or permission of department.

Marketing (MKT)

MKT268  3 Credits
Merchandising
Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

MKT271  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.

Mathematics (MAT)

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
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of “C” or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.
**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 MAT082, 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 MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District Placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT121 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 MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District Placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT122 3 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 "B" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT142 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. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on the District placement exam. Course Note: Appropriate for the student whose major does not require college algebra or precalculus.

**MAT151 4 Credits**

**College Algebra/Functions**
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

**MAT156 3 Credits**

**Mathematics for Elementary Teachers I**
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

**MAT157 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. Prerequisites: MAT156 or equivalent.

**MAT172 3 Credits**

**Finite Mathematics**
An introduction to the mathematics required for the study of social and behavioral sciences. Includes combinatorics, probability, descriptive statistics, matrix algebra, linear programming and the mathematics of finance. Includes applications of technology in problem-solving. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.
MAT182 3 Credits
Plane Trigonometry
A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of “C” or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

MAT187 5 Credits
Precalculus
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of “B” or better in MAT120, MAT121 or MAT122, or equivalent, or satisfactory score on a placement test. Course Note: Strongly recommended that students have some knowledge of trigonometry.

MAT206 3 Credits
Elements of Statistics
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of “C” or better in MAT140 or MAT141 or MAT142) or (A grade of “C” or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212 3 Credits
Brief Calculus
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of “C” or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT220 5 Credits
Calculus with Analytic Geometry I
Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of “C” or better in (MAT150 or MAT151 or MAT152 and MAT182) or MAT187 or equivalent or satisfactory score on district placement exam. Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.

MAT221 4 Credits
Calculus with Analytic Geometry I
Limits, continuity, differential and integral calculus of functions of one variable. Grade of “C” or better in (MAT150 or MAT151 or MAT152 and MAT182) or MAT187 or equivalent or satisfactory score on district placement exam. Course Note: Student may receive credit for only one of the following: MAT220 or MAT221.

MAT231 4 Credits
Calculus with Analytic Geometry II
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of “C” or better in MAT220, or MAT221, or equivalent. Course Note: Student may receive credit for only one of the following: MAT230 or MAT231.

MAT241 4 Credits
Calculus with Analytic Geometry III
Multivariate calculus including vectors, vector- valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of “C” or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241.

MAT262 3 Credits
Differential Equations
Ordinary differential equations with applications including LaPlace transforms with numerical methods. Prerequisites: Grade of “C” or better in MAT230 or MAT231 or equivalent.

Music: History/Literature (MHL)

MHL140 3 Credits
Survey of Music History
Study of composers, compositions, styles, and periods in music history. Prerequisites: None.

MHL143 3 Credits
Music in World Cultures
Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 3 Credits
American Jazz and Popular Music
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800’s to present. Prerequisites: None.

MHL153 3 Credits
Rock Music and Culture
History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.
Nursing (NCE, NUR)

**NCE232  3 Credits**

**Health Assessment of the School Age Child**

Comprehensive health assessment foundation. Development of interviewing skills, obtaining health histories, and conducting physical examinations on the school age child. Identification and management of minor illnesses and health problems common to school age children. Prerequisites: School nurse or current Registered Nurse (RN) licensure.

**NCE234  3 Credits**

**Fundamentals of School Nursing Practice**

Assessment, development, implementation and evaluation of school health programming. Focus on nursing theory as it relates to school health programming. Program management, professional development, dealing with change, health education, interdisciplinary interaction and the role of the professional nurse in the school setting. Prerequisites: School nurse or current registered nurse (RN) licensure.

**NUR111  4 Credits**

**Nursing Process and Critical Thinking I**

Overview of nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients with selected alterations in health including psychological/mental health disorders. Emphasis on use of nursing process in the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Requires application of previous knowledge of physical, biological, and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing programs. Corequisites: NUR118 or permission of Nursing Department chairperson.

**NUR117  2 Credits**

**Pharmacology and Medication Administration I**

Introduction to pharmacology. Includes foundation knowledge and skills instruction. Emphasis on core medication prototypes and skills necessary for safe administration of selected medication categories. Concepts of medication administration by selected routes introduced. Application of previous knowledge of physical, biological and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing Programs.

**NUR118  4 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 long term care and acute settings. Application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention, and health restoration, as well as concepts of pathophysiology, nutrition, and communication. Prerequisites: Admission into the Practical Nursing or Nursing Programs. Corequisites: NUR111 or permission of Nursing Department chairperson.

**NUR121  4 Credits**

**Nursing Process and Critical Thinking II**

Nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of adult and geriatric clients with selected alterations in health. Introduces human growth and developmental principles. Introduction to care of newborn, pediatric, well childbearing clients, and childrearing families. Continuation of the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Application of previous knowledge of physical, biological, social, and nursing sciences. Prerequisites: NUR111, NUR117, and (NUR118 or NUR119). Corequisites: NUR128 or permission of Nursing Department chairperson.

**NUR127  2 Credits**

**Pharmacology and Medication Administration II**

Continues emphasis on core medication prototypes and skills. Emphasis on critical thinking skills for safe practice in medication administration. Introduces concepts of venipuncture and initiation of IV access. Requires application of previous knowledge of physical, biological, social and nursing sciences. Prerequisites: NUR111, NUR117, and (NUR118 or NUR119).

**NUR128  4 Credits**

**Nursing Science II**

Continuation of application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients with alterations in health. Provides clinical experiences with adult, pediatric, well childbearing clients and childrearing families in a variety of acute care and community settings. Application of nursing concepts in the development of care plans as well as concepts of pathophysiology, nutrition, and communication. Includes participation in client teaching and discharge planning. Prerequisites: NUR111, NUR117, and NUR118. Corequisites: NUR121 or permission of Nursing Department chairperson.
COURSE DESCRIPTIONS

Nursing

NUR151 10 Credits
Nursing Theory and Science I
Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Includes information technology in planning, documenting, and evaluating client care. Prerequisites: Admission into the Nursing Program.

NUR171 8 Credits
Nursing Theory and Science II
Application of nursing theory and practice utilizing critical thinking based on the nursing process and evidence based practice. Holistic nursing concepts of health promotion, disease/illness prevention, and health restoration for adult and geriatric clients. Role development as the professional nurse member of the health care team. Participation in client teaching and discharge planning. Application of previous knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

NUR187 1.5 Credits
Pharmacology and Medication Administration II
Overview of selected drug classifications and categories. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Requires application of previous knowledge of physical, biological, and social sciences. Prerequisites: Permission of Nursing Department/Division Chair.

NUR231 4 Credits
Nursing Process and Critical Thinking III
Nursing and critical thinking strategies. Emphasis on complex human needs within the wellness/illness continuum in a variety of acute care and community settings. Theoretical concepts related to holistic care of adults with selected acute and chronic alterations in health and psychiatric/mental health disorders. Introduction to role of the professional nurse as member of the health care team. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR121, NUR127, and (NUR128 or NUR129). Corequisites: NUR238 or permission of Nursing Department chairperson.

NUR237 1 Credit
Pharmacology and Medication Administration III
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 advanced pain management. Application of previous knowledge of physical, biological, and social sciences. Includes an overview of parenteral medications and therapies used in selected situations. Prerequisites: NUR121, NUR127, and (NUR128 or NUR129).

NUR238 4 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 nursing scope of practice. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of nursing concepts related to health education/promotion for clients, families, and small groups. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Prerequisites: NUR121, NUR127, and NUR128. Corequisites: NUR231 or permission of Nursing Department chairperson.

NUR241 4 Credits
Nursing Process and Critical Thinking IV
Nursing and critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Includes perinatal, newborn, pediatric, and adult clients in acute care settings. Continuation of role development of the professional nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR231, NUR237, and (NUR238 or NUR239). Corequisites: NUR248 or permission of Nursing Department chairperson.

NUR248 5 Credits
Nursing Science IV
Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Prerequisites: NUR231, NUR237, and NUR238. Corequisites: NUR241 or permission of Nursing Department chairperson.
NUR251  8 Credits
Nursing Theory and Science III
Application of critical thinking strategies related to holistic care of the newborn, pediatric, and childbearing clients. Integration of concepts related to holistic care of adults and geriatric clients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (BIO202, BIO205, and NUR171) or permission of Nursing Department Chairperson.

NUR271  7 Credits
Nursing Theory and Science IV
Integration of critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Application of strategies related to holistic care of the client with psychiatric/mental health disorders. Introduction to community based care. Assimilation of professional role into practice. Evaluation of care based on the knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual beliefs of clients. Development of nurse leadership and management roles. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: NUR251 or permission of Nursing Department Chairperson.

NUR291  2 Credits
Nursing Clinical Capstone
Synthesis of the nursing process to facilitate role transition from student to graduate nurse within a preceptorship experience. Development of nurse leadership and management roles. Prerequisites: NUR271 or permission of Nursing Department Chairperson.

Nursing: Continuing Education (NCE)
For a list of course descriptions, see Nursing.

Office Automation Systems (OAS)

OAS111AA  1 Credit
Computer Keyboarding I
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

OAS118  1 Credit
10-Key by Touch
Touch system of numeric keys on ten-key pads. Prerequisites: None.

OAS124  0.5 Credit
Forms
Design and edit form documents using computer software; enter and save variable data; print forms. Prerequisites: Ability to type 30 wpm or permission of instructor.

Office Career Success (OCS)

OCS102  1 Credit
Office Career Preparation
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. Prerequisites: None.

OCS122  3 Credits
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.

Pharmacy Technology (PHT)

PHT104  1 Credit
Pharmacology for Pharmacy Technicians
Overview of pharmacology for pharmacy technicians. Includes drug conversion factors and dosage calculations as well as disease states and biopharmaceutics. Prerequisites: Permission of Department or Division.

PHT120  3 Credits
Pharmacy Technician Responsibilities
Responsibilities and skills of pharmacy technicians. Emphasis on federal and state laws, prescription entry and fulfillment, drug regulations, and drug calculations, as well as pharmaceutical products, abbreviations, and terminology. Includes inventory management, administration routes, financial issues, and pharmacy environments. Prerequisites: None.
# COURSE DESCRIPTIONS

**Philosophy (PHI)**

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<th>Course Code</th>
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**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.

**Introduction to Ethics**
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

**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.

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**Physical Education (PED)**

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**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.

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**Physics (PHY)**

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<td>PHY111</td>
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**Introduction to Physics**
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of “C” or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.

**General Physics I**
Includes motion, energy, and properties of matter. Prerequisites: MAT182, or MAT 187, or one year high school Trigonometry with a grade of C or better, or permission of Department or Division. Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

**General Physics II**
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

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**Political Science (POS)**

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**American National Government**
Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

**Issues in World Politics**
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.

**U.S. and Arizona Constitution**
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

**Arizona Constitution**
Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

**U.S. Constitution**
Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

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**Professional Growth (PGR)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PGR120AB*</td>
<td>1</td>
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<tr>
<td>PGR120AC*</td>
<td>1</td>
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<tr>
<td>PGR121*</td>
<td>1</td>
</tr>
</tbody>
</table>

**Elements of Agency Management: Interpersonal Relationship Skills**
Interpersonal relationship techniques used in working with social service agency clients. Prerequisites: None.

**Elements of Agency Management: Cultural Awareness**
Cultural factors that effect attitudes, beliefs, values, and behavior when communicating and interacting with social service agency clients. Prerequisites: None.

**Employee Development: Time and Money Management**
Techniques for managing time and money. Establishing short and long-term goals for personal financial management and time management. Prerequisites: None.

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*Courses offered through an Educational Partnership and Customized Training program only.*
**COURSE DESCRIPTIONS**

**Professional Growth • Property Management • Psychology**

**PGR122* 1 Credit**

**Employee Development: Effective Communication**

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.

**PGR123* 2 Credits**

**Employee Development: Performance Management**

Overview of employee development. Includes performance management, interpersonal relationship behaviors, and personality styles. Prerequisites: None.

**PGR124* 1 Credit**

**Employee Development: Creativity Strategies**

Course Description: Overview of creativity in employee development. Covers stages of thinking, idea stimulation strategies, and brainstorming as well as innovation strategies and style indicator. Prerequisites: None.

**PGR125* 1 Credit**

**Employee Development: Planning**

Overview of individual development plan. Includes preparation of an action plan and setting goals. Emphasis on the role of an employee and supervisor. Prerequisites: None.

**PGR126* 1 Credit**

**Employee Development: Teambuilding and Meetings**

Overview of teambuilding and meetings. Includes effective techniques and stages of teambuilding. Also covers procedures for meeting facilitation. Prerequisites: None.

**Property Management (PRM)**

**PRM10 1 Credit**

**Legal Aspects for Property Management**

Overview of property management legalities. Includes lease agreements, vendor contracts, law principles, and eviction notices. Also covers federal regulations and compliance guidelines relative to fair housing, employment law, and resident screening. Prerequisites: None. Corequisites: PRM112, PRM114, and PRM116.

**PRM12 1 Credit**

**Property Management Procedures**

Procedures for property managers. Covers effective customer service and communication skills. Includes budgets, occupancy, and methods for collecting and adjusting rent rates. Also covers property maintenance, reports and records. Prerequisites: None. Corequisites: PRM110, PRM114, and PRM116.

**PRM114 1 Credit**

**Property Risk Management**

Overview of property risk management. Includes minimizing risks, property hazards, emergency plans, and Occupational Safety and Health Administration (OSHA) standards. Also covers loss prevention and control, financing the risk, and insurance liabilities. Prerequisites: None. Corequisites: PRM110, PRM112, and PRM116.

**PRM116 1 Credit**

**Property Valuation and Market Analysis**

Overview of property valuation and property market analysis, as well as property marketing and advertising. Factors involved in investment decisions and advantages and disadvantages of property investment included. Also covers effects of demographics, property layout, features, and rent on apartment markets. Prerequisites: None. Corequisites: PRM110, PRM112, and PRM114.

**PSY101 3 Credits**

**Introduction to Psychology**

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 3 Credits**

**Introduction to Statistics**

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Considerations given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of “C” or better and MAT092 or equivalent, or permission of instructor.

*Courses offered through an Educational Partnership and Customized Training program only.*
### Psychology (PSY)

**PSY240 3 Credits**  
**Developmental Psychology**  
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of “C” or better, or permission of 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**  
**Psychology of Personality**  
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.

**PSY290AB 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.

### Public Administration (PAD)

**PAD101 3 Credits**  
**Survey of Public Administration**  
The history, present and future of public administration. Covers roles of public administrators, organizational relationships, intergovernmental relations and human resources as well as ethical issues, financial management, communication skills, and productivity issues. Prerequisites: None.

**PAD104* 3 Credits**  
**Management in the Public Sector I**  
Introduces concepts and techniques of modern management in government agencies. Emphasis is on supervisor-employee relationships and on goal orientation as a requisite in developing and maintaining a motivational work climate. Prerequisites: None.

**PAD107 3 Credits**  
**Public Finance Administration**  
Basic overview of public finance system for state and local government. Includes budgeting processes, revenue and funding sources involving taxes and revenue forecasting. Also covers capital planning, debt management, performance measurement, financial statements, and auditing. 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: None.

**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.

**PAD210* 2 Credits**  
**Fundamentals of Real Property Appraisal**  
Procedures and techniques for estimating market value of vacant and improved properties. Includes appraisal theory, assessment procedures, and appraisal/assessment techniques in addition to land description and land valuation. Also covers definitions and structure of cost and various types of cost estimates as well as procedures for determining depreciation. Prerequisites: Permission of Department or Division.

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*Courses offered through an Educational Partnership and Customized Training program only.*
### COURSE DESCRIPTIONS

**Public Administration • Reading**

**PAD212* 2 Credits**

**Valuation Concepts and Cost Appraisal Methods**
Functions of the assessor and appraiser. Covers the nature and principles of value, assessment, as well as appraisal processes. Emphasis on property owner rights and limitations including an overview of the Arizona Property Tax System. Also covers use of the Department of Revenue Construction Cost System. Prerequisites: Permission of Department or Division.

**PAD214* 2 Credits**

**Land Valuation Analysis**
Analysis of land valuation procedures. Covers maps, land value factors, and ownership as well as systems of land identification. Includes site data units of comparison and market influences in addition to Arizona statutes and precedents related to special land valuation. Prerequisites: Permission of Department or Division.

**PAD216* 2 Credits**

**Basic Ad Valorem Appraisal Concepts**
Basic assessment and valuation practices for mixed use properties, partially complete structures, and salvage properties. Also covers the construction cost system, cost components, and market adjustments as well as methods for measuring depreciation. Also includes market value and ratio studies. Prerequisites: Permission of Department or Division.

**PAD218* 1 Credit**

**Personal Property Valuation**
Overview of personal property valuation in the state of Arizona. Includes procedures and forms for the valuation process, as well as mobile home classification and affixture requirement. Also covers year/life tables and depreciation calculations. Prerequisites: Permission of Department or Division.

**PAD220* 2 Credits**

**Income Approach to Valuation**
Principles for the income approach to valuation. Includes an overview of real estate investment and finance as well as development of net operating income estimates. Also covers contemporary and historical capitalization methods and procedures for developing capitalization rates. Prerequisites: Permission of Department or Division.

**PAD222* 2 Credits**

**Intermediate Ad Valorem Appraisal Concepts**
Procedures for Ad Valorem Appraisal. Covers sales ratio studies, appraisal level, and uniformity as well as mixed use assessment ratios. Also includes Centrally Valued Properties, Direct Sales Comparison, and Income Value calculations. Prerequisites: Permission of Department or Division.

**PAD224* 2 Credits**

**Land Valuation Hearing Procedures**
Preparation for hearing procedures. Emphasis on presentation techniques, documentation, and organization of Assessor's records as well as property classification and confirmation. Also covers analysis of and response to appellant arguments and completion of the administrative appeal process. Prerequisites: Permission of Department or Division.

### Reading (CRE, RDG)

**CRE101 3 Credits**

**Critical and Evaluative Reading I**
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG101 and (reading placement test scores or 41 or higher (ASSET), or grade of "C" or better in RDG091, 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 RDG091, or permission of instructor.

**RDG010 3 Credits**

**Reading English as a Second Language I**
Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

**RDG020 3 Credits**

**Reading English as a Second Language II**
Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in RDG010, or permission of instructor.

**RDG030 3 Credits**

**Reading English as a Second Language III**
Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in RDG020, or permission of instructor.

*Courses offered through an Educational Partnership and Customized Training program only.*
# Course Descriptions

Reading • Real Estate • Recreation • Religious Studies • Sign Language • Small Business Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>RDG040</td>
<td>3</td>
<td>Reading English as a Second Language IV</td>
</tr>
<tr>
<td>RDG091</td>
<td>3</td>
<td>College Reading Skills I</td>
</tr>
<tr>
<td>REA179</td>
<td>3</td>
<td>Real Estate Principles I</td>
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<tr>
<td>REA180</td>
<td>3</td>
<td>Real Estate Principles II</td>
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<tr>
<td>REC132*</td>
<td>2</td>
<td>Landscape Management</td>
</tr>
<tr>
<td>REL243</td>
<td>3</td>
<td>World Religions</td>
</tr>
</tbody>
</table>

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## Sign Language (SLG)

- **SLG090AA**
  - 1 Credit
  - Speedy Sign Language I

- **SLG101**
  - 4 Credits
  - American Sign Language I
  - Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L). Prerequisites: None. SLG103 suggested as a corequisite but not required.

- **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: SLG101, with a grade of “C” or better, or permission of department/division.

## Small Business Management (SBS)

- **SBS213***
  - 1 Credit
  - Hiring and Managing Employees
  - 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.

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*Courses offered through an Educational Partnership and Customized Training program only.*
**SOCIOLOGY (SOC)**

**SOC101 3 Credits**

*Introduction to Sociology*
Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisite: 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.

**SOC140 3 Credits**

*Racial & Ethnic Minorities*
Contemporary/Historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. 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**

*Gender and 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 gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

**SOC266 3 Credits**

*Sociology Through Film*
Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.

**SPANISH (SPA)**

**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 written skills. Prerequisites: None.

**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: SPA101 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: SPA101, or SPA115, or two years of high school Spanish.

**SPA115 3 Credits**

*Beginning Spanish Conversation I*
Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

**SPA116 3 Credits**

*Beginning Spanish Conversation II*
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

**SPA117 3 Credits**

*Health Care Spanish I*
Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.
COURSE DESCRIPTIONS

Spanish

SPA118  3 Credits
**Health Care Spanish II**
Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. Prerequisites: SPA117 or (SPA117AA and SPA117AB and SPA117AC), or permission of department.

SPA119  3 Credits
**Spanish for Educational Settings I**
Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in educational settings. Prerequisites: None.

SPA120  3 Credits
**Spanish for Educational Settings II**
Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Continuation of SPA119, expanding into secondary and post-secondary educational settings. Emphasis on basic sentence structure, pronunciation and vocabulary. Prerequisites: SPA/EPD119 or permission of department.

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: SPA102, or SPA111, or permission of department.

SPA202  4 Credits
**Intermediate Spanish II**
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA203  4 Credits
**Spanish for Spanish-Speaking Students I**
Designed for Spanish-speaking students. Emphasis on written composition, grammar review, punctuation and spelling, literature and conversation. May be taken in lieu of SPA201. Prerequisites: Permission of instructor or Department Chair.

SPA204  4 Credits
**Spanish for Spanish-Speaking Students II**
Designed for Spanish-speaking students. Advanced study of Spanish grammar, composition, literature, and conversation. May be taken in lieu of SPA202. Prerequisites: SPA203, or SPA201, or permission of instructor or department chair.

SPA205  3 Credits
**Spanish for Medical Interpretation I**
Introduction to Spanish interpretation for medical interpreters. Covers code of ethics, national standards and medical interpreter's responsibilities as well as cultural awareness and interpretation laws. Translation for first responders included. SPA102 or SPA118 or permission of Department or Division.

SPA206  3 Credits
**Spanish for Medical Interpretation II**
Continuation of Spanish interpretation for medical interpreters. Medical vocabulary and translation emphasized. Prerequisites: SPA205 or permission of Department or Division.

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 SPA005AA or SPA109 or permission of instructor.

SPA225  3 Credits
**Intermediate Spanish Conversation I**
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA116, or SPA102 or permission of department or division.

SPA226  3 Credits
**Intermediate Spanish Conversation II**
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in increasingly complex Spanish. Emphasis on fluency and moderate accuracy. Prerequisites: SPA225, or SPA201 or the equivalent or permission of department or division.

SPA235  3 Credits
**Advanced Spanish Conversion I**
Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: SPA226 or equivalent or departmental approval.

SPA236  3 Credits
**Advanced Spanish Conversion II**
Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235, or equivalent, or departmental approval.
COURSE DESCRIPTIONS
Spanish • Spanish Humanities • Sundt Corp • Theatre

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: SPA202 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 SPA265. Prerequisites: SPA265 or departmental approval.

SPA282AA 1 Credit
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) SPA282 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 available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

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 continued to maximize student development. Prerequisites: Permission of Program Director or instructor.

SPH245 3 Credits
Hispanic Heritage in the Southwest
A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None.

SPH298AA 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: Permission of Program Director or instructor.

SundtCorp (SUN) 1 Credit
SUN104*
Site Preparation
Trade terms, local zoning and building ordinances, and plot plan layout. Installation of batter boards and establishing building lines. Set up and use of a builder’s level. Prerequisites: (Registered apprentice status and SUN101) or permission of the apprenticeship coordinator.

SUN207* 1.5 Credits
Metal Studs and Drywall
Installation of metal framing members and gypsum dry wall. Gypsum ceiling products and installation procedures. Prerequisites: Registered apprentice status or permission of the apprenticeship coordinator.

SUN208* 1.5 Credits
Construction Plans and Elevations
Construction drawings, plans and elevations. Lines, symbols, dimensions and abbreviations. Specifications and site and plot plan development. Includes plan and elevation reading exercises. Prerequisites: (Registered apprentice status and SUN105) or permission of the apprenticeship coordinator.

Theatre (THE) 3 Credits
THE111
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.

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<table>
<thead>
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<tr>
<td><strong>Theatre Performance/Production (THP)</strong></td>
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<tr>
<td><strong>THP112</strong></td>
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<tr>
<td>Acting I</td>
</tr>
<tr>
<td>Fundamental techniques and terminology of acting through physical and vocal expression, improvisational, and monologue and scene work. Emphasis on characterization. Prerequisites: None.</td>
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</tbody>
</table>

| **Telecommunications Technology (TLT)** |
| **TLT141*** | **1 Credit** |
| Telecommunications Computer Operations |  |
| Telecommunications computer operation principles. Covers online training resource utilization, computer log-on procedures, and computer shortcut creation. Also includes specific computer software performance information. Prerequisites: None. |

| **TLT142*** | **1 Credit** |
| Drop Connections |  |
| Technical concepts for drop connections. Includes passive and active devices as well as use of traps and filters. Also covers electronics hook up and troubleshooting procedures. Prerequisites: None. |

| **TLT143*** | **2 Credits** |
| Drop Service Initiation |  |
| Customer cable digital video signal reception establishment procedures. Covers system feature information, signal fault identification, and system and end-use equipment troubleshooting procedures. Also includes customer education information. 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 internal cable routing considerations and grounding, splitting, and directional tap/coupler component information. Also includes basic CATV system operation information and electronic hook-up procedures. 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. |

| **TLT148*** | **3 Credits** |
| End Use Equipment Connection |  |
| Procedures for explaining the connection of end use entertainment system equipment to telecommunications customers. Emphasis on service call complexity determination, video recorder connection procedure explanation, and universal remote control programming. Prerequisites: None. |

| **TLT149*** | **2 Credits** |
| Digital Phone Network Installation |  |
| Telephone network installation procedures. Emphasis on multi dwelling unit, multiple broadband applications, and residential telephone networks. Covers component connection and basic electronics principles. Prerequisites: None. |

| **TLT150*** | **3 Credits** |
| Digital Telephone Technician |  |
| Digital phone system service restoration concerns. Emphasis on the resolution of technical phone service problems. Covers problem identification, documentation, and resolution strategies. Includes customer service and trouble call scheduling concerns. Prerequisites: None. |

| **TLT152*** | **2 Credits** |
| Telecommunications Product Knowledge |  |
| Telecommunications industry product and service information. Emphasis on, video, Internet connection and telephone services. Covers the advantages and disadvantages of telecommunications product types and the various features associated with each service. Prerequisites: None. |

| **TLT153*** | **3 Credits** |
| Digital Telecommunications Troubleshooting |  |
| Procedures for digital telecommunications representatives to perform phone based troubleshooting with customers. Emphasis on the identification and correction of digital telecommunications service reception issues. Covers customer and system equipment troubleshooting processes, documentation requirements, and repair scheduling procedures. Prerequisites: None. |

| **TLT154*** | **2 Credits** |
| Technical Support Representative Telephony I |  |
| Digital telephony services, products and regulations. Includes customer database research techniques as well as troubleshooting and billing procedures. Prerequisites: None. |

| **TLT155*** | **2 Credits** |
| Technical Support Representative Telephony II |  |
| Practical application of digital telephony account services. Includes account research and creation of work orders in addition to access and navigation of troubleshooting databases. Also covers procedures for managing billing accounts and services. Prerequisites: TLT154. |

*Courses offered through an Educational Partnership and Customized Training program only.*
**COURSE DESCRIPTIONS**

Telecommunications Technology • Total Quality Management

**TLT156* 2 Credits**

**Introduction to Broadband Networks**
Overview of broadband networks. Includes topography of broadband networks and transmissions systems. Also covers coaxial cable, broadband network equipment, network prints and signal leakage. Prerequisites: None.

**TLT157* 3 Credits**

**Broadband Sweep and Conditioning**
Introduction to the basics of broadband network sweep and plant conditioning. Includes overview of noise, distortions, system powering and setup as well as powering problems. Prerequisites: None.

**TLT158* 2 Credits**

**Broadband Network Technical Concerns**
Principles associated with broadband network transmission. Emphasis on basic network operation foundations. Covers electromagnetic spectrum usage, network component identification, cable operation verification, and signal transmission. Includes unity gain and tilt information, as well as Ohm’s and Joule’s Wheel Usage. Prerequisites: None.

**TLT159* 3 Credits**

**Broadband Network Technical Operations**
Broadband network operation considerations. Emphasis on signal transmission problem identification and correction. Covers normal system operation parameter identification, distortion identification, and active and passive device operation information. Includes power supply and network print interpretation information. Prerequisites: None.

**TLT160* 3 Credits**

**Video Technical Training**
Analog and digital video technical training procedures. Includes cabling options and types of digital video equipment as well as products and services. Also covers procedures for completing customer video orders in the Integrated Communications Operations Management System (ICOMS). Troubleshooting procedures, tools and video flows also included. Prerequisites: None.

**TLT162* 3 Credits**

**High Speed Internet/Networking**
High speed internet installation and networking. Includes features and services of high speed internet as well as procedures for installation. Also covers home network installation and configuration. Prerequisites: None.

**TLT163* 2 Credits**

**High Speed Internet Technical Training**
Procedures for presenting high speed internet products and services. Includes service tiers as well as network facilities and responsibilities. Also covers navigation of operating systems and troubleshooting common problems and procedures. Prerequisites: None.

**Total Quality Management (TQM)**

**TQM101 3 Credits**

**Quality Customer Service**
Examines the nature of quality customer service and the attitudes, knowledge, and skills needed to work effectively in a quality customer service environment. Foundation skills for quality customer 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: Appropriate English placement test score in ENG101, or “C” or better in ENG091. OAS108 and TQM101 or TQM101AA or TQM101AB 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 front-line employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability in a quality setting. Prerequisites: None. TQM101 or TQM101AA and TQM101AB 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. TQM201 is recommended.

*Courses offered through an Educational Partnership and Customized Training program only.*
COURSE DESCRIPTIONS
Total Quality Management • Travel Agent Technology

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. TQM201 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. TQM201 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. TQM201 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. TQM201 is recommended.

TQM240 3 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: None.

TQM290AA 1 Credit
TQM Internship
Quality Process Leadership experience in an organizational setting. Eighty (80) hours of work and seminar activities. Prerequisites: TQM201, TQM214, TQM220, TQM230, TQM235, TQM240, 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: TQM290AA or departmental approval.

Travel Agent Technology (TVL)

TVL135* 3 Credits
International Travel Reservations I
Procedures for making international airline reservations. Covers travel industry software usage, resource utilization, and booking procedures. Includes international geography, documentation requirements, and international fare construction. Prerequisites: None.

TVL136* 2 Credits
International Travel Reservations II
International travel reservation procedures for ground transportation and hotels. Includes e-ticket procedures, Store Fare Tabs, prepaid tickets, and reservation modification procedures. Prerequisites: TVL135.

TVL137* 2 Credits
International Travel Reservations Lab
Practical application of procedures for completing international reservations. Includes booking procedures for air, ground transportation, and hotels as well as e-tickets, prepaid tickets, and international reservation modification procedures. Use of computerized international travel reservations system emphasized. Prerequisites: TVL136.

TVL150* 3 Credits
Turbo Sabre Domestic Travel Reservations
Overview of the travel industry’s Turbo Sabre computerized reservations system. Includes agency automation and the Intranet as well as the Special Travel Account Record System (STARS) and traveler profiles. Prerequisites: None.

TVL151* 3 Credits
Turbo Sabre Group Travel Reservations
Group travel reservations using Turbo Sabre computerized reservations system. Covers operations, support, and queue management as well as Passenger Name Record (PNR) history procedures. Amtrak reservation procedures included. Prerequisites: None.

TVL152* 3 Credits
Turbo Sabre Domestic Reservations I
Domestic travel reservation procedures using the Turbo Sabre computerized reservations system. Covers the reservation process, fares, and pricing as well as car and hotel reservations. Also includes special services and reservation recap. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.
COURSE DESCRIPTIONS

Travel Agent Technology • Utilities Customer Service

**TVL153*** 3 Credits
*Turbo Sabre Domestic Reservations II*
Advanced domestic travel reservation procedures using Turbo Sabre computerized reservations system. Includes documentation requirements as well as ticketing and distribution requirements. Covers the DocuTrak system, e-Ticket procedures, multiple reservations, air modifications, and exchanges. Prerequisites: TVL152.

**TVL154*** 3 Credits
*Turbo Sabre Domestic Travel Lab*
Practical application of travel industry domestic reservation procedures. Use of Turbo Sabre computerized reservations system emphasized. Includes airline, car, hotel, and rail reservations, modifications, and cancellations. Special requests, ticketing, and delivery as well as multiple Passenger Name Records (PNRs) and group reservations also covered. Prerequisites: TVL150, TVL151, and TVL153.

**TVL160*** 2 Credits
*Travel Industry Customer Service*
Travel industry customer service techniques. Covers customer expectations, need determination, and communication. Self-booking tools and role of travel counselor also included. Prerequisites: None.

**TVL161*** 3 Credits
*Travel Industry Reservations I*
Travel industry reservations procedures. Includes use of travel industry computer reservations systems as well as travel industry resources. Also covers basic communication skills, call handling and routing, and Traveler Information Files (TIF). Prerequisites: None.

**TVL162*** 3 Credits
*Travel Industry Reservations II*
Advanced travel industry reservation procedures. Computerized reservations systems usage emphasized. Includes travel order history, client defined data, and deferred tasks. Also covers cancellations and refunds. Prerequisites: TVL161.

**TVL163*** 2 Credits
*Ground Reservations*
Procedures for completing ground reservations. Includes special programs, preferred properties, and Amtrak procedures. Also covers manual car and hotel reservations. Prerequisites: None.

**TVL164*** 3 Credits
*Airline Reservations*
Overview of airline reservation procedures. Covers classes of travel, fares, and tariffs as well as special request procedures. Prerequisites: None.

**TVL165*** 3 Credits
*Travel Industry Reservations Lab*
Practical application of travel industry reservation procedures. Emphasis on computerized reservations systems usage. Includes airline, car, hotel, and Amtrak reservations, modifications, and cancellations. Fare calculation, rules, and documentation covered. Prerequisites or Corequisites: TVL162, TVL163, and TVL164.

**UCS101*** 3 Credits
*Introduction to Billing*
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*** 1 Credit
*Public Utility Customer Service*
Overview of customer service concepts. End-result benefits, customer satisfaction system, and problem solving emphasized. Behavior styles also covered. Prerequisites: None.

**UCS105*** 2 Credits
*Introduction to Public Utility*
Introduction to public utility customer service operations. Emphasis on public utility workstation components and usage procedures. Covers customer service, documentation, and confidentiality policies, as well as service area geography.

**UCS108*** 1 Credit
*Account Services for Public Utilities*
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*** 2 Credits
*Meter and Trouble Orders*
Fundamentals of meters and their functions. Instruction on providing meter checks, handing trouble calls and determining and processing corrective action. Wind machines and security lights will be discussed. Prerequisites: None.

**UCS120*** 3 Credits
*Payments, Credits and Rates*
Examination of procedures to perform payment, deposit and credit operations. Includes various connect orders and rate calculations. Prerequisites: None.

*Courses offered through an Educational Partnership and Customized Training program only.*
# Courses

### Utilities Customer Service

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<td>UCS122*</td>
<td>3</td>
<td>Public Utility Orders I</td>
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<td>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, and deregulation information. Prerequisites or Corequisites: UCS105.</td>
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<td>UCS124*</td>
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<td>Public Utility Orders II</td>
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<td>Practical application in processing public utility customer orders. Emphasis on using workstation and software applications. Covers meters, shut-off, 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.</td>
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<tr>
<td>UCS126*</td>
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<td>Public Utility Service Practices</td>
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<td>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.</td>
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<tr>
<td>UCS128*</td>
<td>3</td>
<td>Public Utility Processing</td>
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<td>Public utility service processes. Includes procedures for processing miscellaneous service orders including turn-on orders. Covers electrical districts, trouble and outages, and nuclear emergency response. Prerequisites: UCS126.</td>
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<td>UCS130*</td>
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<td>Service Orders I</td>
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<td>Fundamentals or processing service orders. Emphasis on customer service, making determinations of services required and placing appropriate orders. Prerequisites: None.</td>
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<tr>
<td>UCS132*</td>
<td>3</td>
<td>Advanced Public Utility Processing I</td>
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<tr>
<td>UCS134*</td>
<td>3</td>
<td>Advanced Public Utility Processing II</td>
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<tr>
<td></td>
<td></td>
<td>Practical application in processing public utility customer requests. Includes collection and documentation procedures as well as consumption rate and new business processing. Meter reads and billing adjustments also covered. Prerequisites or Corequisites: UCS132.</td>
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<tr>
<td>UCS135*</td>
<td>2</td>
<td>Service Orders II</td>
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<td></td>
<td>Further examination of the processing of service orders. Emphasis on customer account data, account status, third party billings and placing appropriate orders. Prerequisites: UCS130.</td>
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<tr>
<td>UCS140*</td>
<td>2</td>
<td>Service Order Procedures</td>
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<td>Practical application of service order processing. Includes meter and trouble orders, requests for service, billings and rates. Prerequisites: UCS135.</td>
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<tr>
<td>UCS150*</td>
<td>2</td>
<td>Metering Technician Safety</td>
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<td>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.</td>
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<tr>
<td>UCS152*</td>
<td>2</td>
<td>Mathematics for Metering Technicians</td>
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<td>Overview of the algebraic mathematical principles required for successful performance as an Electrical Metering Technician. Emphasis on algebraic calculation, number translation, ration, proportion, and percentage concepts. Covers basic mathematical operations, number reduction, algebraic operating system order, and scientific calculator usage. Prerequisites: None.</td>
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<tr>
<td>UCS154*</td>
<td>1</td>
<td>Power System Fundamentals</td>
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<td>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.</td>
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<tr>
<td>UCS156*</td>
<td>2</td>
<td>Watt-hour Metering and Single Phase Systems</td>
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<td>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.</td>
</tr>
<tr>
<td>UCS158*</td>
<td>4</td>
<td>Meter Testing and Polyphase Metering Systems</td>
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<td>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.</td>
</tr>
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*Courses offered through an Educational Partnership and Customized Training program only.*
COURSE DESCRIPTIONS
Utilities Customer Service • Welding • Workforce Re-Entry

UCS160* 2 Credits
Metering Technician Lab
Practical experience for metering technicians. Covers safety equipment use, meter types and sockets, wiring and coding. Installation and testing of meters emphasized. Prerequisite: None.

Welding (WLD)

WLD101* 3 Credits
Welding I
Principles and techniques of electric arc and oxyacetylene welding and cutting. Provides technical theory and basic skill training in these welding processes. Prerequisites: None.

WLD105* 5 Credits
Gas Welding
Practical work to train welders in the field of structural steel construction. Provides an introduction to welding and oxyacetylene cutting. Typical welded joints, such as butt, lap, fillet and corner welds made in all positions. Skills developed in cutting and beveling steel plates and in oxyacetylene flame-piercing structural steel plates. Includes brazing. Prerequisites: None.

WLD106* 5 Credits
Arc Welding
Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures. Prerequisites: None.

WLD150* 3 Credits
Welding Blueprint Reading
Analysis and interpretation of technical drawings common to the metal fabrication and construction trades. Welding blueprint symbols. Prerequisites: None.

WLD206* 5 Credits
Advanced Welding - Heliaarc and Wire Feed
Instruction in theory and practice on tungsten inert gas and wire feed welding. Welding procedures on ferrous and nonferrous metals. Set up and operation of all types of machines used in tig and mig welding. Prerequisites: WLD106 or departmental permission.

WLD215* 3 Credits
Welding Fabrication
Utilize welding skills to produce a major product. Design, plans, procedure sheet, and selected fabrication processes required. Purchase of necessary materials, and completion of a finished usable product. Prerequisites: WLD101 and WLD206.

WLD225* 3 Credits
Welding Inspection and Quality Control
Welding inspection and quality control standards and practices in the construction and fabrication industries. Welding inspector certification requirements and functions performed in industry. Prerequisites: WLD206, or WLD208, or AWS certificate, or permission of instructor.

Workforce Re-Entry (WFR)

WFR110* 3 Credits
Re-Entry Skills: Personal Skill Development
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.

WFR112* 3 Credits
Mathematics for Metering Technicians
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. Permission of Department or Division.

WFR114* 1 Credit
Re-entry Skills: Social Skill Development
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. Permission of Department or Division.

WFR116* 1 Credit
Re-Entry Skills: Substance Abuse Education
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. Permission of Department or Division.

WFR118* 3 Credits
Re-Entry Skills: Job Readiness
Preparing the incarcerated person for release into the working world. Includes education, skills assessment, and work experience. Also covers job search skills such as resume writing, applications, and interviewing. Permission of Department or Division.

WFR120* 2 Credits
Re-Entry Skills: Job Retention
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. Permission of Department or Division.

*Courses offered through an Educational Partnership and Customized Training program only.
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As a transformational institution, Rio Salado is never content to rest on its successful track record. Currently the college is actively planning for its future through the implementation of strategic goals known as Rio 2012.

**Goal 1**
**People Development**
We support individual, team, and organizational learning through a system of people development.

**Goal 2**
**Student Learning**
We focus on personalization and engagement in our courses and programs.

**Goal 3**
**Student Services**
We relentlessly review, measure, and improve processes, practices and services to increase student success.

**Goal 4**
**Innovation**
We innovate in areas of current strengths.

**Goal 5**
**“Blue Ocean”**
We continually reconstruct Rio Salado’s market boundaries by creating programs and services that reach beyond our current customers.

**Goal 6**
**Technology**
We maximize the application of technology by integrating administrative and instructional technology.

**Goal 7**
**Rio Advantage**
We identify and improve upon what internal and external customers experience and what they value most about Rio Salado College.

**Goal 8**
**Communication**
We build communication and unity across space, functions, and responsibilities.

**Goal 9**
**Sustainability**
We integrate environmental, economic and social sustainability practices.

www.riosalado.edu/rio2012
Rio Salado College
Administrative Headquarters
480-517-8540
2323 W. 14th Street
Tempe, AZ  85281
(west of 52nd Street between University and Broadway)

Rio @ Hohokam Drive
• Administration & Faculty
• Employee Services/Faculty Services
• Instructional Helpdesk

Conference Center @ Rio

Tower @ Rio
• Advising
• Financial Aid
• Bookstore
• Library
• Cashier
• Registration
• Computer Lab
• Testing Center
• Counseling (by appt.)
• Tutoring
• Technology Helpdesk

Rio Salado College @ Avondale
480-377-4400
420 N. Central Avenue
Avondale, AZ 85323
• Testing Center
• ABE/GED/ELAA classes
• Computer Lab

Rio Salado College @ East Valley
480-517-8050
1455 S. Stapley Drive, Suite 15
Mesa, AZ  85204
(just north of the Superstition Highway)
• Testing Center
• ABE/GED/ELAA classes
• Computer Lab

Rio Salado @ PV Mall
480-517-8760
4550 E. Cactus Road
Phoenix, AZ  85032
(above the food court at PV Mall)
• Testing Center
• ABE/GED/ELAA classes
• Computer Lab

Rio Salado College @ 7th Avenue
480-377-4050
Adult Learning Center
619 N. 7th Avenue
Phoenix, AZ  85007
(just south of I-10)
• ABE/GED/ELAA classes

Rio Salado College @ Luke AFB
480-377-4010
56th Mission Support Cntr, Rm 3138
7383 N. Litchfield Road
Glendale, AZ  85309
(two blocks north of Glendale Avenue on Luke Air Force Base)
• Restricted access
• Testing Center

Rio Salado College School of Dental Hygiene
480-517-8020
1150 E. Washington Street
Phoenix, AZ  85034

Rio Salado College Scottsdale Adult Learning Center
480-941-5166
1170 N. 86th Way
Scottsdale, AZ  85257
(old Apache Park School)
• ABE/GED/ELAA classes

Rio Salado College
Ann Ott Adult Learning Center
602-340-0431
1801 S. 12th Street
Phoenix, AZ 85034
(south of Buckeye Road)
• ABE/GED/ELAA classes

Rio Salado College Lifelong Learning Center
480-517-8770
12535 Smokey Drive
Surprise, AZ  85374
(just south of Bell Road)
• Testing Center
• ABE/GED/ELAA classes
• Computer Lab

Sun Sounds of Arizona Radio Reading Service
480-774-8300
2323 W. 14th Street (4th Floor)
Tempe, AZ  85281

KJZZ/KBAQ Radio Stations
480-834-5627
2323 W. 14th Street (4th Floor)
Tempe, AZ  85281
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