RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

Academic Catalog Archive Disclaimer

This document is an archival record of academic programs offered during a past academic year. It is a printable option of the online catalog for accreditation organizations, agencies, and college offices for data collection, evaluation purposes, and referencing. The information and links presented in this archive may no longer be accurate. For the most current catalog information, refer to the active online version of the academic catalog.

This content was created before the new Title II web accessibility rule effective April 2026 and is not required to meet WCAG 2.1 level AA standards. An accessible version will be provided upon request by contacting **dl-rsc-accessibility@riosalado.edu**.

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 Purposes

Serving our local, national and international communities through e-learning and collaborative partnerships, we provide:

1. General education and courses for university transfer.
2. Applied programs that are aligned with workforce needs in business, industry and government.
3. Adult basic education.
4. Comprehensive student services.
5. Cultural enrichment and community service.
6. Continuing education and lifetime learning opportunities.

Our Core Values

Through living our values, Rio Salado College creates a climate of high expectations for the success of our students, customers and employees. We are unalterably committed to demonstrating the following core organizational values:

- Learning
- Customer Focus
- Continuous Improvement
- Teamwork
- Professionalism
- Diversity
- Innovation

Rio Salado College:
The College Within Everyone's Reach!

"Rio Salado College creates a climate of high expectations for the success of our students, customers, and employees."
-President Linda M. Thor

When it comes to innovation in higher education, Rio Salado College is a recognized leader. Rio Salado, the Maricopa Community College "without walls," serves the educational needs of busy working adults through e-learning, collaborative workforce development partnerships, accelerated formats, and adult basic education. Rio Salado also offers dual enrollment for able and ambitious students at 45 Phoenix metropolitan high schools, plus lifelong learning opportunities at the Rio Sun Cities Lifelong Learning Center. With headcount exceeding 50,000 annually, Rio Salado's students can be found not only throughout Maricopa County, but in nearly every state and on six continents. In fact, Rio Salado makes earning a college degree affordable and accessible for anyone, anytime and anyplace.

Rio's innovations include:

- Nationally-acclaimed model programs
- Use of the latest technologies to deliver courses
- Start dates every two weeks
- Complete online student support
- Innovative tutoring formats
- Customized partnerships with more than 50 organizations
- Seamless articulation with partnering institutions, leading to bachelor's and master's degrees

In addition, Rio Salado is:

- One of the nation's leading provider of occupational certificates
- The sixth fastest growing two-year college in the country with more than 10,000 students
- Renowned for academic achievement—Rio Salado students have earned All-USA Academic Team status for three consecutive years!
- The recipient of dozens of national awards for innovation

Model Programs Include:

- Teacher Education
- Nursing
- Dental Hygiene
- Clinical Dental Assisting
- Public Safety
- Chemical Dependency Case Management and many more!

In addition, Rio Salado maintains a strong community presence through cultural enrichment offered by its affiliates KJZZ-FM, KBAQ-FM and Sun Sounds of Arizona Radio Reading Service.

Rio Salado is proud of its status as a Maricopa Community College, one of the largest districts of its type in the nation.

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

Rio Salado College

Administration

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President

Karen L. Mills, Ed.D.
Dean of Instruction

James Van Dyke, Ph.D.
Dean of Applied Programs

Todd Simmons, M.Ed., C.P.A.
Dean of Administrative Services

Chris Bustamante, Ed.D.
Senior Associate Dean of Instruction

Carol Wilson, M.A.
Senior Associate Dean of Applied Programs

Sylvia Hantla, M.A.
Associate Dean of Student Services

Mary Oliphant, M.A.
Associate Dean of Marketing

Edward Kelty, M. Ed.
Manager, Technical Operations

Blair Liddicoat, M. Ed.
Administrative Director of Adult Basic Education & Transition

Monica Zontanos, M.A.
Administrative Director of Faculty Services

Carl Matthusen, M.A.
General Manager of KJZZ/KBAQ, Sun Sounds

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Keith Anderson, B.A., Oberlin College; M.F.A., University of Alabama; Ph.D., University of Arizona.

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Emeritus Distinction

Julie A. Bertch, Ph.D.	1980-2000
Jean Tease, Ed.D.	1997-

How to Use This Catalog

This is a brief introduction on how the Rio Salado College Catalog is designed and how to use it. The catalog is published annually and the information contained in this catalog is subject to change, and it is the student's responsibility to be knowledgeable of its contents. The 2004-05 Rio Salado College Catalog includes program requirements for new students enrolling in **the Summer I 2004 semester, Summer II 2004 semester, the Fall 2004 semester and the Spring 2005 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 72. Contact Rio Salado's Student Enrollment Services at **480-517-8540** with any questions.

Rio Salado College is dedicated to serving you.

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

There are several ways to access information in this catalog:

- For example, the **Table of Contents** found on pages 4-5 provides a quick and simple way to find information.
- There is also a detailed, alphabetical **Index** on page 281.
- For a listing of all our **certificate and degree programs**, turn to page 6.
- We also have sections dedicated to the various areas of Rio Salado including **Learner Services** (page 15), Registration Information (page 31), and **Financial Information** (page 43). The information found within each of these sections is arranged in alphabetical order.
- 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 69-147. **Course numbers and descriptions** (on pages 199-280) are necessary to ensure proper course selection to satisfy degree requirements. To map out your educational goal with Rio Salado (online), please contact an **enrollment advisor** at **480-517-8580** or check out the website 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 17), **Counseling** (page 20), **How to Register** (page 33), **Tuition** (page 48), **Bookstore** (page 19), and **Tutoring** (page 29). Other areas include Rio Salado's **Library** (page 29), **Policies and Procedures** (pages 161-198), and **Study Skills** (page 9).

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

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Certificate and Degree Programs

Associate in Arts (AA) Degrees

AA: Associate in Arts Degree
AGEC A: Arizona General Education Curriculum

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 Arts in Elementary Education (AAEE) Degree

Associate in General Studies (AGS) Degree

ATP: Associate in Transfer Partnership Degree

Academic Certificate

Associate in Applied Science (AAS) Degrees

Chemical Dependency
Computer Technology
Dental Hygiene
Law Enforcement Technology
Nursing
Organizational Leadership
Public Administration
Quality Customer Service

Certificates of Completion

Chemical Dependency - Level I
Chemical Dependency - Level II
Clinical Dental Assisting
Computer Usage and Applications
Law Enforcement Technology
Organizational Leadership
Pharmacy: Customer Service
Professional Addictions Counseling
Public Administration
Quality Customer Service
Quality Process Leadership
Retail Management

Educational Service Partnership Programs

(limited to business, industry and governmental agencies)

Associate in Applied Science (AAS) Degrees

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

Certificates of Completion

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

See detailed requirements beginning on page 69.

Student Success Strategies

In This Section

Study Skills

- How to be an Active Learner
- How to Create a Study Group
- How to Prepare for Exams
- How to Manage Your Time

Balancing Work, Family and School

Vocabulary for College Survival

- Terms You Should Know

Who to Contact

- Have a question? Here's who to call.

Web Pages

- Check out Rio Salado's award-winning sites.

Study Skills

How to be an Active Learner

1. Read

Always read all information enclosed in your course materials packets and syllabi. These materials provide valuable information such as: how to contact your instructor, tutoring services, testing hours and locations, assignments, and important college phone numbers. For online information for study skills, go to

www.riosalado.edu/services/student/enrollment/counseling/resources

2. Organize

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

3. Attend Orientations and Labs

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

4. Go Through Successful Start

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

5. Stay on Track

Do not fall behind on assignments.

6. Save Assignments

Save copies of all assignments submitted to your instructor.

7. Don't Forget

Contact your instructor with any questions or concerns about your class.

How to Create a Study Group

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

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

Congratulations! You have conducted your first study group! In future meetings, you can focus on course content.

How to Prepare for Exams

Use three simple steps and you will be ready for your exams. Remember, you cannot cram at the last minute and expect a passing grade. Many instructors build on concepts throughout the semester and your study should do this, too.

1. Organize

- Summarize, condense, and make sense of all your notes, homework, and previous tests.
- Develop your own organization system on an outline, map, or whatever works for you.
- Use your syllabus as a guide.
- Put deadlines and study time on your calendar.
- *Important:* do not be overwhelmed by the material.

For online information for study skills, go to:

www.riosalado.edu/services/student/enrollment/counseling/resources

2. Review

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

3. Practice

- Make up practice questions and test yourself, or work with a study group
- Focus your study questions on what you do not know
- *Important:* try to teach the material to someone else and you will learn it much better yourself

How to Manage Your Time

1. Get a calendar and mark important dates:
   - Refer to syllabus for class deadlines
   - Schedule study time
   - Schedule family events
   - Schedule leisure time for yourself
2. Create "to do" lists for each day.
3. Tackle the tough jobs first.
4. Set specific goals for each course.
5. Reward yourself after completing each task.
6. Monitor your "self talk" and do not beat yourself up if you do not complete everything on your list.

Balancing Work, Family, and School

1. Take care of yourself.
   - Eat a balanced diet
   - Sleep 7-8 hours
   - Exercise regularly
2. Get to know your classmates and you will discover that you are not alone in your situation.
3. Enlist your family's support.
4. Use FREE college resources:
   - Personal and career counseling
   - Academic advisors
   - Tutoring
   - Disabled student services
5. Connect with resources for financial support:
   - Financial aid
   - Scholarships
   - Your employer

For more information on any of these academic success skills, contact Student Enrollment Services at **480-517-8540**.

Vocabulary for College Survival: Terms You Should Know

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. or B.S. requires approximately 120 credits.

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

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

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

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

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

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

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

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

Course Number: The three-digit number following the subject code which identifies a particular course, such as 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.

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

ESF II (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 II, 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.

Vocabulary for College Survival: Terms You Should Know

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.

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

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

Section Number: The four-digit code following the subject code and course number in the schedule of classes which identifies the location and time of the class (ENG101 3406).

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

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

Syllabus: A course outline and information on classroom policies, tests, dates, and materials to be used in a class.

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.

Who to Contact…

Concerns	Phone #	Who to Contact
Academic Advising	480-517-8580	Student Enrollment/Advising
Academic Appeal	480-517-8380	Instructional Helpdesk
Accident at Site	480-517-8200	Campus Security
Adult Basic Education	480-517-8110	ABE/GED/ESOL
Books	480-517-8710 1-800-584-8775	Book Store
Career Services	480-517-8580	Student Enrollment/Advising
Catalog	480-517-8580	Student Enrollment/Advising
Class Schedule	480-517-8540	Student Enrollment Services
Complaints& Grievances (staff)	480-517-8541	Associate Dean of Student Services
Complaints & Grievances (Grades/class/instructors)	480-517-8380	Instructional Helpdesk or Department Chair or Dean of Instruction
Computer Assistance	480-517-8600	Technology Helpdesk
Computer Labs	480-517-8450	Computer Lab Helpdesk
Concurrent Credit	480-517-8540	Student Enrollment Services
Course Packets	480-517-8243	Course Support
Course Substitutions	480-517-8580	Student Enrollment/Advising
Credit by Exam	480-517-8560	Testing and Assessment Center
Counseling	480-517-8580	Student Enrollment/Advising
Degree Planning	480-517-8580	Student Enrollment/Advising
Disability Services	480-517-8580	Disability Services and Resources
Drop/Add Classes	480-517-8540	Student Enrollment Services
Dual Enrollment	480-517-8105	Academic Programs
Financial Aid	480-517-8310	Financial Aid Office
Grade Change (Academic Appeal)	480-517-8540	Student Enrollment Services
Graduation	480-517-8540	Student Enrollment Services
Incomplete Grade	480-517-8380	Instructional Helpdesk
Insurance: Student Health	480-517-8138	Human Resources Office
Jobs	480-517-8540	Online Career Center
Library	480-517-8424	Library
Lost and Found	480-517-8200	Security
Name Change	480-517-8540	Student Enrollment Services
Parking Tickets	480-517-8200	Security
Prior Learning Assessment	480-517-8580	Student Enrollment/Advising
Personal Problems	480-517-8580	Student Enrollment/Advising
Registration	480-517-8540	Student Enrollment Services
Scholarships	480-517-8310	Financial Aid
Sexual Harassment	480-517-8580	Associate Dean of Student Services
Test Anxiety	480-517-8580	Counseling Services
Testing Information	480-517-8560	Testing and Assessment Center
Transcript Evaluation	480-517-8580	Student Enrollment/Advising
Transcript Request	480-517-8540	Student Enrollment Services
Transferring Courses	480-517-8580	Student Enrollment/Advising
Tuition & Fees	480-517-8334	Cashier's Office
Tutoring	480-517-8247	Tutoring
Veterans Benefits	480-517-8153	Veterans Affairs Office
Withdrawing from College	480-517-8540	Student Enrollment Services

RIO SALADO COLLEGE ONLINE

Just Click Your Way to Class

If you're too busy to attend college in person, we can bring college to you **anytime** and **anyplace**! Rio Salado College Online offers college courses plus all the student support services you'd expect from a traditional campus - all online!

- *Coursework*
- *Student-Instructor Communication*
- *Academic Advising*
- *Bookstore*
- *Financial Aid*
- *Library Services*
- *Registration*
- *Tutoring*

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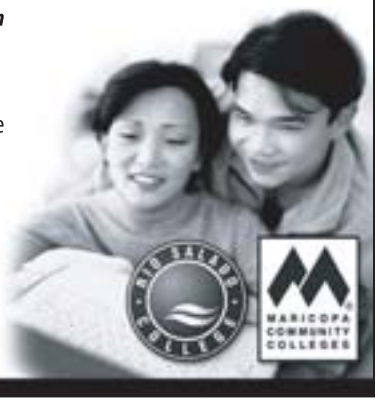

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Distance Learning

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Student Services

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Registration Online

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Student Resources

www.riosalado.edu/distance_learning/resources.html

Testing

www.riosalado.edu/services/student/support/testing

Tutoring

www.riosalado.edu/tutoring/

Learner Services

At Rio Salado College, a positive and rewarding educational experience for each student is our goal. Learner Services provides you with all the necessary information and assistance you need as you strive for academic success. From registration to graduation, technical support to tutoring, or financial aid to testing services, assistance at Rio is just a mouse click or phone call away.

Learner Services is available to help find answers to the many questions that arise for students. Whether you need to contact an instructor through the Instructional Helpdesk or pay your tuition at the Cashier's Office, you're never alone at Rio. For a complete list of services, visit our web site at **www.riosalado.edu** or see the annual schedule. Academic success is more than just a possibility with all the assistance you need at your fingertips through Learner Services at Rio Salado.

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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 Enrollment Advisor online, by telephone, or in person. Enrollment Advisors provide assistance with:

- 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 checksheet, log onto the Electronic Student File System (ESF) at:

http://matrix.riosalado.edu/mtx.login.controller.asp

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@email.rio.maricopa.edu

Student Assessment and Course Placement (AR2.2.7)

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

Two important concepts shape the student assessment and course placement policy. First, academic achievement is directly related to the quality and amount of academic assessment and proper course placement students receive before their enrollment and during their college experience. Second, the Maricopa Community Colleges have a commitment to provide opportunities for a successful academic experience for students.

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

For a pamphlet on preparing for the placement tests with sample questions, please call Student Enrollment Services at **480-517-8540** or pick up the pamphlet at any Rio Salado Service Center.

A. Screening

The assessment and course placement process will begin with student screening to determine if a student should take an English, reading and math placement test (ASSET/COMPASS) or an alternate form of assessment.

In this initial screening process, all students registering for the first time will be asked to complete the college student information form. This information will be stored in the student information system.

B. Course Placement Assessment

Students will be required to complete placement assessments under the following conditions:

- The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
- The student is pursuing a degree and does not have current valid district approved placement assessments on file or does not have previous college credit in English, reading and math.
- The student does not have a high school diploma or GED, and is applying for federal financial aid.
- The student for whom English is not the primary language is required to take a test of English proficiency.

Students will be strongly encouraged to complete placement assessments under the following conditions:

- The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
- The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

Students MAY be exempt from the placement assessments if at least one of the following conditions apply:

- The student has earned an associate or higher degree.
- The student has earned college credits in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
- The student demonstrates that s/he has currently valid district approved placement assessments on file.

Note: Being exempt from taking the ASSET/COMPASS for course placement does not exempt the student from fulfilling the graduation requirements.

C. Other Forms of Assessment

If seeking an exemption from taking the ASSET or COMPASS, other assessments will be used to determine appropriate course placement, such as:

- Evaluation of high school transcripts
- Evaluation of college transcripts
- Evaluation of course placement assessments on file at any of the Maricopa Community Colleges.

D. Course Placement

Students are strongly urged to enroll in the courses indicated by their placement tests. This placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success. A student receiving an assessment score within a designated "decision zone" must receive advisement to aid the student in selecting a course(s).

ASSET/COMPASS scores should be used only for course placement recommendations and not as an admissions criterion for any college program.

E. Waiver of Course Placement

If the student chooses to enroll in or remain in a course different than one recommended during assessment, the student will be asked to sign a waiver stating that he or she has received advisement and that the course selection is his or her decision, providing the student has met the prerequisites for the course. It will be noted on the student's records that he or she has signed a waiver and the waiver will be kept on file in the Office of Admissions and Records.

F. Implementation of Policy

To ensure consistency of assessment and student placement within the Maricopa Community Colleges:

- All colleges shall use the same assessment instruments.
- All colleges shall adhere to the same cut-off scores.
- The student shall be permitted no more than one re-test (after a 24-hour waiting period) per discipline each year (one year from date of student's original or re-test assessment at any ASSET/COMPASS assessment site).
- Assessment scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test assessment.

Note: The dean of students or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

G. Evaluation

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

The Bookstore is now located in the Conference Center@Rio on the 2nd floor.

Bookstore

480-517-8710
www.riosalado.edu/bookstore

All major credit cards accepted. Have your course and section number available.

Students may purchase textbooks in three convenient ways:

- Online at the conclusion of your Maricopa Online registration or at www.riosalado.edu/bookstore
- By telephone **480-517-8710** or **1-800-584-8775** with credit card
- In Person: Monday-Thursday 9 a.m. - 7 p.m. and Friday 9:00 a.m. - 5 p.m.

  Rio Salado Bookstore - 2nd Floor
  Rio Salado College - Conference Center
  2323 West 14th Street
  Tempe, AZ 85281

Delivery is available to the following locations on weekdays shortly after receipt of your order:

- 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.

Full refunds can be approved in person or by mail within two weeks of the date of purchase or start date, or within 30 days if the course has been dropped. Books must be in the same condition as purchased and must be accompanied by a receipt or invoice. After 30 days or at the end of your course, you can sell back books in person or by mail if books are in salable condition (no missing pages or water damage). You can receive a price quote in 1 to 2 business days by faxing a list of the author, title, and ISBN to **480-517-8719**.

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

Career/Counseling Services

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

- **Career Guidance:** Career decision making, assessment of interests, needs, personality traits, values.
- **Career Information:** Description of careers, market outlook, educational requirements.
- **Job Hunting Skills:** Applications, 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.

For more information, call **480-517-8580** or visit **www.riosalado.edu/career**

Need Help with Your Career Decisions?

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

For an appointment or counseling, call the location nearest you or send us an e-mail.

- Jacque Beale, M.C.
  jacque.beale@riomail.maricopa.edu
- Beatriz Cohen, M.C.
  beatriz.cohen@riomail.maricopa.edu
- Jean Tease, Ed.D
  jean.tease@riomail.maricopa.edu

Student Enrollment Services/
Advising at Rio Tempe
2323 West 14th Street
Tempe, AZ 85281
480-517-8580

Paradise Valley Mall
4550 East Cactus Road
Phoenix, AZ 85003
480-517-8760

Credit For Prior Learning (AR 2.2.4)

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

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

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

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning. Exceptions may be granted at some MCCCD colleges for specifically approved programs

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD 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 Educational Credit for Training Programs.* If a student has received training which appears in the guide, he or she may receive college credit if:

a. training parallels a discipline area offered through the Maricopa Community Colleges, and

b. credit meets a program requirement or is used as elective credit.

3. Departmental Credit By Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of 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.

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:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition AD	4 or 5	6 credit hrs/ ENG 101, ENG 100 AA, AC, eligible for Honors ENG 102
English-Literature and Composition	4 or 5	6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102

Math AP Recommendation:

Exam	Score	Credit for Course
Math-Calculus AB	3, 4 or 5	MAT 220 or MAT 221
Math-Calculus BC	3	MAT 220 or MAT 221
Math-Calculus BC	4 or 5	MAT 220 or MAT 221 and MAT 230 or MAT 231 upon completion of MAT 241
Computer Science A and AB	4 or 5	CSC 100

2. College Level Examination Program

The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

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

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

English Composition:

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

Foreign Languages:

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

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

Course	Spanish	French	German	Credit
101	40-49	39-48	39-45	4 (101)
102	50-54	49-53	46-50	8 (101, 102)
201	55-61	54-62	51-59	12 (101, 102, 201)
202	62-80	63-80	60-80	16 (101, 102, 201, 202)

At the discretion of the individual college, an oral exam at the 202 level may be administered.

3. Defense Activity for Non-traditional Education Support Examination Program

The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

4. American College Testing Proficiency Examination Program

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

5. Departmental Credit By Examination

Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Office of 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.

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)			
Examination	MCCCD		
General	Score	Semester Hours	Equivalency
English Composition	500 on 1978 version	3	With essay qualifies for ENG101
Humanities	500	6	Elective Credit
Mathematics	500	3	MAT122
Natural Sciences	500	8	Elective Credit*
Social Sciences & History	500	6	Elective Credit
Subject			
American Government	ACE Score	3	POS 110
American History - Early Colonization to 1877	ACE Score	3	HIS103
American History - 1865 to the Present	ACE Score	3	HIS104
American Literature	ACE Score	6	ENH241,242
Analysis & Interpretation of Lit	ACE Score	3	Elective credit
Calculus with Elem Functions	ACE Score	4	MAT221
College Algebra (1993) (replaces College Algebra [1979])	ACE Score	3	MAT152
College Algebra and Trigonometry	ACE Score	3	MAT152
College French	39-48	4	FRE101
College French	49-53	8	FRE101, 102
College French	54-62	12	FRE101, 102, 201
College French	63-80	16	FRE101, 102, 201, 202
College German	39-45	4	GER101
College German	46-50	8	GER 101, 102
College German	51-59	12	GER101, 102, 201
College German	60-80	16	GER101, 102, 201, 202
College Spanish	40-49	4	SPA101
College Spanish	50-54	8	SPA101, 102
College Spanish	55-61	12	SPA101, 102, 201
College Spanish	62-80	16	SPA101, 102, 201, 202
English Literature	ACE Score	3	Elective credit
Freshman College Composition (replaces College Composition & Freshman English)	ACE Score	3	With Essay ENG101
General Biology	ACE Score	8	BIO Elective Credit*
General Chemistry	ACE Score	9	CHM Elective Credit*
Human Growth & Development	ACE Score	0	No Credit
Information Systems & Computer Applications	ACE Score	3	CIS Elective credit
Intro to Educational Psychology	ACE Score	3	EDU Elective
Introductory Accounting	ACE Score	6	ACC Elective credit
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Principles of Macroeconomics (replaces Introductory Macroeconomics)	ACE Score	3	ECN111
Principles to Management	ACE Score	3	MGT Elective Credit
Principles of Marketing	ACE Score	3	MKT271
Principles of Microeconomics (replaces Introductory Microeconomics)	ACE Score	3	ECN112
Trigonometry	ACE Score	3	MAT182
Western Civilization - Ancient Near East to 1648	ACE Score	6	HIS100,101
Western Civilization - 1648 to the Present	ACE Score	3	HIS102

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

Advance Placement			
Examination	**Score**	**MCCCD**	**Semester Hours.**
Art - History	5 or 4 3	ARH101, 102 ARH101 or 102	6 3
Art - Studio - Drawing	5 4	ART111, ART112 ART111	6 3
Art - Studio - General	5 4	ART111, 112 ART112	6 3
Biology	5 or 4 3	BIO181, BIO182 BIO100 or Equivalent	8 4
Chemistry	5 or 4 3	CHM151/151LL and CHM152/152LL or CHM154/154LL CHM 151, 151LL	8 or 9 4
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics - Introductory Macroeconomics	5 or 4	ECN111	3
Economics - Introductory Microeconomics	5 or 4	ECN112	3
English - Language & Composition	5 or 4	ENG100AA, AC, AD & ENG101	6
English - Literature & Composition	5 or 4	ENG101 & ENH110	6
Environmental Science	5 or 4	No Credit	3
French - Language	5,4,3	FRE101, 102, 201, 202	16
French - Literature	5,4,3	FRE101,102,201,202	16
German - Language	5,4,3,	GER101, 102, 201, 202	16
German - Literature	5,4,3	GER101,102,201, 202	16
History - American	5 or 4	HIS103, HIS104	6
History - European	5 or 4	HIS101, 102	6
Latin - Language	5 4 3	LAT101,102,201,202 LAT101,102,201 LAT101,102	16 12 8
Mathematics - Calculus AB	5, 4, or 3	MAT220 or MAT221	5
Mathematics - Calculus BC	5 or 4 3	MAT220 or MAT221and MAT230 or MAT231 upon completion of MAT241 MAT220 or MAT221	8 to 10 5
Music	5 or 4	MTC105	3
Physics B	5 or 4 3	PHY111, 112 PHY111	8 4
Physics C - Electricity & Magnetism	5 or 4	PHY116 - with calculus and laboratory course work	5
Physics C - Electricity & Magnetism	5 or 4	PHY112 - with laboratory course work	4
Physics C - Mechanics	5	PHY115 - with calculus and laboratory course work	4
Physics C - Mechanics	5 or 4	PHY111- with laboratory course work	4
Political Science - American Government	5 or 4	POS 110	3
Political Science - Comparative Government and Politics	5 or 4	POS 140	3
Psychology	5 or 4	PSY101	3
Spanish - Language	5,4,3,	SPA 101, 102, 201, 202	16
Spanish - Literature	5,4,3	SPA 101, 102, 201, 202	16
Statistics	5,4,3	MAT167	3

International Baccalaureate Diploma/Certificate Credit

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.

Examination	Score	Semester Hours.	Equivalency
Art/Design	7, 6, or 5 4	6 3	ART 111, 112 ART 112
Biology	7, 6, or 5 4	8 4	BIO 181, 182 BIO 181
Chemistry	7, 6, or 5 4	9 4	CHM 151, 152 CHM 151
Economics	7, 6, or 5 4	6 3	ECN 111, 112 ECN 111
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, AC, AD ENG 100AB, AC, AD
English B	No Credit		None
Foreign Language A or B*	7, 6, or 5 4	8 4	Foreign language 101, 102 Foreign Language 101
History - American	7, 6, or 5 4	6 3	HIS103, 104 HIS 103
History - European	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Mathematics	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5 4	8 4	PHY 111, 112 PHY 111

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.** When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. **Specific information and required forms can be found on http://healthcare.maricopa.edu/ican1.htm.** Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). 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/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "CREDIT BY EXAMINATION," "CREDIT BY EVALUATION," or "CREDIT BY SKILLS DEMONSTRATION" a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average with the exception of courses graded P/Z.

D. Transfer Credit

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a C (2.0 on a 4.0 scale) or higher grade has been received; but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or the Western Association of Schools and Colleges.

Credits from institutions with candidate status from one of the above regional accrediting associations will be reviewed for transferability by a college committee.

Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all such transcripts translated into English and evaluated by an International Student Evaluation Service before submitting them to the college.

E. Servicemen's Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

Transfer Articulation Guidelines (Appendix B)

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

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

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

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

A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-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. Maricopa's Associate degrees are accessible on the web at

www.dist.maricopa.edu/academic/curric/prginfo.html
Click on Program/Sorting/Reporting.

Transfer Articulation from the Maricopa Community Colleges to Baccalaureate Degree-Granting Institutions

The Maricopa Community Colleges have transfer articulation agreements with private, public and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. Maricopa Community Colleges transfer articulation agreements are on behalf of the district as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to enter into an articulation agreement. Additionally, the articulation agreements require that all Associate Degrees awarded by Maricopa will transfer to participating institutions as a block. As mentioned above, these blocks transfer as a whole.

Transfer Options for Maricopa Community Colleges Associate in Applied Science Degrees

The Maricopa Community Colleges Associate in Applied Science (AAS) degrees are recommended for students who want to gain a depth of technical expertise leading to employment through the completion of an occupational program. Some students may want to pursue a baccalaureate degree as well. The AAS degrees transfer as a "block" to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

Course Acceptability and Applicability

Transfer articulation to Arizona's public baccalaureate degree-granting institutions is communicated in terms of "acceptability" and "applicability" of community college courses and programs.

To determine "acceptability" of Maricopa Community Colleges courses, refer to the Course Equivalency Guide (CEG) on the Arizona Courses Applicability System (AZCAS). The AZCAS CEG is online at **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 **www.asu.edu/provost/articulation/**

Arizona State University West
www.west.asu.edu/tranguid/

Northern Arizona University
www.nau.edu/regis/transguide/info.htm

University of Arizona
http://transferguides.arizona.edu

Arizona Course Applicability System (AZCAS) Transfer Planning Guides

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

Disability Services and Resources

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

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

The center welcomes your calls for more information. Call **480-517-8580** or our TDD number at **480-517-8565**.

Animals and Pets

With the exception of Assistance Dogs for the disabled students, animals are not permitted on any of the Rio Salado College facilities. Disabled students with dogs needing special accommodations should contact Disability Services and Resources at **480-517-8580**.

Honors Program

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

President's Honor Roll

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

Phi Theta Kappa

Students who have completed 12 or more credits of 100- or 200-level college work at Rio Salado 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.

Honors Program

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

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 **480-517-8279.**

Library Services

480-517-8424

www.riosalado.edu/library

Online:

- Available 24x7
- Full-text databases of magazines, journals, newspapers, encyclopedias, and images
- Full-text electronic books
- Online tutorials
- A virtual reference center
- Live chat and e-mail reference service
- 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 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**

Tutoring Services

480-517-8247

www.riosalado.edu/tutoring

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

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

- Dial a Tutor
- E-mail a Tutor
- Meet a Tutor
- Online Tutor

Community Services

Adult Basic Education (ABE)

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

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

English for Speakers of Other Languages (ESOL)

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

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

General Educational Development (GED)/Adult Secondary Education (ASE)

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

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

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

Prepare for GED Online

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

Students must purchase a book for this class. Cost: $50 plus textbook. For more information, call **480-517-8030**, or visit the web site at: **http://www.riosalado.edu/ged/**

KJZZ/KBAQ

KJZZ (91.5FM) and KBAQ (89.5FM) are services of Rio Salado College. KJZZ features a format of news and jazz, while KBAQ concentrates on classical music. Both stations showcase the best programs from National Public Radio and other sources, and supplement them with award-winning local productions.

Rio Institute for Senior Education (RISE)

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

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

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

Sun Cities Lifelong Learning Center

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

Sun Sounds of Arizona Information Access Service

The Sun Sounds of Arizona information access service provides audio access to printed information including newspapers, magazines, advertisements, and other textual materials 24-hours-a-day, 7-days-a-week, for any individual who cannot read due to visual, physical, or learning disabilities. 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 web site at **http://sunsounds.org** or call **480-774-8300**.

Registration Information

In This Section

Registering for Classes

- In Person & Phone Registration Hours
- By Phone
- Online/Maricopa Online
- Touchtone Phone/CARL
- In Person
- By Mail/Fax

Cancellations, Drop/Add, and Withdrawals

- Class Cancellation
- Drop/Add
- Withdrawals

Change of Student Address or Telephone Number

Admission/Registration Policies

- Admission Policy
- Admissions Classifications
- Admission Information
- Concurrent Enrollment
- Other Admission Information
- Academic Load
- Schedule Changes

Social Security Number

Transcript Information

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 Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

In Person and Phone Registration Hours:

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

By Phone

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

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

Online/Maricopa Online

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

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

Touchtone Phone/CARL

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

In Person

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

By Mail/Fax

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

Cancellations, Drop/Add, and Withdrawals

Class Cancellation

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

Drop/Add

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

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

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

Withdrawals

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

Change of Student Address or Telephone Number

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

- Call **480-517-8540**.
- Students can also change their address online at: **www.riosalado.edu**

Admission/Registration Policies

Admission Policy (AR 2.2.1)

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee.

Admission Classifications

A. Admission of Regular Students

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

1. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
2. Has a high school certificate of equivalency.
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Admission of Students Under 18 Years of Age

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
   a. Scholastic Aptitude Test (SAT) composite (verbal and math)
      - SAT I - 930 or more, or
      - SAT II - 500 or more, or an
   b. American College Test (ACT) composite of 22 or more.
2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.
3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.
4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

C. Admission of Students in Special Status

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

The status of "Special Admissions" may be granted to a student who:

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations, or
2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. Departments may have additional requirements to register for a course. (Signature of parent or guardian is required for students under 18), or
3. Is a participant in a special program sponsored by the admitting college.

THE COLLEGES RESERVE THE RIGHT TO ENROLL STUDENTS IN COURSES. The final decision for admission to any class for students admitted under "special" status will be determined by the designated college administrator in consultation with the department chairperson.

D. Specialized Vocational/Training Program

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs.

E. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE), and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek 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 Admissions and Records.

F. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Office of Admissions and Records or designated office for the necessary student information form(s). When completed, the form(s) should be returned to the Office of Admissions and Records or designated office with all requested supporting documents. After the file has been reviewed, a notice will be sent indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must have the equivalent of a United States high school diploma. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Office of Admissions and Records or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

1. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test.) If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of admission and records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

Questions about the TOEFL should be directed to the Educational Testing Services at the following address:

TOEFL Services
P.O. Box 6151
Princeton, NJ 08543-6151

2. Admission to the Intensive English Program

An applicant for admission to the Intensive English Program must provide evidence of at least intermediate command of English by way of one or more of the following criteria:

a. At least six years of English language instruction as shown by the applicant's school transcript(s);

b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test);

c. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;

d. Other credentials, test scores, interview results, or evidence accepted by the coordinator of the intensive English program or the college's responsible designee.

Students admitted to the Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.

e. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

3. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States.

The colleges estimate the student's average costs for 12 months to be:

Tuition and fees:	$ 6,000 [1]
Living Expenses:	10,400 [2]
Books:	800 [3]
Health Insurance:	443 [4]
Total	$17,643[5]

Note: The estimates for the expenses of the dependents of F-1 students (spouse and dependent children) may vary from college to college depending on the cost of living in each community. Therefore, each college should set its own estimate for dependent's expenses. However, the cost of Maricopa health insurance ($1382 per year for a spouse and $782 per year for each dependent child) should be added to the general cost of living and personal expenses.

4. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges must have an approved health insurance plan. The plan currently in use in the Maricopa Community Colleges is administered by the Renaissance Agencies and underwritten by Guarantee Trust Life Insurance Company. For more information contact the college office of admissions and records or designated international student office.

Footnotes:

(1) Based on 2003-2004 tuition and fee schedule with enrollment in 28-32 credits.

(2) Based on estimated costs of apartment rental, utilities, local transportation, food, and entertainment.

(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.

(4) Based on 2003-2004 insurance premium for the mandatory Maricopa Community Colleges' International Student Health Plan.

(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

Definitions

Armed Forces of the United States means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States public health services, the national oceanographic and atmospheric association administration, the national guard, and any military reserve unit of any branch of the armed forces of the United States.

Continuous attendance means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.

County resident means an individual who has lived in the county for at least fifty (50) days before the first day of classes of the semester.

Domicile means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

Emancipated person means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

Full-time student means one who registers for at least twelve (12) credit hours per semester.

Part-time student means one who registers for fewer than twelve (12) credit hours per semester.

Parent means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Admission Information (AR 2.2.2)

Students must file a Student Information Form with the Office of Admissions and Records at the college of attendance. There is no charge for this service.

A. Student Status

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

B. Student Identification Number

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

C. Declaration of Previous College Attendance

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

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

D. Residency for Tuition Purposes (Appendix A)

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

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

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

Implementation

1. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

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 he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:

   1. His or her parent's domicile is in this state and his parent is allowed to claim him or her as an exemption for state and federal tax purposes.
   2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.

3. He or she is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, he or she is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.

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

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

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

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

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student 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 department of revenue during the previous tax year.

H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

Alien In-State Student Status

A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:

1. Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.
2. Is domiciled in this state and:
   a. The domicile of the alien's parent is in this state, and
   b. The parent is entitled to claim the alien as an exemption for federal and state tax purposes.
3. The alien is domiciled in this state and the alien is:
   a. An employee of an employer which transferred the alien to this state for employment purposes, or
   b. The spouse of such an employee.
4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.

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

- **A** Foreign Government Official
- **E** Treaty Trader
- **G** Principal Resident Representative of Recognized Foreign Member Government to International Staff
- **K** Fiancé or Child of Fiancé of U.S. Citizen
- **L** Intracompany Transferee
- **N** Parent or Child Accorded Special Immigrant Status
- **O** Workers of "Extraordinary" Ability in Sciences, Arts, Education, Business, or Athletics
- **P** "Internationally Recognized" Entertainers & Athletes, "Reciprocal Exchange" or "Culturally Unique" Artists & Entertainers
- **Q** Cultural Exchange Visitors
- **V** Spouses and Dependent Children of Lawful Permanent Residents

I-688 Employment Authorization

C. Students who hold visas as listed above, or who were issued a visa of a type other than those of the foregoing categories and have submitted an I-485 to Citizenship and Immigration Services (CIS) or have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above.

In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent — parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B. above. To be eligible to establish domicile, the parent must

1. hold a valid visa of a type as listed in paragraph B., or
2. have never held a visa, or
3. have been issued a visa of a type other than those of the foregoing categories but be out of status for at least one year.

D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.

E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status

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

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

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

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

Proof of Residency

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

A. In-State Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying residency.
2. Any of the following may be used in determining a student's domicile in Arizona:
   - a. Income tax report
   - b. Voter registration
   - c. Automobile registration
   - d. Driver's license
   - e. Place of graduation from high school
   - f. Source of financial support
   - g. Dependency as indicated on federal income tax return
   - h. Ownership of real property
   - i. Notarized statement of landlord and/or employer
   - j. Bank accounts
   - k. Other relevant information

B. County Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
2. Any of the following may be used to determine a student's county residency:
   a. Notarized statements of landlord and/or employer
   b. County voter registration
   c. Source of financial support
   d. Place of graduation from high school
   e. Ownership of real property
   f. Bank accounts
   g. Other relevant information

Concurrent Enrollment in Arizona Public Institutions of Higher Education (A.R.S. §15-1807) (Appendix C)

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

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

Other Admission Information (AR 2.2.3)

A. Veterans

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

B. Ability to Benefit - Classifications

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

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

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

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

C. Transcripts

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

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

D. Educational Assessment

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

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 Admissions and Records for clarification.

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

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

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

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

Schedule Changes

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

Social Security Number

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

Transcript Information

Transcripts For Transfer (AR 2.3.10)

The transcript is issued upon written request only. Those students, who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the 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 Admissions and Records. Include your name, social security number, where the transcript should be sent, and your signature.

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

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

Veterans Affairs Office

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

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

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

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

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

Financial Information

In This Section

Cashiers Services

Student Financial Assistance

- How to Apply for Federal Financial Aid
- Types of Aid
- Distribution of Aid
- Rights and Responsibilities
- Satisfactory Academic Progress
- Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility
- Refunds and Repayments
- Award Amount and Level of Enrollment

Refund Policy

Scholarships

Tuition and Fees

Veterans Services

Cashiers Services

Cashiers Services is located at Rio Tempe and may be reached at **480-517-8334.** Contact the Cashiers Services for information on:

- Tuition payments
- Fee payments
- Out-of-County affidavits
- Class schedules and invoices
- Employee tuition waivers
- Tuition refunds
- Third Party billing

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

Please note: Tuition refunds are not automatic. The student must contact Cashiers Services after withdrawing or dropping a class. Payments made by check require 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 **480-517-8338**.

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** *Go to Student Services, then Financial Aid/Scholarships*.

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

Student Financial Assistance (AR 2.2.11 & Appendix E)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements.

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at **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.

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

Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.

The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2004-2005 academic year, academic progress will be evaluated on Spring 2004, Fall 2003, and Summer 2003).

Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.

Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in 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

Credits Attempted*	Min GPA
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

**for which grade points are computed.*

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

III. Maximum Time Frame Eligibility

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

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

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

D. A student may appeal as outlined in V.

E. Reinstatement procedures as outlined in VI are not applicable to Maximum Time Frame Eligibility.

IV. Repeated, Audited, Consortium, Remedial Courses, Summer Sessions

A. Financial aid may be used to cover the cost of repeated courses.

B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.

C. Courses funded through a consortium agreement are included in determining academic progress.

D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)

E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process

A student who has lost financial aid eligibility due to extenuating circumstances may appeal.

A. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.

B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.

C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.

D. The condition or situation must be resolved which will allow the student the ability to complete course work successfully or an appeal will not be granted.

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.

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

Refunds and Repayments

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

Award Amount and Level of Enrollment

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

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 1-9 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.

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

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

All refunds and deposits that may be due a student will first be applied to debts owed to the college.

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

B. Refund Policy for Non-Credit Classes

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

C. Canceled Classes

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

D. Other Refunds

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official:

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Scholarships

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

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

If you have additional questions regarding scholarships, please contact the Rio Salado Financial Aid Office at **480-517-8310.**

Additional information on privately funded scholarships is available at public libraries, and on the Rio Salado web page at: **www.riosalado.edu.** Go to Student Services, then Financial Aid/Scholarships/ Internet Sources.

Tuition and Fees (AR 2.2.9)

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

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

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

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

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

A. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board. Enrollment is not complete until tuition and fees are paid.

B. Tuition and Fees Schedule (Appendix D)

(effective July 1, 2004 for Fall, Spring and Summer Sessions)

The following is a tuition and fees schedule for 2004-2005 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

Student Status

1. **County Resident - Resident Rate:** per credit hour
   General Tuition: $53.50 *plus* Fees: $1.50 $55.00
2. **County Resident - Audit Rate:** per credit hour
   Audit Fee Surcharge: $25.00 *plus*
   General Tuition: $53.50 *plus* Fees: $1.50 $80.00

3. **Out-of-County Resident**

   (7 & more credit hours system-wide): per credit hour

   Out-of-County Surcharge: $165.00 (Applies only to counties with no community college) *plus* General Tuition: $53.50 *plus* Fees: $1.50 $220.00

4. **Out-of-State Resident***

   (including F-1 Non-immigrants - 7 & more credit hours system-wide): per credit hour Out-of-State Surcharge: $165.00 (approval pending) *plus* General Tuition: $53.50 *plus* Fees: $1.50 $220.00

5. **Unclassified Student - Out-of-State, Out-of-County***

   (less than 7 credit hours system-wide): per credit hour Unclassified Student Surcharge: $25.00 *plus* General Tuition: $53.50 *plus* Fees: $1.50 $80.00

6. **Out-of-State students participating in Western Undergraduate Exchange (WUE) Program***

   (any number of credit hours): per credit hour

   WUE Out-of-State Surcharge: $27.50 *plus* General

   Tuition: $53.50 *plus* Fees: $1.50 $82.50

7. **Courses offered out of Arizona, including distance learning, to non-resident out-of-state students****

   Total tuition per credit hour $135.00

8. **Corporate Tuition Rate-Out-of-State***

   (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa: per credit hour Out-of-State Surcharge: $76.00 *plus* General Tuition: $53.50 *plus* Fees: $1.50 $131.00

9. **Skill Center Tuition Rates**

   Hourly Tuition $4.10

10. **Credit by Examination & Credit by Evaluation**

    per credit hour - excludes HCIES courses

    Regular Rate: $42.50

    Contract Testing Rate: $21.25

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments:

Apache

Greenlee

Santa Cruz

Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

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

** *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	$1.75
Drop in	$2.00
For each 15 minutes of late pick-up	$6.00
Registration per semester - Students	$15.00
GWCC - Students	$2.00
Staff & Faculty	$3.00
For each minute of late pick-up	$1.00
Registration per semester	$10.00
MCC - Students	$1.75
Drop in	$3.00
Registration per semester - Students	$15.00
Registration per semester - Staff & Faculty	$20.00
For each 15 minutes of late pick-up	$5.00
For every week payment is late	$5.00
PC	$2.25
For each 15 minutes of late pick-up	$15.00
PVCC	$3.00
Registration per semester	$15.00
For each 15 minutes of late pick-up	$5.00
SCC - Students	$3.25
Staff & Faculty	$4.25
Overtime Fee - Student	$3.75
Overtime Fee - Staff	$4.75
Registration per semester - Students	$25.00
Registration per semester - Staff & Faculty	$35.00
Contract Changes (2+)	$5.00
For each 15 minutes of late pick-up	$5.00
For every week payment is late	$5.00
SMC - Students	$1.75
From 9 am to 12 pm Preschool per week	$26.25
Staff & Faculty	$2.25
From 9 am to 12 pm per week	$33.75
Registration per semester	$10.00
For each 15 minutes of late pick-up	$5.00
All other colleges	$1.75
Course Materials Fee	actual cost
Distance Learning Fees	actual cost
Emergency Medical Technology	**(EMT)**
actual cost not to exceed	$400.00
Excessive Laboratory Breakage	actual cost
Field Studies	actual cost
Field Trips & Out-of-County/Country Tours	actual cost
Fitness Center	**$20.00**

GED	
First Test	$50.00
Test repeat (per section)	$10.00
General Laboratory & Course Fees	actual to $25.00
Graduation Fees	
Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) non refundable	$5.00
Commencement Fee (One time fee refundable up to 2 weeks prior to graduation)	$25.00
HCIES (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
Parking Fines	
(All fines are doubled if not paid within 15 working days.)	
Displaying an altered or substituted permit	$50.00
Expired parking permit	$15.00
Failure to register a vehicle and display a parking permit	$30.00
Falsifying information on vehicle registration application	$50.00
Improperly displaying a parking permit (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
Parking outside stall lines	$15.00
Parking beyond posted time limit	$15.00
Pulling through or backing into an angled parking space	$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	$90.00
Non-Music Majors	
First 1/2 hr per wk/per semester	$280.00
Each additional 1/2 hr per wk/per semester	$280.00
Registration Processing Fee	
Credit classes only (per student/semester/college-refundable only if student qualifies for 100% refund - see refund schedule)	$5.00
Skill Centers Materials Fee	
Specific clothing & headwear issued to students prorated for course of program less than 21 days	$250.00
Transcript Fee	$5.00

Rio Salado College Specific Fees

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

Astronomy Courses		
AST102	Survey of Astronomy Lab	$25.00
Biology Courses		
BIO100	Biology Concepts Lab	$25.00
BIO105	Environmental Biology Lab	$25.00
BIO145	Marine Biology Lab	$25.00
BIO156	Human Biology for Allied Health Lab	$25.00
BIO160	Introduction to Human Anatomy & Physiology Lab	$42.00
BIO162	Microbiology Concepts for Allied Health	$25.00
BIO201	Human Anatomy & Physiology I Lab	$42.00
BIO202	Human Anatomy & Physiology II Lab	$42.00
BIO205	Microbiology Lab	$30.00
Chemistry Courses		
CHM130LL	Fundamental Chemistry Lab	$25.00
CHM130LL	Fundamental Chemistry Lab (at home online format)	$50.00
CHM138LL	Chemistry for Allied Health Lab (at home online format)	$50.00
CHM151LL	General Chemistry I Lab	$25.00
CHM152LL	General Chemistry II Lab	$25.00
Dental Assisting (Clinical) Courses		
CDA101	Orientation to Clinical Dental Assisting	$60.00
CDA102	Introduction to Dental Office Management	$60.00
CDA110	Infection Control & Hazard Communication	$120.00
CDA115	Dental Anatomy & Pathology	$235.00
CDA120	Clinical Patient Management	$110.00
CDA125	Dental Materials	$245.00
CDA220	Clinical Dental Assisting I	$150.00
CDA230	Clinical Dental Assisting II	$155.00
CDA240	Dental Radiographic Imaging	$165.00
CDA280	Clinical Dental Assistant Practicum	$235.00
CDA290	Internship for Clinical Dental Assistants	$60.00
Dental Hygiene		
all DHE courses		$175.00
Skills Enhancement (4 hrs. block)		$150.00
Skills Enhancement (8 hrs. block)		$300.00
Education Courses		
EDU207	Teaching Adolescents	$35.00
EDU209AA	Teaching Students with Emotional Disabilities	$25.00
EDU209AB	Teaching Students with Learning Disabilities	$25.00
EDU209AC	Teaching Students with Mild & Moderate Mental Retardation	$25.00
EDU209AD	Teaching Students with Physical & Other Health Impairments	$25.00

EDU215AA	Secondary Social Studies Methods and Curriculum Development	$35.00
EDU215AB	Secondary Mathematics Methods and Curriculum Development	$35.00
EDU215AC	Secondary Science Methods and Curriculum Development	$35.00
EDU215AD	Secondary English Methods and Curriculum Development	$35.00
EDU215AE	Secondary Special Topics Methods and Curriculum Development	$35.00
EDU217	Methods for the SEI and ESL Student	$35.00
EDU219	Special Education Techniques and Methods	$35.00
EDU222	Introduction to the Exceptional Learner	$35.00
EDU223AA	Emotional Disabilities in the Classroom	$25.00
EDU223AB	Learning Disabilities in the Classroom	$25.00
EDU223AC	Mild/Moderate Mental Retardation in the Classroom	$25.00
EDU223AD	Physical/Health Impairments in the Classroom	$25.00
EDU225	Foundations of Approaches to Serving ELL	$25.00
EDU226	Methods in Special Education	$35.00
EDU227	Social Studies Techniques and Methods	$35.00
EDU229	Science Techniques and Methods	$35.00
EDU231	Mathematics Techniques and Methods	$35.00
EDU240	Methods in Teaching SEI and ESL Students	$35.00
EDU268	Secondary School Dynamic Instruction	$35.00
EDU270AA	Elementary Reading and Decoding	$25.00
EDU271	Phonics Based Reading and Decoding	$25.00
EDU274	Understanding Adolescent Behavior in the Classroom	$35.00
EDU276	Classroom Management	$35.00
EDU277AA	Elementary Student Teaching	$400.00
EDU284	Dynamic Teaching in Secondary Schools	$25.00
EDU287AA	Master Teacher Seminar I	$15.00
EDU287AB	Master Teacher Seminar II	$15.00
EDU287AC	Master Teacher Seminar III	$15.00
EDU288AA	Student Teaching Lab - Elementary	$400.00
EDU288AB	Student Teaching Lab - Secondary	$400.00
EDU288AC	Student Teaching Lab - Special Education	$400.00
EDU289AA	Secondary Social Studies Methods and Curriculum Development	$35.00
EDU289AB	Secondary Mathematics Methods and Curriculum Development	$35.00
EDU289AC	Secondary Science Methods and Curriculum Development	$35.00
EDU289AD	Secondary English Methods and Curriculum Development	$35.00
EDU289AE	Secondary Methods and Curriculum Development Special Topics	$35.00
EDU290	Science Methods and Curriculum Development	$35.00
EDU293	Mathematics Methods and Curriculum Development	$35.00
EDU295	Social Studies Methods and Curriculum Development	$35.00
Education		
	Student Teaching Lab Schedule Change/Cancellation	$100.00
Geology Courses		
GLG103	Introduction to Geology I - Physical Lab	$25.00
GLG111	Geographic Disasters & Environment Lab	$25.00
Geography Courses		
GPH111	Introduction to Physical Geography	$20.00
GPH113	Introduction to Physical Geography Lab	$20.00
Law Enforcement Technology Courses		
LET155	General Instructor Certification	$10.00
LET201	Physical Fitness Instructor Certification	$20.00
LET226	Arrest & Defense Tactics Instructor Certification	$30.00
LET229	High Risk Situations/Instructor Training	$68.00
LET250	DUI Detection	$20.00
Mathematics Courses		
MAT082	Basic Arithmetic	$75.00
MAT092	Introductory Algebra	$75.00
MAT102	Mathematical Concepts/ Applications	$75.00
MAT122	Intermediate Algebra	$75.00
MAT151	College Algebra	$75.00
Nursing Courses		
NUR157	Nurse Assisting Lab	$25.00
NUR267	Pharmacology & Medication Administration III	$25.00
NUR269	Nursing and Science III	$25.00
NUR281	Nursing Process & Critical Thinking IV	$30.00
NUR289	Nursing Science IV	$25.00
Physics Courses		
PHY111	General Physics I Lab	$25.00

Students may incur expenses beyond the established fees in certain courses.

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.
4. 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

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

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

The College Within Everyone's Reach!

In This Section

Online Learning

- The College Within Everyone's Reach!
- Here's How It Works
- General Education @ Rio Salado
- Business Programs @ Rio Salado
- Education Programs @ Rio Salado
- Healthcare Programs @ Rio Salado
- Multiple Start Dates

You Have the Whole College Supporting You!

Education Programs

- Online Post-Baccalaureate Teacher Preparation Program
  - Elementary Education
  - Secondary Education
  - Special Education
- Online Master's Degree Partnership with Walden University
- Online Baccalaureate Degree Partnership in Elementary Education with Charter Oak State College and Bridgeport Education
- Professional Development Program for K-12 Teachers
- Associate in Transfer Partnership Degree: K-12 Classroom Instructional Support
- Baccalaureate Degree Partnership with Charter Oak State College and Bridgeport Education
- "Bridge" to the Baccalaureate Program Partnership with Charter Oak State College and Bridgepoint Education

Choose Nursing

- Rio Salado's Online Nursing Program
- The Power of Education

Online Clinical Dental Assisting Program

- What Does a Dental Assistant Do?
- The Right Choice
- Convenient Classes

Instructional Computing

- Serving the General Public
- Internet and Print Based Courses
- Computer Labs
- Computing Resources

Languages

- Accelerated Classes
- Distance Classes

Online Learning

The College Within Everyone's Reach!

What if you had the option of converting your home, office or favorite place into a college? We have made it possible for you by putting our entire college online. You choose your study time, submit assignments and receive instructor guidance through a student portal or by email, mail, and/or fax. Since most of our classes start every two weeks, you can get started when you are ready. You can register for classes, apply for financial aid, receive academic advising, do library research, or buy your books online 24 hours a day.

Through Rio Salado's online and other distance learning programs, you can take over 300 different, high quality college courses via any one and/or combination of technologies. You can take classes when and where you want via the Internet using your own Internet connection and browser. Visit our website for current online requirements at:

www.riosalado.edu/distance_learning/information/internet_faq.shtml

In Mixed Media courses, you participate in classes that combine delivery technologies, to include conference calling, audio and videocassettes, print materials and/or laboratory kits. In Print-Based courses, you rely on textbooks, study guides, course packets and supplemental readings in your classes.

Here is how it works…

Enroll for your distance classes well in advance so you have your books/materials and are ready to begin assignments on your course start date. Registration for flexible start classes must be completed by the Saturday before your scheduled start date. These directions are based on the delivery of your course (Internet, Mixed Media, or Print-Based). Once you have enrolled and paid for your classes:

1. A welcome letter is sent before your start date. Internet students will receive a welcome message online, and other students will receive this in the mail.
2. Purchase the required textbooks at 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 or by phone, call **480-517-8710** or **1-800-584-8775**. To purchase your books online, go to:

   www.riosalado.edu/bookstore

   You may print your online course materials from the web or Mixed Media and Print-Based course materials at a local Kinko's. For more information, call **480-517-8243**. If you live outside the Phoenix metropolitan area, please call **480-917-9600** for assistance. Once you have your textbooks and materials, you may begin your coursework as outlined in your course materials.
3. 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.
4. Some classes may have an orientation meeting at the start of the semester, or in-person meetings later in the course. See your course syllabus and course calendar for details.
5. Internet students may contact their instructors by email. Mixed Media and Print-Based students may call their instructors using Voice Messaging, 24 hours a day.
6. Internet students submit required assignments online. Print-Based and Mixed Media students may mail or fax required assignments. Due dates for assignments are noted on the course calendar. 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. For testing site locations, go to:

   www.riosalado.edu/services/student/support/testing/

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

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

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 Partnership
  - "3 + 1" Elementary Education and Leadership Program
  - Teacher Education "Bridge" Program
- Post-Baccalaureate Teacher Prep
- Master's Degree Partnership
- Endorsements
- Writing and Math Workshops

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
- 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!

Multiple Start Dates

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

Dream. Click! Become.

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 check out our online services at:

www.riosalado.edu/advisement

Bookstore:

Order your books online, by telephone or purchase your materials in-person. Call **480-517-8355** or **1-800-584-8775** or visit the web site at:
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 **480-517-8580** or visit **www.riosalado.edu/career**

Electronic Virtual Library:

The Internet-based library has several online tutorials, a reference center and specific links to support class research. To obtain a library card, call **480-517-8424** or visit **www.riosalado.edu/library**

Financial Aid:

Grants, work study 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)

Email: instructional.helpdesk@email.rio.maricopa.edu

www.riosalado.edu/instructional_helpdesk

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)

Email: helpdesk@email.rio.maricopa.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/technology_helpdesk

Orientation:

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

Successful Start Workshop:

First time Internet students may attend a free "Successful Start" workshop held at Rio Tempe from 6:00 p.m. - 8:00 p.m. on the Tuesday evening prior to each flex start date. Learn how to access your class, to use email to communicate with your instructor, and to be a prepared Internet student. Call **480-517-8288** to reserve your seat, or **480-517-8380** (Instructional Helpdesk) for further information. The Successful Start orientation is also available online at:
www.riosalado.edu/distance_learning

Tutoring:

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

Call the Tutoring Coordinator at **480-517-8247** or **1-800-729-1197** (outside Maricopa county) for more information about the options that are available to you.
www.riosalado.edu/tutoring

Education Programs

Programs for working adults who wish to enter the teaching profession.

Online Post - Baccalaureate Teacher Preparation Program

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

The Rio Salado College Online Post-Baccalaureate Teacher Preparation Program was created to address state and national needs regarding the shortage of qualified teachers. The program is approved by the Arizona Department of Education (ADE) and leads to elementary, secondary, or special education teacher education certification. The program capitalizes on e-learning by offering courses in an Internet format. 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 laboratory.

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

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

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

Phone: 480-517-8540
e-Mail: admission@email.rio.maricopa.edu
visit: www.riosalado.edu/education

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

Elementary Education 45 credits

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU222	Introduction to the Exceptional Learner
EDU225	Foundations of Approaches 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 "C" or better in all Level II EDU courses and a GPA of 2.5 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
EDU240	Methods for Teaching SEI/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 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: 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 + 24 credits in Teaching Content Area, if needed.

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU225	Foundations of Approaches 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 "C" or better in all Level II EDU courses and a GPA of 2.5 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	Education Seminar III
EDU240	Methods for Teaching SEI/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*

*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: 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 48 credits

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU222	Intro to the Exceptional Learner
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 "C" or better in all Level II EDU courses and a GPA of 2.5 or better.

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 given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass these exams to obtain a Provisional Certificate.

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).

Online Master's Degree Partnership with Walden University

Through a special educational partnership, up to 12 credit hours can be applied toward the Walden University Masters of Science (MS) in Education with a focus on Curriculum, Instruction, and Assessment. For more information on this MS in Education Degree, call **1-888-627-1153** and ask for the Rio Salado representative or visit Walden's web site: **www.degree4teachers.net/rs2003.**

Online Baccalaureate Degree Partnership in Elementary Education with Charter Oak State College and Bridgepoint Education

Student Goal: to obtain a bachelor's degree and become a Certified Elementary Teacher.

Rio Salado has established an educational partnership with Charter Oak State College and Bridgepoint Education. This partnership program has been established using the Associate in Transfer Partnership Degree: K-12 Classroom Instructional Support as the academic base for individuals who desire flexibility in their education goal to become a certified elementary teacher.

This collaborative agreement between the three parties provides a flexible and non-traditional means of earning credits necessary for Arizona Elementary Education Teacher Certification and a bachelor's degree as a requirement for the certification process. The concentration of the Bachelor of Science Degree focuses on elementary

Professional Development for K-12 Teachers

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

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

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

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

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

education and leadership. The title of the Bachelor's Degree awarded by Charter Oak State College is a B.S. in General Studies with an Individualized Studies Concentration (with a focus on Elementary Education and Leadership).

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

Student Goal: to become an Instructional Associate/ Paraprofessional in Elementary 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, focusing on elementary education and leadership.

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 and Bridgepoint Education.

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

Required ATP Courses

Students must earn a grade of "C" or better in all General 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 (6 credits)
MAT142 or MAT150 or MAT151 or MAT152 or 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.

Social/Behavioral Requirements (6 Credits)

HIS103 or any United States approved general survey history course and HIS104 or GCU121 or GCU122 or ECN111 or ECN112 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 (6 credits)

Any Humanities and Fine Arts course, except for courses with the ENH prefix.

Note: Students are encouraged to meet with an adviser 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.

Education Foundation Courses 31 credits

Students must earn a grade of "C" or better in all Level I EDU courses and a 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.

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU204	Fine Arts in Educational Settings
EDU222	Intro to the Exceptional Learner
EDU225	Foundations of Approaches to Serving English Language Learners (ELL)
EDU230	Cultural Diversity
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

Additional Course Requirements

Any ENH course and MAT156 or any math course that focuses on mathematics for elementary teachers.

Baccalaureate Degree Partnership with Charter Oak State College & Bridgepoint Education

Student Goal: to become a certified Elementary (K-8) teacher.

Program Description: After successfully completing the Associate in Transfer Partnership Degree (ATP) in K-12 Classroom Instructional Support the student can choose to continue the educational pathway leading to a Bachelor's Degree with a Concentration in Individualized Studies (with a focus on Elementary Education and Leadership) by applying for formal admission into the Rio Salado Teacher Education Program.

Following program acceptance, the student will take the following state reviewed teacher education program courses:

Required Elementary K-8 Methods Courses — 22 credits

(Successful completion of the K-12 Instructional Associate ATP and formal program admission required.)

Students must earn a grade of "C" or better in all Level II EDU courses and a GPA of 2.5 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.

EDU285AB	Current Perspectives in Education
EDU287AB	Master Teacher Seminar II
EDU217	Methods for the SEI/SEL Student
EDU227	Social Studies Techniques & Methods
EDU229	Science Techniques & Methods
EDU231	Mathematics Techniques & Methods
EDU277AA	Elementary Student Teaching

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

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

"Bridge" to the Baccalaureate Program Partnership with Charter Oak State College and Bridgepoint Education

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

Program Description: Students who have completed two years (or more) of transferable college credits and are seeking a Bachelor of Science Degree to fulfill personal goals and secure the academic credential (Bachelor's Degree) required to obtain certification as a certified teacher in Elementary, Secondary, or Special education 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, Charter Oak State College and Bridgepoint Education. Upon completion of a COSC 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@email.rio.maricopa.edu

Bridgepoint Education

Phone: 888-668-1883
E-mail: rio@bridgepointeducation.com
Online: www.bridgepointeducation.com/rio

Choose Nursing

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

Rio Salado's Online Nursing Program

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

Courses available online at Rio Salado include:

HCR230	Culture and Health	3
HCR240	Pathophysiology	4
NCE214OP	Orientation to the Nursing Program	1
NCE276	Clinical Teaching in Nursing	1
NUR156	Nurse Assisting	2
NUR157	Nurse Assisting	2
NUR161	Nursing Process/Critical Thinking I	3
NUR163	Health Assessment/Health Promotion I	1
NUR167	Pharmacology & Medication Administration I	1
NUR169	Nursing Science I	3
NUR181	Nursing Process/Critical Thinking II	3
NUR185	Developing the Nurse's Role I	1
NUR187	Pharmacology and Medication Administration II	1.5
NUR189	Nursing Science II	4
NUR261	Nursing Process and Critical Thinking III	3
NUR263	Health Assessment and Health Promotion II	1
NUR267	Pharmacology and Medication Administration III	1
NUR269	Nursing Science III	5
NUR281	Nursing Process and Critical Thinking IV	3
NUR285	Developing the Nurse's Role II	1
NUR289	Nursing Science IV	6

A list of the prerequisite courses, as well as all the courses required for the Associate of Applied Science in Nursing, is available on pages 117-120 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 $4000. Costs include tuition, test fees, textbooks, uniforms, health physical, graduation fees, and nursing pin.

The Power of Education

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

To get started, call **480-517-8580,** send an e-mail to more.info@riomail.maricopa.edu, or visit online at:

www.riosalado.edu/nursing

Online Clinical Dental Assisting Program

Are you looking for a well-paying and highly sought after career?

Do you enjoy helping others feel better about themselves?

Do you need good benefits and flexible hours?

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

What Does a Dental Assistant Do?

Dental assistants work chair-side with dentists during patient treatments. Duties include:

- Support with dental procedures
- Expose radiographs
- Assist with restorations and preventative procedures
- Attend to well-being of patients

The Right Choice

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

This affordable program will provide you with the skills, professional experience, and contacts you need to begin your career the day you graduate! You'll even get paid while you learn through a unique internship experience. Best of all, the entire program takes 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 short lab practicum will be taught in our state-of-the-art dental assisting clinic with a low student-to-faculty ratio allowing for plenty of personal attention.

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

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

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

This program is offered in partnership with the Arizona Dental Association (AzDA), Massachusetts Dental Society (MDS), New Hampshire Dental Society (NHDS), Oregon Dental Association (ODA), and the Washington State Dental Association (WSDA); the professional associations for Dentists in the corresponding states and constituents of the American Dental Association (ADA).

Instructional Computing

Serving the General Public

With Rio Salado, updating your computer skills is flexible, convenient, and fun.

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

Internet and Print Based Courses

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

Computer Labs

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

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

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

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

Computing Resources

- Valley-wide accessibility
- Computer Help Desk for student questions
- Over 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 format that works best for you.

Accelerated Classes

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

Distance Classes

You can take a language class on the Internet or through Mixed Media with video, audio cassettes, and conference calls on your telephone. Your instructor is just a click away, and our nationally recognized Dial-A-Tutor service is available for all languages.

Distance Learning language classes emphasize reading, writing, grammar, listening and speaking skills, and are excellent for the student working on a degree. German and Spanish are available through the Internet. French and Spanish are available in the Mixed Media format. Spanish classes start every month!

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

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

For more information, call **480-517-8540** or visit our web site at: **www.riosalado.edu/languages**

Certificates and Degrees

In This Section

General Graduation Requirements
Catalog Under Which a Student Graduates
Maricopa Community Colleges General Education Statement
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 Science (AS) Degree
Associate in Business (ABus) Degree, General Requirements (GR)
Associate in Business (ABus) Degree, Special Requirements (SR)
Associate in Arts in Elementary Education (AAEE) Degree
Associate in General Studies (AGS) Degree
Associate in Transfer Partnership (ATP) Degree
Associate in Applied Science (AAS) Degree, General Education Requirements
Academic Certificate
Chemical Dependency
Computer Technology
Dental Assisting
Dental Hygiene
Law Enforcement Technology
Nursing
Organizational Leadership
Public Administration
Quality Customer Service
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: ***www.riosalado.edu/ci/programs/*** *or to speak to an academic advisor, call* ***480-517-8540****.*

General Graduation Requirements

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Office of Admissions and Records with not fewer than:

   60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business 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, except in cases where the certificate requires fewer than 12 credit units.
3. have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.

   Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements.

   Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCCD college /center.
8. have paid required degree or certificate application fee.

See fee schedule for charges.

Certificates/Degrees

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

(1) Certificate of Completion (Career Program Specified);
(2 Academic Certificate;
(3) Associate in Arts;
(4) Associate in Science;
(5) Associate in Business;
(6) Associate in General Studies;
(7) Associate in Transfer Partnership; and
(8) Associate in Applied Science (Career Program Specified).

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

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

Graduate Guarantee Policy

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

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

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

Licensure Disclaimer

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

Catalog Under Which A Student Graduates

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

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

Example A:

Admitted & Earned Course Credit at a Public Community College or University	F '93	(Active)
Continued at a Public Community College	S '94, F '94	(Active)
Transferred to a University	S '95	(1993 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	(1994 or Any subsequent Catalog)

Example B:

Admitted & Earned Course Credit at a Public Community College or University	Fl '92	(Active)
Nonattendance	S '93	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	S '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:

Admitted & Earned Course Credit at a Public Community College or University	S '94	(Active)
Continued at a Public Community College	F '94, S '95	(Active)
Nonattendance	F '95	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	S '96	(Active)
Transferred to a University	S '96	(1994 or Any Subsequent Catalog)

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

University Department Time Limit for Coursework

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

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

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.

Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S

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

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

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

Purpose of the AGECs

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

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

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

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

2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC S articulates with the Associate in Science. AGEC S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement.

Academic Policies that Govern the AGEC A, B, S

- requires 35 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent;
- uses the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits
  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement.
- follows the general education policy below:

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

Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for course evaluations and/or general education designations.

- require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (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 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: **www.dist.maricopa.edu/academic/curric/**

- Click on Program Information
- Scroll down to Program Sorting/Reporting
- Select AGEC Course Matrix or
- Select the Current Academic Year
- Select the desired General Education Designation

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

	Credits
A. Core Areas:	**35**
1. First-Year Composition (FYC)	**6**
2. Literacy and Critical Inquiry [L]	**3**
3. Mathematical Studies [MA/CS]	**6**

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

NOTE: The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

AGEC A requires:

a. Mathematics [MA] A (3 credits) **AND**

NOTE: requires a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.

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

AGEC B requires:

a. Mathematics [MA] B (3 credits) **AND**

NOTE: requires a course in brief calculus or a higher level mathematics course.

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

AGEC S requires;

a. Mathematics [MA] S (3 credits) **AND**

NOTE: requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite.

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

4. Humanities and Fine Arts [HU] 6

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

5. Social and Behavioral Sciences [SB] 6

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

6. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

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

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

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

B. Awareness Areas:

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

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

AGEC Area Requirements Descriptions/Definitions

Core Areas

First-Year Composition (FYC) 6 credits

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

Literacy and Critical Inquiry [L] 3 credits

A total of three semester credits must be completed with a grade of "C" or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

Mathematical Studies [MA] 6 credits

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

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

First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.

Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

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

- **Mathematics [MA] AGEC A**

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

- **Mathematics [MA] AGEC B**

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

- **Mathematics [MA] AGEC S**

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

Computer/Statistics/Quantitative Applications [CS]

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

Humanities and Fine Arts [HU] 6 credits

A total of six semester credits must be completed with a grade of "C" or better in the Humanities and Fine Arts Core area. Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.

The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

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

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

Social and Behavioral Sciences [SB] 6 credits

A total of six semester credits must be completed with a grade of "C" or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

The Social and Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

Natural Sciences [SQ/SG] 8 credits

A total of eight semester credits must be completed with a grade of "C" or better in the Natural Sciences Core area.

Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

Natural Sciences [SQ] A & B

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

Natural Sciences [SG] A & B

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

Natural Sciences [SQ], [SG] S

The AGEC S Natural Sciences Core area requires eight 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

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 MCCD AGEC A, AGEC B and/or AGEC S

AGEC is a 35-semester credit general education program of study that fulfills lower division general education requirements for students planning to transfer to any Arizona public community college or university. There are three types of MCCD AGECs. They are the AGEC A, AGEC B, and the AGEC S. Designed to articulate with different academic majors, the requirements vary accordingly.

This list of courses compliments and supports the AGEC A, B, and S information within the MCCD college catalogs. The following is a list of courses supporting the MCCD AGEC A, AGEC B and/or AGEC S general education requirements. This list is also referred to as the MCCD general education course matrix and includes the following: course prefix/number, term range, credits, title, Core Areas, Awareness Areas, general education designation and notes related to policies and/or courses. Due to the dynamic nature of curriculum, course information is subject to change. This list contains single courses and course combinations. Course combinations are multiple courses that must be taken to meet the general education designation. For course combinations, the general education areas satisfied by the combined courses, is listed at the end of the combination. For example, GLG110 & GLG111 combined satisfy Natural Sciences [SG]

Please be aware of the following general education policy that allows students to complete the Core and Awareness areas in the AGECs without exceeding 35 semester credits:

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

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

The AGEC Course Matrix - General Studies Designations

SB*	**AFR110**	Introduction to African-American Studies (3 cr.) **Note: The AFR110 (SB) General Education designation will be effective Fall 2004.*
SB*, H*	**AFR203**	African-American History: The Slavery Experience (3 cr.) **Note: The AFR203 (SB, H) General Education designation will be effective Fall 2004.*
SB*, H*	**AFR204**	African-American History: Reconstruction to the Present (3 cr.) **Note: The AFR204 (SB, H) General Education designation will be effective Fall 2004.*
CS	**AGB139**	Agribusiness Computer Operations (3 cr.)
SQ-A&B, SG-A&B	**AGS164**	Plant Growth and Development (4 cr.)
SB, C	**AIS101**	Survey of American Indian Issues (3 cr.)
SB, C	**AIS105**	Introduction to American Indian Studies (3 cr.)
SB, C, H	**AIS140**	American Indian History (3 cr.)
SB, C, H	**AIS141**	Sovereign Indian Nations (3 cr.)
C	**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.)
CS	**AJS119**	Computer Applications Justice Studies (3 cr.)
HU	**AJS123**	Ethics & Administration Of Justice (3 cr.)
SB	**AJS200**	Current Issues In Criminal Justice (3 cr.)
SB	**AJS225**	Criminology (3 cr.)
SB, C	**AJS258**	Victimology & Crisis Management (3 cr.)
SB, C	**AJS270**	Community Relations (3 cr.)
CS	**AMS150**	Digital Systems and Microprocessors (4 cr.)
G	**ARB201**	Intermediate Arabic I (4 cr.)
G	**ARB202**	Intermediate Arabic II (4 cr.)
HU, C*	**ARH100**	Introduction to Art (3 cr.) **Note: The ARH100 (C) General Education designation will be effective Spring 2004.*
HU, G*, H	**ARH101**	Prehistoric Through Gothic Art (3 cr.) **Note: TheARH101 (G) General Education designation will be effective Spring 2004.*

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

HU, G*, H	**ARH102**	Renaissance Through Contemporary Art (3 cr.) **Note: The ARH102 (G) General Education designation will be effective Spring 2004.*
HU	**ARH115**	History of Photography (3 cr.)
HU, G	**ARH118**	IIntroduction to Chinese Art (3 cr.)
HU, C	**ARH145**	History of American Indian Art (3 cr.)
HU, G, H	**ARH201**	Art Of Asia (3 cr.)
HU, H*	**ARH217**	Mexican Art History (3 cr.) *Note: The ARH217 (H) General Education designation will be effective 2004.*
SB, G	**ASB102**	Introduction to Cultural & Social Anthropology (3 cr.)
SB, C, H	**ASB202**	Ethnic Relations in the United States (3 cr.)
HU, SB, G	**ASB211**	Women in Other Cultures (3 cr.)
SB, G	**ASB214**	Magic, Witchcraft & Healing (3 cr.)
HU, SB, G, H	**ASB222**	Buried Cities & Lost Tribes: Old World (3 cr.)
HU, SB, G, H	**ASB223**	Buried Cities & Lost Tribes: New World (3 cr.)
SB	**ASB230**	Principles of Archaeology (3 cr.)
SG-A&B	**ASB231**	Introduction to Archaeological Field Methods (4 cr.)
SB, C, H	**ASB235**	Southwest Archaeology (3 cr.)
SB, H	**ASB238**	Archaeology of North American (3 cr.)
SB, C, H	**ASB245**	Indians of the Southwest (3 cr.)
SB, SG-A&B, H	**ASM104**	Introduction to Biological Anthropology (4 cr.)
SG-A&B	**ASM265**	Laboratory Methods in Archaeology (4 cr.)
SG-A&B	**AST101**	Survey of Astronomy (3 cr.)
	AND	
	AST102	Survey of Astronomy Laboratory (1 cr.)
SQ-A&B, SG-A&B	**AST111**	Introduction to Astronomy I (3 cr.)
	AND	
	AST113	Astronomy I Laboratory (1 cr.)
SQ-A&B, SG-A&B	**AST112**	Introduction to Astronomy II (3 cr.)
	AND	
	AST114	Astronomy II Laboratory (1 cr.)
SQ-A&B, SG-A&B	**BIO100**	Biology Concepts (4 cr.)
SQ-A&B, SG-A&B	**BIO101**	Gen Bio (Non-Majors) Selected Topics (4 cr.)
SQ-A&B, SG-A&B	**BIO102**	Gen Bio (Non-Majors) Additional Topics (4 cr.)
SQ-A&B, SG-A&B	**BIO105**	Environmental Biology (4 cr.)
SQ*-A&B, G*	**BIO107**	Introduction to Biotechnology (4 cr.) **Note: The BIO107 (SQ), (G) General Education designation will be effective Spring 2004.*
SQ-A&B, SG-A&B	**BIO108**	Plants & Society (4 cr.)
SG-A&B	**BIO109**	Natural History of The Southwest (3 cr.)
	AND	
	BIO110	Lab For Natural History Of Southwest (1 cr.)
SG-A&B	**BIO145**	Marine Biology (4 cr.)
SG-A&B	**BIO156**	Human Biology For Allied Health (4 cr.)
SG-A&B	**BIO160**	Introduction to Human Anatomy & Physiology (4 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**BIO181**	General Biology (Majors) I (4 cr.)
SG-A&B, SG-S	**BIO182**	General Biology (Majors) II (4 cr.)
SG-A&B	**BIO201**	Human Anatomy & Physiology I (4 cr.)
SG-A&B	**BIO205**	Microbiology (4 cr.)
SG-A&B	**BIO241**	Human Genetics (4 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**BIO245**	Cellular & Molecular Biology (3 cr.)
	AND	
	BIO246	Cellular & Molecular Biology Lab (1cr.)
CS	**BPC110**	Computer Usage and Applications (3 cr.)
CS	**BPC217AM**	Advance Microsoft Access: Database Management (3 cr.)
L, C	**CCS101**	Chicana and Chicano Studies (3 cr.)
SB	**CFS157**	Marriage & Family Life (3 cr.)
SB	**CFS159**	The Modern Family (3 cr.)
SB	**CFS176**	Child Development (3 cr.)
SB	**CFS205**	Human Development (3 cr.)
C	**CFS242**	Curriculum Planning For Diversity (3 cr.)
SB	**CFS259**	Sexuality Over The Life Span (3 cr.)
G	**CHI201**	Intermediate Chinese I (5 cr.)

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

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

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

G	**CHI202**	Intermediate Chinese II (5 cr.)
G	CHM107	Chemistry & Society (3 cr.)
SQ-A&B, SG-A&B, G	**CHM107** AND	Chemistry & Society (3 cr.)
	CHM107LL	Chemistry & Society Lab (1 cr.)
SQ-A&B, SG-A&B	**CHM130**	and Fundamental Chemistry (3 cr.)
	CHM130 LL	Fundamental Chemistry Lab (1 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**CHM151** AND	General Chemistry I (3 cr.)
	CHM151LL	General Chemistry I Lab (1 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**CHM152**	and General Chemistry II (3 cr.)
	CHM152LL	General Chemistry II Lab (1 cr.)
SQ-A&B, SQ-S, SQ-A&B, SG-S	**CHM154** AND	General Chemistry II With Qual (3 cr.)
	CHM154LL	General Chemistry II With Qual Lab (2 cr.)
SQ-A&B, SG-A&B	**CHM230** AND	Fundamental Organic Chemistry (3 cr.)
	CHM230LL	Fundamental Organic Chemistry Lab (1 cr.)
CS	**CIS105**	Survey Computer Info Systems (3 cr.)
CS	**CIS158**	COBOL Programming I (3 cr.)
CS	**CIS159**	Visual Basic Programming I (3 cr.)
CS	**CIS162**	C Programming I (3 cr.)
CS	**CIS162AA**	C: Level I (3 cr.)
CS	**CIS162AB**	C++: Level I (3 cr.)
CS	**CIS162AC**	Visual C++: Level I (3 cr.)
CS	**CIS163AA**	Java Programming: Level I (3 cr.)
CS	**CIS169**	Introduction to Visual Basic for Applications (3 cr.)
CS	**CIS175JA**	Java Programming for Non-C Programmers (3 cr.)
CS	**CIS217AM**	Advanced Microsoft Access: Database Management (3 cr.)
CS	**CIS259**	Visual Basic Programming II (3 cr.)
CS*	**CIS262**	C Programming II (3 cr.)
		**Note: The CIS262 (CS) General Education designation will be effective Spring 2004.*
SB	**COM100**	Introduction to Human Communication (3 cr.)
SB	**COM100AA** AND	Introduction to Human Communication Part I (1 cr.)
	COM100AB AND	Introduction to Human Communication Part II (1 cr.)
	COM100AC	Introduction to Human Communication Part III (1 cr.)
SB	**COM110**	Interpersonal Communication (3 cr.)
SB	**COM110AA** AND	Interpersonal Communication Part I (1 cr.)
	COM110AB AND	Interpersonal Communication Part II (1 cr.)
	COM110AC	Interpersonal Communication Part III (1 cr.)
L	**COM207**	Introduction to Communication Inquiry (3 cr.)
L	**COM222**	Argumentation (3 cr.)
L	**COM225**	Public Speaking (3 cr.)
L, SB	**COM230**	Small Group Communication (3 cr.)
L, HU	**COM241**	Performance of Literature (3 cr.)
SB	**COM250**	Introduction to Organizational Communication (3 cr.)
SB, C, G	**COM263**	Elements of Intercultural Communication (3 cr.)
C	**CPD160**	Introduction to Multiculturalism (3 cr.)
L	**CRE101**	Critical & Evaluative Reading I (3 cr.)
CS	**CSC100**	Introduction to Computer Science for Non-Comp Majors (3 cr.)
CS	**CSC100AA**	Introduction to Computer Science for Non-Comp Majors (3 cr.)
CS	**CSC100AB**	Introduction to Computer Science (C++) (4 cr.)
CS	**CSC150**	Programming in C/C++ (3 cr.)
CS	**CSC150AA**	Programming in C/C++ (4 cr.)
CS	**CSC181**	Applied Problem Solving With Visual BASIC (3 cr.)
CS	**CSC181AA**	Applied Problem Solving With Visual BASIC (3 cr.)
CS	**CSC181AB**	Applied Problem Solving With Visual BASIC (4 cr.)
CS	**CSC183**	Applied Problem Solving With Fortran (3 cr.)
CS	**CSC200**	Principles of Comp Science (JAVA) (3 cr.)
CS	**CSC200AA**	Principles of Comp Science (JAVA) (3 cr.)
CS	**CSC200AB**	Principles of Comp Science (JAVA) (4 cr.)
CS	**CSC210**	Data Structures & Algorithms (JAVA) (3 cr.)
CS	**CSC210AA**	Data Structures & Algorithms (JAVA) (3 cr.)
CS	**CSC210AB**	Data Structures & Algorithms (JAVA) (4 cr.)
HU, G	**DAH100**	Introduction to Dance (3 cr.)
HU, G	**DAH201**	World Dance Perspectives (3 cr.)
CS	**DFT105**	Computer Aided Drafting I (3 cr.)

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

CS	**DFT253**	Computer Aided Drafting IIA (3 cr.)
CS	**ECE102** AND	Engineering Analysis Tools and Techniques (2 cr.)
	ECE103	Engineering Problem Solving and Design (2 cr.)
CS	**ECE102** AND	Engineering Analysis Tools and Techniques (2 cr.)
	ECE103AB	Engineering Problem Solving and Design (2 cr.)
CS	**ECE102AA** AND	Engineering Analysis Tools and Techniques (2 cr.)
	ECE103	Engineering Problem Solving and Design (2 cr.)
CS	**ECE102AA** AND	Engineering Analysis Tools and Techniques (2 cr.)
	ECE103AB	Engineering Problem Solving and Design (2 cr.)
SB	**ECH176**	Child Development (3 cr.)
SB	**ECN111**	Macroeconomic Principles (3 cr.)
SB	**ECN112**	Microeconomic Principles (3 cr.)
SB, H	**ECN160**	Economic History Of United States (2 cr.)
SB, G	**ECN212**	The World Economy (3 cr.)
SB, G	**ECN250**	World Economic Systems (3 cr.)
SB	**EDU221**	Introduction to Education (3 cr.)
SB, C	**EDU222**	Introduction to the Exceptional Learner (3 cr.)
C	**EDU225**	Foundations of Approaches to Serving English Language Learners (ELL) (3 cr.)
C	**EDU230**	Cultural Diversity In Education (3 cr.)
C	**EDU235**	Mexican-American Child In Classroom (3 cr.)
HU	**EDU291**	Children's Literature (3 cr.)
HU, C	**EDU292**	The Art of Storytelling (3 cr.)
HU, C	**EDU294**	Multicultural Folktales (3 cr.)
CS*	**ELE131**	Digital Logic & Circuits (3 cr.)
	AND	
	ELE241	Microprocessor Concepts (4 cr.)
		**Note: The ELE131 & ELE241 (CS) General Education designation is retroactive to Fall 1998.*
CS	**ELE150**	Digital Systems/ Microprocessors (4 cr.)
CS	**ELT241**	Microcontrollers I (4 cr.)
CS	**ELT282**	Structured Assembly Lang Programming (3 cr.)
SB, C	**EMT258**	Victimology & Crisis Management (3 cr.)
FYC	**ENG101**	First-Year Composition (3 cr.)
FYC	**ENG102**	First-Year Composition (3 cr.)
FYC	**ENG107**	First-Year Composition for ESL (3 cr.)
FYC	**ENG108**	First-Year Composition for ESL (3 cr.)
L	**ENG111**	Technical Writing (3 cr.)
L, HU	**ENG200**	Reading & Writing About Literature (3 cr.)
L	**ENG213**	Introduction to the Study of Language (3 cr.)
L	**ENG215**	Strategies of Academic Writing (3 cr.)
L	**ENG216**	Persuasive Writing on Public Issues (3 cr.)
L	**ENG217**	Personal & Exploratory Writing (3 cr.)
L	**ENG218**	Writing About Literature (3 cr.)
HU	**ENG260**	Film Analysis (3 cr.)
HU, C	**ENH110**	Introduction to Literature (3 cr.)
HU, C	**ENH112**	Chicano Literature (3 cr.)
HU	**ENH113**	Writers & Current Issues (3 cr.)
HU, C	**ENH114**	African-American Literature (3 cr.)
HU, G, H	**ENH201**	World Literature Through Renaissance (3 cr.)
HU, G, H	**ENH202**	World Literature After Renaissance (3 cr.)
HU	**ENH204**	Introduction to Contemporary Literature (3 cr.)
HU, C	**ENH205**	Asian American Literature (3 cr.)
HU	**ENH206**	Nature & Environmental Literature (3 cr.)
HU	**ENH214**	Poetry Study (3 cr.)
HU, H	**ENH221**	Survey of English Literature Before 1800 (3 cr.)
HU, H	**ENH222**	Survey of English Literature After 1800 (3 cr.)
HU	**ENH230**	Introduction to Shakespeare (3 cr.)
HU	**ENH241**	American Literature Before 1860 (3 cr.)
HU	**ENH242**	American Literature After 1860 (3 cr.)
HU	**ENH250**	Classical Backgrounds in Literature (3 cr.)

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

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

HU, G	**ENH251**	Mythology (3 cr.)
L, HU	**ENH254**	Literature & Film (3 cr.)
L, HU, C	**ENH255**	Contemporary US Literature & Film (3 cr.)
HU	**ENH256**	Shakespeare on Film (3 cr.)
HU, C	**ENH259**	American Indian Literature (3 cr.)
HU, C	**ENH260**	Literature of the Southwest (3 cr.)
HU	**ENH270**	19th Century American Fiction (3 cr.)
HU	**ENH275**	Modern Fiction (3 cr.)
HU, C	**ENH284**	19th Century Women Writers (3 cr.)
HU, C	**ENH285**	Contemporary Women Writers (3 cr.)
HU	**ENH289**	Literature from Contemporary Nobel Laureates (3 cr.)
HU	**ENH291**	Children's Literature (3 cr.)
HU, C	**ENH294**	Multicultural Folktales (3 cr.)
HU, C	**ENH295**	Banned Books and Censorship (3 cr.)
G	**FRE201**	Intermediate French I (4 cr.)
G	**FRE201AA**	Intermediate French I (4 cr.)
G	**FRE202**	Intermediate French II (4 cr.)
G	**FRE202AA**	Intermediate French II (4 cr.)
HU, G	**FRE265**	Advanced French I (3 cr.)
HU, G	**FRE266**	Advanced French II (3 cr.)
SB, C	**FSC258**	Victimology & Crisis Management (3 cr.)
MA-A	**GBS220**	Quantitative Methods in Business (3 cr.)
CS	**GBS221**	Business Statistics (3 cr.)
L	**GBS233**	Business Communication (3 cr.)
SB	**GBS280**	Organizational Psychology (3 cr.)
SB, G	**GCU102**	Intro To Human Geography (3 cr.)
SB, G	**GCU121**	World Geography: Eastern Hemisphere (3 cr.)
SB, G	**GCU122**	World Geography: Western Hemisphere (3 cr.)
SB, G	**GCU141**	Intro To Economic Geography (3 cr.)
SB, C, H	**GCU221**	Arizona Geography (3 cr.)
SB, G	**GCU223**	Geography of Latin America (3 cr.)
SB, G	**GCU253**	Introduction to Cultural & Historical Geography (3 cr.)
G	**GER201**	Intermediate German I (4 cr.)
G	**GER201AA**	Intermediate German I (4 cr.)
G	**GER202**	Intermediate German II (4 cr.)
G	**GER202AA**	Intermediate German II (4 cr.)
G	**GLG101**	Introduction to Geology I -Physical Lecture (3 cr.)
SQ-A&B, SG-A&B, G	**GLG101** AND	Introduction to Geology I-Physical Lecture (3 cr.)
	GLG103	Introduction to Geology I-Physical Lab (1 cr.)
H	**GLG102**	Introduction to Geology II-Historical Lecture (3 cr.)
SG-A&B, H	**GLG102** AND	IIntroduction to Geology II-Historical Lecture (3 cr.)
	GLG104	Introduction to Geology II-Historical Lab (1 cr.)
SG-A&B	**GLG105**	Introduction to Planetary Science (4 cr.)
G	**GLG110**	Geologic Disasters and the Environment (3 cr.)
SG-A&B, G	**GLG110** AND	Geologic Disasters and the Environment (3 cr.)
	GLG111	Geologic Disasters and the Environment Lab (1 cr.)
SQ-A&B, SG-A&B	**GPH111**	Introduction to Physical Geography (4 cr.)
SQ-A&B, SG-A&B	**GPH112** AND	Introduction to Physical Geography (3 cr.)
	GPH113	Introduction to Physical Geography Lab (1 cr.)
G	**GPH210**	Introduction to Environmental Geography (3 cr.)
L	**GPH211**	Landform Processes (3 cr.)
SQ-A&B*, SG-A&B	**GPH212** AND	Introduction to Meteorology I (3 cr.)
	GPH214	Introduction to Meteorology Lab I (1 cr.)
		**Note: (The GPH212 & GPH214 (SQ) General Education designation will be effective Spring 2004.)*
CS	**GPH217**	Introduction to Geographic Information Systems (3 cr.)
CS	**GPH219**	Introduction to Arc View (3 cr.)
HU	**HCR210**	Clinical Health Care Ethics (3 cr.)
H	**HCR220**	Health Care Organizations (3 cr.)
C, G	**HCR230**	Culture and Health (3 cr.)
G	**HEB201**	Intermediate Hebrew I (4 cr.)
G	**HEB202**	Intermediate Hebrew II (4 cr.)
SB	**HES100**	Healthful Living (3 cr.)
SB, H	**HIS100**	History Western Civilization to Middle Ages (3 cr.)
SB, H	**HIS101**	History Western Civilization to Middle Ages-1789 (3 cr.)
SB, G, H	**HIS102**	History Western Civilization to 1789 to Present (3 cr.)
SB, H	**HIS103**	United States History to 1870 (3 cr.)
SB, H	**HIS104**	United States History 1870 to Present (3 cr.)
SB, H	**HIS105**	Arizona History (3 cr.)

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

SB, H	**HIS105AA**	Arizona History Part I (1 cr.)
	AND	
	HIS105AB	Arizona History Part II (1 cr.)
	AND	
	HIS105AC	Arizona History Part III (1 cr.)
SB, C, H	**HIS106**	Southwest History (3 cr.)
SB*, C*, H*	**HIS108**	United States History 1945 to Present (3 cr.) **Note: The HIS108 (SB), (C), (H) General Education designation will be effective Spring 2004.*
SB, C, H	**HIS109**	Mexican American History & Culture (3 cr.)
G, H	**HIS111**	World History 1500 to the Present (3 cr.)
SB*, G, H	**HIS113**	History of Eastern Civilizations to 1850 (3 cr.) **Note: The HIS113 (SB) General Education designation will be effective Spring 2004.*

SB*, G, H	**HIS114**	History of Eastern Civilization 1850 to Present (3 cr.) **Note: The HIS114 (SB) General Education designation will be effective Spring 2004.*
SB, H	**HIS135**	Military History of the Southwest (3 cr.)
SB, C, H	**HIS140**	American Indian History (3 cr.)
SB, G, H	**HIS145**	History of Mexico (3 cr.)
SB, C, H	**HIS170**	American Indian History of the Southwest (3 cr.)
SB, H	**HIS173**	United States Military History (3 cr.)
SB, C, H	**HIS201**	History Of Women In America (3 cr.)
SB, C, H	**HIS203**	African-American History I (3 cr.)
SB, C, H	**HIS209**	The Chicano In 20th Century American (3 cr.)
SB, H	**HIS241**	Latin American Civilization In The Colonial Period (3 cr.)
SB, G, H	**HIS242**	Latin American Civilization Post-Colonial Period (3 cr.)
HU, G, H	**HIS243**	World Religions (3 cr.)
SB, H	**HIS251**	History of England to 1700 (3 cr.)
SB, H	**HIS252**	History of England 1700 to Present (3 cr.)
SB, G, H	**HIS272**	History of the Far East 1900 to Present (3 cr.)
SB, G, H	**HIS273**	U.S. Experience in Vietnam 1945-1975 (3 cr.)
SB, G, H	**HIS277**	The Modern Middle East (3 cr.)
HU	**HUM101**	General Humanities (3 cr.) *Note: Three (3) of the five (5) HUM105 modules must be taken to secure (HU, C) Credit.*
HU, C	**HUM105AA**	Cultural Perspective: African Ideas/Values (1 cr.)
HU, C	**HUM105AB**	Cult Perspective: Native-American Ideas/Values (1 cr.)
HU, C	**HUM105AC**	Cult Perspective: Asian Ideas/Values (1 cr.)
HU, C	**HUM105AD**	Cult Perspective: Hispanic Ideas/Values (1 cr.)
HU, C	**HUM105AE**	Cult Perspective: Mid-Eastern Ideas/Values (1 cr.)
HU	**HUM107**	Humanities Through the Arts (3 cr.)
HU	**HUM108**	Contemporary Humanities (3 cr.)

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

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

HU, C	**HUM120**	Cultural Viewpoints in the Arts (3 cr.)
HU	**HUM125**	The Urban Experience (3 cr.)
		Note: Three (3) of the nine (9) HUM190 modules must be taken to secure (HU) Credit.
HU	**HUM190AA**	Honors Forum (1 cr.)
HU	**HUM190AB**	Honors Forum (1 cr.)
HU	**HUM190AC**	Honors Forum (1 cr.)
HU	**HUM190AD**	Honors Forum (1 cr.)
HU	**HUM190AE**	Honors Forum (1 cr.)
HU	**HUM190AF**	Honors Forum (1 cr.)
HU	**HUM190AG**	Honors Forum (1 cr.)
HU	**HUM190AH**	Honors Forum (1 cr.)
HU	**HUM190AI**	Honors Forum (1 cr.)
HU, G	**HUM201**	Humanities: Universal Themes (3 cr.)
HU, G	**HUM202**	Humanities: Universal Themes (3 cr.)
HU	**HUM203**	Humanities: Intellectual Community/Ethics (3 cr.)
HU, H	**HUM205**	Introduction to Cinema (3 cr.)
HU	**HUM206**	Introduction to Television Arts (3 cr.)
HU	**HUM207**	Humanities: Biomedical Ethics (3 cr.)
HU, C	**HUM208**	Arts & World Views of the Southwest (3 cr.)
HU, C, H	**HUM209**	Women & Films (3 cr.)
HU	**HUM210**	Contemporary Cinema (3 cr.)
HU, G	**HUM211AA**	Foreign Films: Classics (3 cr.)
HU, G	**HUM211AB**	Foreign Films: apanese (3 cr.)
HU, G	**HUM211AC**	Foreign Films: French (3 cr.)
HU, G	**HUM213**	Hispanic Film (3 cr.)
HU, C	**HUM214**	African-Americans in Film (3 cr.)
L, HU, H	**HUM250**	Ideas & Values in the Humanities (3 cr.)
L, HU, H	**HUM251**	Ideas and Values in the Humanities (3 cr.)
HU, C	**HUM260**	Intercultural Perspectives (3 cr.)
HU, G, H	**HUM261**	Asian Ideas & Values (3 cr.)
HU, C	**HUM292**	The Art of Storytelling (3 cr.)
G	**IBS101**	Introduction to International Business (3 cr.)
SB, G	**IBS109**	Cultural Dimensions of International Trade (3 cr.)
L, G	**IGS291**	Studies in Global Awareness (3 cr.)
C	**IGS292**	Studies in Cultural Diversity (3 cr.)
L, H	**IGS293**	Studies in Historical Awareness (3 cr.)
HU, G	**INT105**	Introduction to Interior Design (3 cr.)
HU, H	**INT115**	Historical Architecture and Furniture (3 cr.)
HU, H	**INT120**	20th Century Architecture & Furniture (3 cr.)
HU	**INT225**	History of Decorative Arts (3 cr.)
G	**ITA201**	Intermediate Italian I (4 cr.)
G	**ITA201AA**	Intermediate Italian I (4 cr.)
G	**ITA202**	Intermediate Italian II (4 cr.)
G	**ITA202AA**	Intermediate Italian II (4 cr.)
CS	**JAS225**	Statistics for Social Research/ Justice & Government (3 cr.)
G	**JPN201**	Intermediate Japanese I (5 cr.)
G	**JPN202**	Intermediate Japanese II (5 cr.)
L	**JRN201**	Newswriting (3 cr.)
L	**JRN212**	Broadcast Writing (3 cr.)
HU	**LAT201**	Intermediate Latin I (4 cr.)
HU	**LAT202**	Intermediate Latin II (4 cr.)
MA-A	**MAT142**	College Mathematics (3 cr.)
MA-A	**MAT150**	College Algebra Concepts (5 cr.)
MA-A	**MAT151**	College Algebra (4 cr.)
MA-A	**MAT151AA**	College Algebra I (1 cr.)
	AND	
	MAT151AB	College Algebra II (1 cr.)
	AND	
	MAT151AC	College Algebra III (1 cr.)
	AND	
	MAT151AD	College Algebra IV (1 cr.)
MA-A	**MAT152**	College Algebra (3 cr.)
MA-A	**MAT162**	University Mathematics (3 cr.)
CS	**MAT167***	Elements Of Statistics (3 cr.)
		**Note: The MAT167 (CS) course number will be changed to MAT206 in the Spring 2004 Semester*
MA-A	**MAT172**	Finite Mathematics (3 cr.)
MA-A	**MAT150**	College Algebra Concepts (5 cr.)
	OR	
	MAT151	College Algebra (4 cr.)
	OR	
	MAT152	College Algebra (3 cr.)
	AND	
	MAT182	Plane Trigonometry (3 cr.)
MA-A	**MAT187**	Precalculus (5 cr.)
MA-A, CS	**MAT206***	Elements of Statistics (3 cr.)
		**Note: The MAT206 (MA, CS) General Education designation will be effective Spring 2004.*
MA-A, MA-B	**MAT212**	Brief Calculus (3 cr.)
MA-A, MA-B	**MAT216**	Technical Calculus I (3 cr.)
MA-A, MA-B, MA-S	**MAT220**	Analytic Geometry & Calculus I (5 cr.)
MA-A, MA-B, MA-S	**MAT221**	Calculus With Analytic Geometry I (4 cr.)
MA-A, MA-B	**MAT225**	Elementary Linear Algebra (3 cr.)
MA-A, MA-B	**MAT226**	Technical Calculus II (3 cr.)

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

MA-A, MA-B	**MAT227**	Discrete Mathematical Structures (3 cr.)
MA-A, MA-B, MA-S	**MAT230**	Analytic Geometry & Calculus II (5 cr.)
MA-A, MA-B, MA-S	**MAT231**	Calculus With Analytic Geometry II (4 cr.)
MA-A, MA-B	**MAT236**	Technical Calculus III (3 cr.)
MA-A, MA-B, MA-S	**MAT240**	Calculus With Analytic Geometry III (5 cr.)
MA-A, MA-B, MA-S	**MAT241**	Calculus With Analytic Geometry III (4 cr.)
MA-A, MA-B, MA-S	**MAT261**	Differential Equations (4 cr.)
MA-A, MA-B	**MAT262**	Differential Equations (3 cr.)
SB	**MCO120**	Media & Society (3 cr.)
L, C	**MCO220**	Cultural Diversity & The Media (3 cr.)
HU, H	**MHL140**	Survey of Music History (3 cr.)
HU, G	**MHL143**	Music In World Cultures (3 cr.)
HU, C	**MHL145**	American Jazz & Popular Music (3 cr.)
HU	**MHL146**	Survey of Broadway Musicals (3 cr.)
HU	**MHL147**	Music of African-American Cultures (3 cr.)
HU, H	**MHL153**	Rock Music & Culture (3 cr.)
HU, C*, H	**MHL155**	Survey of American Music (3 cr.) **Note: The MHL155 (C) General Education designation will be effective Spring 2004.*
HU	**PHI101**	Intro To Philosophy (3 cr.)
HU	**PHI102**	Intro To Philosophy (3 cr.)
L, HU	**PHI103**	Intro To Logic (3 cr.)
HU, G	**PHI104**	World Philosophy (3 cr.)
HU	**PHI105**	Intro To Ethics (3 cr.)
L, HU	**PHI106**	Critical Thinking & Problem Solving (3 cr.)
HU	**PHI109**	Philosophy of the Arts (3 cr.)
HU, H*	**PHI201**	History of Ancient Philosophy (3 cr.) **Note: The PHI201 (H) General Education designation will be effective Spring 2004.*
HU*	**PHI212**	Contemporary Moral Issues (3 cr.) **Note: The PHI212 (HU) General Education designation will be effective Spring 2004.*
HU	**PHI213**	Medical & Bio-Ethics (3 cr.)
HU	**PHI218**	Philosophy of Sexuality (3 cr.)
HU	**PHI224**	Political Philosophy (3 cr.)
HU, C	**PHI225**	African-American Religions (3 cr.)
HU	**PHI233AA**	Metaphysics: An Introduction (3 cr.)
HU	**PHI233AB**	Theory of Knowledge (3 cr.)
HU	**PHI234AA**	Plato (3 cr.)
HU, G, H	**PHI243**	World Religions (3 cr.)
HU	**PHI244**	Philosophy of Religion (3 cr.)
HU, G*	**PHI245**	Introduction to Eastern Philosophy (3 cr.) **Note: The PHI245 (G) General Education designation will be effective Spring 2004.*
HU	**PHI246**	American Indian Euroamerican Comparative Worldview (3 cr.)
SQ-A&B, SG-A&B	**PHS110**	Fundamentals of Physical Science (4 cr.)
SQ-A&B, SG-A&B, G	**PHS120**	Introduction to Physical Science (4 cr.)
SQ-A&B, SG-A&B	**PHY101**	Introduction to Physics (4 cr.)
SQ-A&B,	**PHY111**	General Physics I (4 cr.)
SQ-A&B, SG-A&B	**PHY112**	General Physics II (4 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**PHY115**	University Physics I (5 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**PHY116**	University Physics II (5 cr.)
SG-A&B, SG-SSQ, A&B, SQ-S, SG-A&B, SG-S	**PHY121**	University Physics I: Mechanics (4 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**PHY131**	University Physics II: Electricity & Magnetism (4 cr.)
SQ-A&B, SG-A&B	**PHY252**	Un Physics III: Thermo Dynamics, Optics and wave Phenomena (4 cr.)
G	**POR102**	Elementary Portuguese II (5 cr.)
G	**POR201**	Intermediate Portuguese I (5 cr.)
G	**POR202**	Intermediate Portuguese II (5 cr.)
SB	**POS100**	Introduction to Political Science (3 cr.)
SB	**POS110**	American National Government (3 cr.)
SB	**POS115**	Issues in American Politics (3 cr.)
SB, G	**POS120**	World Politics (3 cr.)
SB, G	**POS125**	Issues In World Politics (3 cr.)

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

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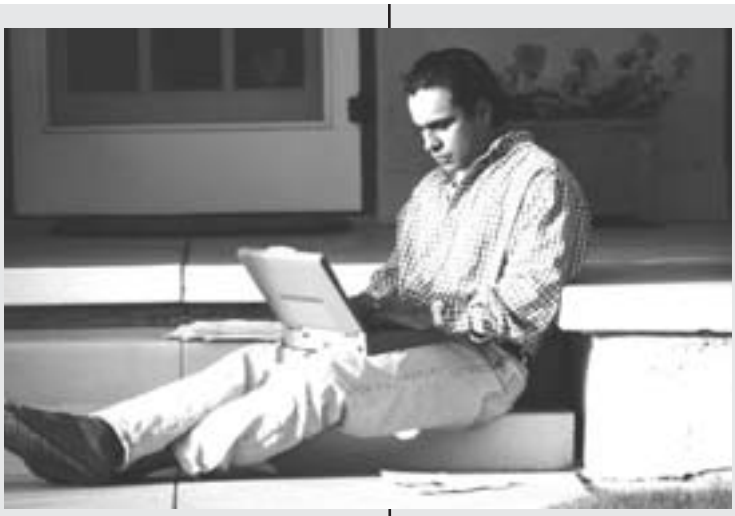
Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B, and/or AGEC S

SB	**POS130**	State & Local Government (3 cr.)
SB, G	**POS140**	Comparative Government (3 cr.)
G	**POS180**	United Nations Study (3 cr.)
SB	**POS210**	Political Ideologies (3 cr.)
SB, C	**POS223**	Civil Rights (3 cr.)
SB	**POS285**	Public Policy (3 cr.)
SB	**PSY101**	Intro To Psychology (3 cr.)
SB, C, G	**PSY132**	Psychology & Culture (3 cr.)
C	**PSY143**	Lesbian, Gay and Bisexual Studies (3 cr.)
SB, C, G	**PSY157**	African/Black Psychology (3 cr.)
SB	**PSY215**	Intro To Sport Psychology (3 cr.)
SB	**PSY218**	Health Psychology (3 cr.)
CS	**PSY230**	Intro To Statistics (3 cr.)
SB, C	**PSY235**	Psychology Of Gender Differences (3 cr.)
SB	**PSY240**	Developmental Psychology (3 cr.)
SB	**PSY245**	Psychology of Adult Development (3 cr.)
SB	**PSY250**	Social Psychology (3 cr.)
SB	**PSY258**	Domestic Problems & Crises (3 cr.)
SB	**PSY260**	Psychology of the Personality (3 cr.)
SB	**PSY266**	Abnormal Psychology (3 cr.)
SB	**PSY270**	Personal & Social Adjustment (3 cr.)
SB	**PSY277**	Psychology of Human Sexuality (3 cr.)
SB	**PSY280**	Organizational Psychology (3 cr.)
L, SG	**PSY290AB**	Research Methods (4 cr.)
L, SG	**PSY290AC**	Research Methods (4 cr.)
SB	**PSY292**	Psychology of Altered States of Consciousness (3 cr.)
SB	**REC120**	Leisure & The Quality of Life (3 cr.)
SB	**REC160**	Leisure & Society (3 cr.)
HU	**REL101**	IIntroduction to Religion (3 cr.)
HU, H	**REL201**	Classics of Western Religions (3 cr.)
HU, G	**REL202**	Classics of Asian Religions (3 cr.)
L, HU, C	**REL203**	American Indian Religions (3 cr.)
L, HU, C*	**REL205**	Religion and the Modern World (3 cr.)
		**Note: The REL205 (C) General Education designation will be effective Spring 2004.*
HU	**REL213**	Medical & Bio-Ethics (3 cr.)
HU, C	**REL225**	African-American Religions (3 cr.)
HU, G, H	**REL243**	World Religions (3 cr.)
HU	**REL244**	Philosophy of Religion (3 cr.)
HU	**REL246**	American Indian Euroamerican Comparative Worldview (3 cr.)
HU	**REL270**	Introduction to Christianity (3 cr.)
HU	**REL271**	Introduction to the New Testament (3 cr.)
G	**REL290**	Women & Religion (3 cr.)
G	**RUS201**	Intermediate Russian (4 cr.)
G	**RUS201AA**	Intermediate Russian (4 cr.)
G	**RUS202**	Intermediate Russian (4 cr.)
G	**RUS202AA**	Intermediate Russian (4 cr.)
SB, G	**SBU200**	Society and Business (3 cr.)
CS	**SMT 150**	Digital Systems and Microprocessors (4 cr.)
SB	**SOC101**	Introduction to Sociology (3 cr.)
SB	**SOC110**	Drugs and Society (3 cr.)
SB	**SOC130**	Human Sexuality (3 cr.)
SB, C	**SOC140**	Racial & Ethnic Minorities (3 cr.)
SB, C, H	**SOC141**	Sovereign Indian Nations (3 cr.)
SB, C	**SOC142**	Sociology of the Chicano Community (3 cr.)
SB, C	**SOC143**	Sociology of Afro-American Problems (3 cr.)
SB	**SOC157**	Sociology of Marriage & Family (3 cr.)
C	**SOC160**	American Indian Law (3 cr.)
SB*	**SOC180**	Social Implications of Technology (3 cr.)
		**Note: The SOC180 (SB) General Education designation will be effective Fall 2004.*
SB	**SOC210**	The Child in Society (3 cr.)
SB, C	**SOC212**	Women & Men in a Changing Society (3 cr.)
SB	**SOC215**	Sociology of Adolescence (3 cr.)
SB, C	**SOC240**	Race and Ethnic Relations: American and Global Perspectives (3 cr.)
SB	**SOC245**	Social Deviance (3 cr.)
SB	**SOC251**	Social Problems (3 cr.)
SB	**SOC253**	Social Class & Stratification (3 cr.)
SB	**SOC265**	Sociology of Aging (3 cr.)
SB	**SOC270**	Sociology of Health & Illness (3 cr.)
G	**SPA201**	Intermediate Spanish I (4 cr.)
G	**SPA201AA**	Intermediate Spanish I (4 cr.)
G	**SPA202**	Intermediate Spanish II (4 cr.)
G	**SPA202AA**	Intermediate Spanish II (4 cr.)
G	**SPA203**	Spanish For Spanish Speaking Students I (4 cr.)
G	**SPA204**	Spanish For Spanish Speaking Students II (4 cr.)

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



HU	**SPA265**	Advanced Spanish I (3 cr.)
HU	**SPA266**	Advanced Spanish II (3 cr.)
HU, G	**SPH150**	Peninsular Spanish Lit In Translation (3 cr.)
HU, G	**SPH151**	Latin American Literature inTranslation (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**	IIntroduction to Social Work (3 cr.)
SB, H	**SWU171**	Introduction to Social Welfare (3 cr.)
SB, C	**SWU258**	Victimology & Crisis Management (3 cr.)
SB, C	**SWU292***	Effective Helping in a Diverse World (3 cr.)
		**Note: SWU292 General Education designations will be effective Spring 2004.*
HU	**TCM145**	Introduction to Motion Picture Production (3 cr.)
SB	**TEC105**	Clothing Selection (3 cr.)
SB	**TEC106**	History of Fashion (3 cr.)
HU	**THE111**	Introduction to Theatre (3 cr.)
HU, H	**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.)
HU	**THE260**	Film Analysis (3 cr.)
L, HU	**THP241**	Performance of Literature (3 cr.)
SB	**WED110**	Principles of Physical Fitness and Wellness (3 cr.)
SB, C	**WST100**	Women & Society (3 cr.)
SB, C	**WST105**	Women of Color in America (3 cr.)
SB	**WST110**	Women & Gender: A Feminist Psychology (3 cr.)
SB	**WST120**	Gender, Class, & Race (3 cr.)
SB, C, 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 & Films (3 cr.)
HU, C	**WST284**	19th Century Women Writers (3 cr.)
HU, C	**WST285**	Contemporary Women Writers (3 cr.)
G	**WST290**	Women & Religion (3 cr.)
SB, C, H	**YAQ100**	Yaqui Indian History and Culture (3 cr.)

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

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

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://az.transfer.org/cas/atass/student/modpath.html**

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A courses 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: **www.dist.maricopa.edu/academic/curric/**
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. See the list titled **MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S** for specific course information via the following website: **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 (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. MCCCD Additional Requirements: 0-6

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

a. Oral Communication

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

Select from the following options:

COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
COM110 [SB] (3 credits) **OR**
COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
COM225 [L] (3 credits) **OR**
COM230 [L] [SB] (3 credits)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete 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 MCCCD courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

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

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

Associate in Arts 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

- Completion of the Associate in Science or the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-S may be completed in 35 semester credits with the following stipulations:
  - o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - o A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: **www.dist.maricopa.edu/academic/curric/**
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: **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 — 35

a. First-Year Composition (FYC) — 6

b. Literacy and Critical Inquiry [L] — 3

c. Mathematical Studies [MA/CS] — 6

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

1) Mathematics [MA] S (3 credits)

Select a calculus **MAT220 / or MAT221**,

or any mathematics course for which **MAT220 or MAT221** is a prerequisite.

AND

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

d. Humanities and Fine Arts [HU] — 6

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

e. Social and Behavioral Sciences [SB] — 6

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

f. Natural Sciences [SQ/SG] — 8

To complete the Natural Sciences requirement:

Select eight (8) semester credits of either general chemistry CHM151 & CHM151LL, and CHM152 & CHM152LL

OR

Eight (8) semester credits of university physics PHY115 & PHY116, or PHY121 & PHY131

OR

Eight (8) semester credits of general biology BIO181 and BIO182 appropriate to the major.

2. Awareness Areas:

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G] **OR**

Historical Awareness [H]

3. MCCCD Additional Requirements 0-6

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

a. Oral Communication

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

Select from the following options:

COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
COM110 [SB] (3 credits) **OR**
COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
COM225 [L] (3 credits) **OR**
COM230 [L] [SB] (3 credits)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-S Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] **OR**
equivalent as indicated by assessment

II. General Electives

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

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

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

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

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

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

Associate in Science Total Credits: 60-64

Associate in Business (ABus) Degree, General Requirements

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 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 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 (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript
- Follows the graduation policies within the general catalog
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements
- Accepts one of the courses that is cross-referenced with other courses
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements

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

- Select Program Information
- Scroll down to Program Sorting/Reporting
- Select AGEC Course Matrix
- Select Current Academic Year
- Select desired General Studies Designation

Associate in Business (ABus) Degree, General Requirements

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

A. 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 Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] B (3 credits)

   MAT212, Brief Calculus, or a higher level mathematics course

AND

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

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ].

Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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

2. Awareness Areas

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

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

II. Common Lower Division Program Requirements — 27-28

A total of 27-28 credits is required to satisfy the Common Lower Division Program Requirements.

However, if students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

Complete the following:

Accounting:

* ACC111 & ACC230 & ACC240

OR

** ACC211 & ACC212 6-7

* MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

** MCCCD ACC111 and ACC112 together are equivalent to ACC211.

CIS105 [CS]	3
ECN111 [SB]	3
ECN112 [SB]	3
GBS205	3
GBS220 or MAT172 [MA]	3
GBS221 [CS]	3
Business Elective:	3

Select from the following options:

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

III. General Electives

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

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

ABus GR Degree Total Credits: 62-63

Associate in Business (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: **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 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 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: **www.dist.maricopa.edu/academic/curric//curric/**.

- Select Program Information
- Scroll down to Program Sorting/Reporting
- Select AGEC Course Matrix
- Select Current Academic Year
- Select Desired General Studies Designation

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

I. MCCCD General Education — Credits

A. 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] (3credits)

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of 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]

II. Common Lower Division Program Requirements: 27-28

A total of 27-28 credits is required for the Common Lower Division Program Requirements. Common courses meeting general education areas are noted with the general education designations encased in brackets.

Complete the following:

Accounting:

*	ACC111 & ACC230 & ACC240	
	OR	
**	ACC211 & ACC212	6-7

* *MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.*

** *MCCCD ACC111 and ACC112 together are equivalent to ACC211.*

Programming I (Visual Basic): CIS159 [CS]	3
Programming II (Java): CIS163AA	3
GBS205	3
GBS220 or MAT172 [MA]	3
GBS221 [CS]	3
ECN111 [SB]	3
ECN112 [SB]	3

III General Electives 0-6

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

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

ABus SR Total Credits: 62-63

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 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

- Requires completion of 60-63 semester credits in courses numbered 100 and above with a grade of "C" or better;
- Is governed by the following policies to enable students to satisfy AGEC-A requirements without exceeding the 35 semester credits:
  - Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy more than one Core Area Requirement.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.

Associate in Arts in Elementary Education (AAEE) Degree

- Effective Fall 2000, the course evaluation and/or general education designation listed in the CEG/AZCAS (Course Equivalency Guide/Arizona Course Applicability System) is valid for the term in which the student is awarded credit on the transcript.* A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.
- *Note: The Second Summer 2000 term is the last term that the course evaluation and/or the general education designation as listed in the printed Course Equivalency Guide (CEG) is valid for the **academic year** in which the student completes the course. Summer session is included with the previous academic year.
- All courses applied to AGEC-A must transfer as an equivalent course, a departmental elective credit, or general elective credit (E) at all Arizona public universities according to the CEG within the CAS.

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

Degree Requirements

I. MCCCD General Education Requirements — Credits

A. MCCCD AGEC - A

1. Core Areas — 35-38

a. First-Year Composition [FYC] — 6

ENG101/102 **OR**
ENG107/108

b. Mathematics Studies [MA] and Computer/Statistics/Quantitative Applications [CS] — 6

1) MAT142 [MA] College Mathematics, or higher
(NOTE: MAT156 and MAT157 are excluded)
AND

2) CIS105 [CS] Survey of Computer Information Systems, **OR**
BPC110 [CS] Computer Usage and Applications

c. Literacy and Critical Inquiry [L] — 3

Select 3 semester credits from the following courses:
COM225 Public Speaking, **OR**
COM230 Small Group Communication

d. Humanities and Fine Arts [HU] — 6

1) Select 3 semester credits from the following courses:
ARH100 Introduction to Art
ARH101 Prehistoric through Gothic Art
ARH102 Renaissance through Contemporary Art
AND

2) Select 3) semester credits from the following courses:
ENH110 Introduction to Literature
ENH241 American Literature Before 1860
ENH242 American Literature After 1860
EDU/ENH291 Children's Literature
HUM250 or HUM251 Ideas and Values in the Humanities
THE111 Introduction to Theatre
THE220 Modern Drama
DAH100 Introduction to Dance
DAH201 World Dance Perspectives

e. Social and Behavioral Sciences [SB] — 6

1) Select 3 semester credits from the following courses:
HIS103 United States History to 1870
HIS104 United States History 1870 to Present
AND

2) Select 3 semester credits from the following courses:

PSY101 Introduction to Psychology
GCU121 World Geography I: Eastern Hemisphere
GCU122 World Geography II: Western Hemisphere
ECN111 Macroeconomic Principles
ECN112 Microeconomic Principles
POS110 American National Government
ECH/CFS176 Child Development

f. Natural Sciences–Science-Quantitative [SQ] and Science-General [SG] 8

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

Select SQ and SG courses from the following categories:

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

2. Awareness Areas 0

The MCCCD AAEE requires coursework in two Awareness Areas:

Cultural Diversity in the U.S. [C]
AND
Historical Awareness [H]
OR
Global Awareness [G]

Courses can satisfy a Core Area Requirement and one or more Awareness Areas, or can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

3. MCCCD Additional Requirements 0-3

a. Oral Communication

Satisfied by COM225 or COM 230 taken for Literacy and Critical Inquiry Requirement

b. Critical Reading

CRE101 **or** exemption by testing

II. Elementary Education Requirements 25

A total of 25 semester credits are required to satisfy the Elementary Education Requirements.

A. Education Foundations 15

Complete the following courses to satisfy the Education Foundations requirements:

EDU221 Introduction to Education
EDU222 Introduction to the Exceptional Learner
EDU230 Cultural Diversity in Education
MAT156 Mathematics for Elementary Teachers I
MAT157 Mathematics for Elementary Teachers II

B. Electives for Arizona Professional Teacher Standards 10

A total of 10 semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 7 credits in Content Area Electives.

Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as Non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

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

Any ARH, ART, CIS, BPC, ENG, ENH, GPH, HIS, MHL, MTC, POS, THE, THP **prefixed course(s)**

Any EDU **prefixed course(s)** (except EDU250)

Any MAT (courses numbered higher than 142 except MAT156 and MAT157)

Any Foreign Language **course(s)**

Any Natural Science **course(s)**

CFS/ECH176 Child Development

AAEE Total Credits: 60-63

Associate in General Studies (AGS) Degree

Purpose of the Degree

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 <u>underscored</u> 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 <u>100/100AA & 100AB & 100AC/110/110AA &110AB & 110AC 225/230</u>

Critical Reading (3 credits)

CRE Critical Reading 101/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics102/105/120/121/122/122AA/122AB/122AC/126/142/150/151/151AA/151AB/151AC/151AD/152/156/162/172/182/187/206*/212/216/220/221/225/226/227/230/231/236/241/262/equivalent course

Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)

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

ACC	Accounting 115/115AA/115AB/115BA / 115BB
ADA	Advertising Arts 169/170/170AA/170AB/173/173AA/ 173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AB/183AC/283/ 283AA/283AB/283AC/289/289AA/289AB/289AC
AGB	Agribusiness 139
AJS	Administration of Justice Studies 117/**119**/205
ART	Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/ 177/177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/ 283AC/289/289AA/289AB/289AC
BPC	Business-Personal Computers Any BPC course(s)
CFS	Child/Family Studies 180
CIS	Computer Information Systems Any CIS Course(s)
CSC	Computer Science Any CSC Course(s)
CTR	Court Reporting 101/102
DFT	Drafting Technology 103/105/any 105 module/150/151/200/201/251/any 251 module/253/any 253 module/any 254 module/any 256 module
ECE	Engineering Science 102/102AA/103/103AB/139
ECH	Early Childhood Education 238
EEE	Electrical Engineering 120
ELE	Electronic 115/150/181/241/243/245/281
ELT	Electronic Technology 131/131AA/131AB/241/243/249/273/281/282
ENG	English 100AE
FON	Food & Nutrition 100/100AA/100AC/100AD/140BC
GPH	Physical Geography 217/219
HRM	Hotel Restaurant Management 126
JRN	Journalism 133
LAS	Legal Assisting 229
LBT	Library Technology 106
MAT	Mathematics 206
MET	Manufacturing Technology 105AA/264
MTC	Music Theory/Composition 191
NET	Networking Technology 181/181AA/181AB/247
OAS	Office Automation Systems 111AA/111AB/113/113AA&113AB/119/130/any 130 module/any 135 module/any 235 module
PSY	Psychology 230
QCT	Quality Control Technology 274
SBS	Small Business 211
SMT	Semiconductor Manufacturing Technology 131/131AA/131AB/150
TCM	Telecommunications 106
TVL	Travel Agent Technology 203/205
VPT	Video Production Technology 106

General Education Distribution Areas (28-29 Credits)

Humanities and Fine Arts (9 credits)

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

AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
ASB	Anthropology 211/222/223
COM	Communication 241
DAH	Dance Humanities 100/201
EDU	Education 291/292/294
ENG	English 200/260
ENH	English Humanities Any ENH Course(s)
FRE	French 265/266
HCR	Health Care Related 210
HIS	History 109/243
HUM	Humanities Any HUM course(s)
INT	Interior Design 115/120/225
LAT	Latin 201/202
MHL	Music: History/Literature 141/142/143/145/146/147/153/155
PHI	Philosophy Any PHI Course(s) (EXCEPT 113)
REL	Religious Studies Any REL Course(s)
SPA	Spanish 265/266
SPH	Spanish Humanities 150/151/245
STO	Storytelling 292/294
TCM	Telecommunication 145
THE	Theater 111/205/206/210/220/260
THP	Theater/Performance/Production 24
WST	Women's Studies 209/284/285

Social and Behavioral Sciences (9 credits)

Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 101/105/140/141/160/**170**
AFR African American Studies 110/203/204
AJS Administration of Justice Studies 101/**119/200/225**/259/270
ASB Anthropology 100/102/211/214//222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/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 258
FUS Future Studies 101
GBS General Business 280
GCU Cultural Geography 102/121/122/141/221/253
HES Health Science 100
HIS History any HIS Course(s)
IBS International Business 109
MCO Mass Communications 120
PHI Philosophy 243
POS Political Science Any POS course(s)
PSY Psychology101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
REC Recreation 120/160
REL Religious Studies 243
SBU Society and Business 200
SOC Sociology Any SOC course(s) (EXCEPT 242)
SWU Social Work 102/258/271/**292***
TEC Textiles and Clothing 105/106
WED Wellness Education 100/110
WST Women's Studies 100/105/110/120/**160/161**
YAQ Yaqui Indian History & Culture 100

Natural Sciences (7-8 credits)

Two lecture 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, 265
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/**107***/108/109/110/145/149AF/149AH/149AI/149AJ/149AK/149AL/149AM/AN/150/156/160/181/182/~~183~~/201/205/241/245&246
CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
GLG Geology Any GLG course(s)
GPH Physical Geography 111/112/113/210/211/212/214
ISS Interdisciplinary Science Studies 111/112
PHS Physical Science 110/120
PHY Physics 101/111/112/115/116/121/131/252
PSY Psychology 290AB/290AC

Literacy & Critical Inquiry (3 credits)

AIS American Indian Studies 213
CCS Chicana and Chicano Studies 101
COM Communication 207/222/**225/230/**241
CRE Critical Reading **101**
DAH Dance Humanities 201
ENG English 111/200/213/215/216/217/218
ENH English Humanities 254/255
FON Food & Nutrition 206
GBS General Business 233
GPH Physical Geography 211/**212&214***
HCR Health Care Related 220
HUM Humanities 250/251
IGS Integrated Studies 290AA&290AB/291/293
JRN Journalism 201/212
MCO Mass Communications 220
PHI Philosophy 103/106/225
POS Political Science 115
PSY Psychology 290AB/290AC
REL Religious Studies 203/205/225
THE Theater 220
THP Theater Performance/Production 241

Elective Courses (15-16 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

Associate 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 web site:

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

Click on Program Information to access ATPs.

Exemption From Arizona University Admission Requirements

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

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

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

Elements of The Associate in Transfer Partnership (Atp) Degree

Element	Credits
MCCCD General Education Core	**19**
Approved Lower Division Transfer Courses	Variable
(Major dependent with maximum to be determined by receiving baccalaureate degree granting institution)	
Associate in Transfer Partnership Degree Total Hours	**60 minimum**

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

Accountancy
American Indian Studies
Business
Computer Information Systems
Construction
Elementary Education
Exercise and Wellness
Food & Nutrition
Housing & Urban Development
K-8 Classroom Instructional Support
Kinesiology
Nonprofit/Youth & Human Service Leadership & Management
Nursing
Psychology
Recreation
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 Program 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 Mathematics102/105/120/121/22/122AA/122AB/122AC/126/142/150/151/**151AA**/151AB/151AC/151AD/152/156/162/206*/172/182/187/212/216/220/221/225/226/227/ 203/231/236/240/241/262/ 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
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211//222/223
COM Communication 241
DAH Dance Humanities 100/201
EDU Education 291/292/294
ENG English 200/260
ENH English Humanities Any ENH Course(s)
FRE French 265/266
HCR Health Care Related 210
HIS History 243
HUM Humanities Any HUM course(s)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/147/153/155
PHI Philosophy Any PHI Course(s) (EXCEPT 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 265/266
SPH Spanish Humanities 150/151/245
STO Storytelling 292/294
TCM Telecommunication 145
THE Theater 111/205/206/210/220/260
THP Theater/Performance/Production 241
WST Women's Studies 209/284/285

Social and Behavioral Sciences (3 credits)

Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 101/105/141/160
AFR African American Studies 110/203/204
AJS Administration of Justice Studies 101/200/259/270
ASB Anthropology 100/102/211/214/222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communications 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 258
FUS Future Studies 101
GBS General Business 280
GCU Cultural Geography 102/121/122/141/221/253
HES Health Science 100
HIS History Any HIS course(s)
IBS International Business 109
MCO Mass Communications 120
PHI Philosophy 243
POS Political Science Any POS course(s)
PSY Psychology 101/123/125/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
REC Recreation 120/160
REL Religious Studies 243
SBU Society and Business 200
SOC Sociology Any SOC course(s) (EXCEPT 242)
SWU Social Work 102/171/258/**292***
TEC Textiles and Clothing 105/106
WED Wellness Education 100/110
WST Women's Studies 100/105/110/120
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, 265
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/**107***/108/109/110/145/149AN/150/156/160/181/182/201/205/241/245 & 246
CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
GLG Geology Any GLG course(s) (EXCEPT 140/251MC/275)
GPH Physical Geography 111/112/113/212/214
ISS Interdisciplinary Science Studies 111/112
PHS Physical Science 110/120
PHY Physics 101/111/112/115/116/121/131/252
PSY Psychology 290AB/290AC

Academic Certificate

Purpose of the Academic Certificate

The Maricopa Community College District Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general 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:

- 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.

Chemical Dependency

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

Certificate of Completion in Chemical Dependency Level I

Required Courses: 21

BHS205*	Models for Growth	3
CHD100	Foundations of Chemical Dependency	3
CHD102	Communication Skills in Chemical Dependency	3
CHD110	Biological Systems Pharmacology of the Chemically Dependent	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 Interviewing and Documentation Skills	3
CHD165*	Theory and Techniques in the Treatment of the Chemically Dependent	

Certificate of Completion in Chemical Dependency Level II

Required Courses: 37

Certificate of Completion in Chemical Dependency Level I		21
CHD220*	Family Dynamics and Chemical Dependency	3
CHD226*	Counseling Multicultural and Diverse Populations	3
CHD236*	Recovery and Relapse of the Chemically Dependent	2
CHD245*	Dual Diagnosis	2
CHD250*	Group Interventions with the Chemically Dependent	3
CHD275*	Advanced Theory and Techniques in the Treatment of the Chemically Dependent	3

Restricted Electives 2

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

CHD280*	Chemical Dependency Practicum	6
CHD285*	Chemical Dependency Seminar *(May be repeated up to 4 times. Various topics offered)*	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 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 been designed to help professionals meet their educational requirements for state and/or national addiction certification requirements, as well as gain continuing education credits.

Required Courses: 15

CHD110	Biological Systems Pharmacology of the Chemically Dependent	3
CHD150	Principles of Self-Help Groups	2
CHD220	Family Dynamics in Chemical Dependency	3
CHD236	Recovery and Relapse	2
CHD285xx	Any 1-credit Chemical Dependency Seminar course** ***Note: Students must complete two 1-credit seminar courses for a total of 2 credits.*	2
CHD294	Advanced Foundations of Chemical Dependency	3

For a current listing of Chemical Dependency Seminars, visit:

www.riosalado.edu/ci/programs/current/cd.shtml

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

Associate in Applied Science in Chemical Dependency

Required Courses: 39

Certificate of Completion in Chemical Dependency II 39

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

Any approved general education course in the Oral Communication area.

Mathematics 3

MAT102* Mathematical Concepts/Applications (3)
OR
Equivalent as indicated by assessment

Critical Reading 3

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

General Education Distribution: 9-10

Humanities and Fine Arts 2-3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Services 3

PSY101 Introduction to Psychology (3)
OR
PSY270* Personal and Social Adjustment (3)

Certificate(s) or Degree(s) Awarded:

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

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

Student must earn a grade of "C" or better for all courses required within the program.

Minimum GPA 2.00

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

Computer Technology

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

Certificate of Completion in Computer Usage and Applications

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

Required Courses:		**16**
BPC135xx*	Word Processing (any module)	2
CIS105	Survey of Computer Information System	3
CIS114DE	Excel Spreadsheet	3
CIS117Dx	Database Management (any module)	3
CIS118AB	PowerPoint: Level I	1
CIS121AE	Windows Operating System: Level I	1
CIS133AA	The Internet/World Wide Web: Level I (1)	
	AND	
CIS133BA*	The Internet/World Wide Web: Level II (1)	
	AND	
CIS133CA*	The Internet/World Wide Web: Level III (1)	
	OR	
CIS133DA	The Internet/World Wide Web (3)	3

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

Associate in Applied Science in Computer Technology

Required Courses: 16

Certificate of Completion in Computer Usage and Applications 16

Restricted Electives: 23

Choose 23 credits from the following:

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

BPCxxx	Any Business-Personal Computers course	.5-4
	OR	
CCTxxx	Any Corporate Computer Technology course	1-4
	OR	
CISxxx	Any Computer Information Systems course	1-4
	OR	
OASxxx	Any Office Automation Systems course	.5-4

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 (3)

Mathematics 3

MAT102*	Mathematical Concepts/Applications (3)
	OR
MATxxx*	Any higher level MAT course (3)

Critical Reading 3

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

Equivalent as indicated by assessment

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificates(s) or Degree(s) Awarded:

Certificate of Completion in:
Computer Usage and Applications (16 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.

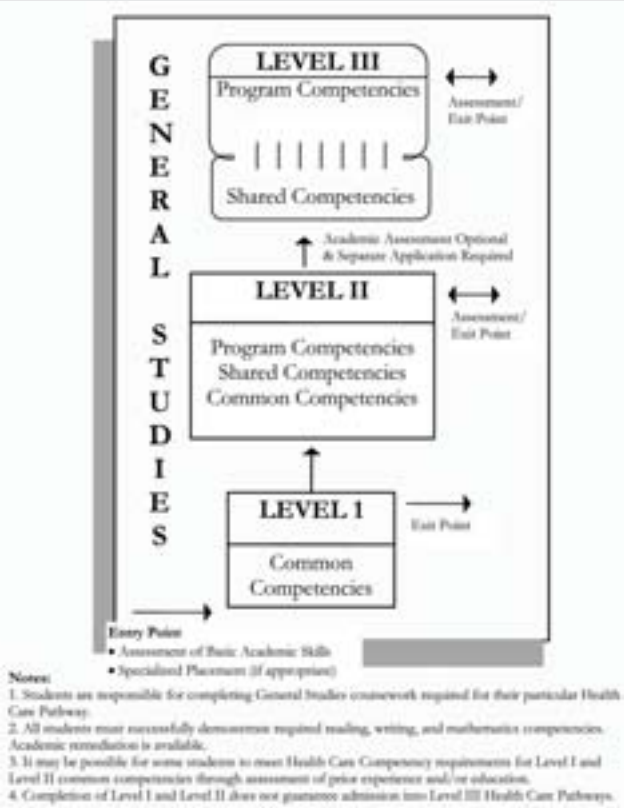
Minimum GPA 2.0

For additional Educational Partnership Programs in Computer Technology, see pages 131-134.

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

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

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care 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.

Dental Assisting

Certificate of Completion in Clinical Dental Assisting

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

Admission Criteria

A high school diploma or GED equivalency is required.

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: 23

CDA101*	Orientation to Clinical Dental Assisting	1
CDA102*	Introduction to Dental Office Management	1
CDA110*	Infection Control and Hazard Communication	2
CDA115*	Dental Anatomy and Pathology	3
CDA120*	Clinical Patient Management	1
CDA125*	Dental Materials	3
CDA220*	Clinical Dental Assisting I	2
CDA230*	Clinical Dental Assisting II	2
CDA240*	Dental Radiographic Imaging	3
CDA280*	Clinical Dental Assistant Practicum	1
CDA290*	Internship for Clinical Dental Assistants	4

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Clinical Dental Assisting (23 credits)

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

Minimum GPA 2.00

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

Dental Hygiene

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

Associate in Applied Science in Dental Hygiene

Program Notes

Students must earn a grade of "C" or better in all courses required within the program. All General Education requirements are met by program prerequisites as indicated. Students should consult with an advisor in selecting courses to meet the General Education areas.

Admission Criteria

Program and application information is available from Dental Hygiene advisors in the Student Enrollment Services department. The program prerequisites must be completed prior to submission of application with a letter grade "C" or above.

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

Please note: Due to the application period, changes to program prerequisites may not be reflected in this catalog. Please contact the Dental Hygiene advisors at 480-517-8580 for more information.

Option 1: 34.5

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

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)	
	OR	

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

Option 2: 34.5

HCC courses are to be waived for the students who have 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 (.5)	
	OR	

Current CPR certificate at the health care provider professional rescuer level.

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

Option 3: 38.5

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 (.5)	
	OR	
	Current CPR certification at the health care provider professional rescuer level	
	AND	
HCC130	Fundamental in Health Care Delivery (3)	
	OR	
HCC130AA	Health Care Today (.5)	
	AND	
HCC130AB	Workplace Behaviors in Health Care (.5)	
	AND	
HCC130AC	Personal Wellness and Safety (.5)	
	AND	
HCC130AD	Communication and Teamwork in Health Care Organizations (.5)	
	AND	
HCC130AE	Legal Issues in Health Care (.5)	
	AND	
HCC130AF	Decision Making in the Health Care Setting (.5)	3
	AND	
HCC145AA	Medical Terminology for Health Care Workers I	1

General Education Requirements: 28

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

Any approved general education course in the Oral Communication area.

Critical Reading 3

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 MAT course (3)

OR

Equivalent as indicated by assessment

General Education Distribution: 13

Humanities and Fine Arts 3

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

Social and Behavioral Sciences 6

PSY101 Introduction to Psychology (3)

AND

SOC101 Introduction to Sociology (3)

Natural Sciences 4

BIO160 Introduction to Human Anatomy & Physiology (4)

Required Courses: 58

DHE110*	Pharmacology	3
DHE112*	Oral Pathology	3
DHE114*	Emergency Medicine	2
DHE119*	Head and Neck Anatomy	3
DHE120*	Pre-clinical Dental Hygiene	6
DHE122*	Dental Anatomy, Embryology and Histology	2
DHE124*	Dental Radiography	2
DHE125*	Dental Radiography Lab	1
DHE127*	Prevention of Dental Disease	3
DHE132*	Dental Hygiene Theory I	3
DHE133*	Dental Hygiene Clinic I	3
DHE203*	Dental Materials	2
DHE204*	Dental Materials Lab	1
DHE212*	Dental Hygiene Theory II	2
DHE213*	Dental Hygiene Clinic II	5
DHE219*	Practice Management	2
DHE225*	Periodontics	3
DHE227*	Dental Anesthesia	2
DHE229*	Community Oral Health	3
DHE232*	Dental Hygiene Theory III	2
DHE223*	Dental Hygiene Clinic III	5

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.*

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

Required Courses: 39

LET106*	Patrol Procedures	2
LET109*	Criminal Law	2
LET110*	Law Enforcement Fundamentals	3
LET125*	Legal Aspects of Law Enforcement	2
LET127*	Field Problems	2
LET146*	Officer Survival	1
LET156*	First Aid	2
LET202*	Traffic Procedures	2
LET203*	Report Writing	2
LET211*	Criminalistics	2
LET223*	Search and Seizure	1
LET224*	Crime Scene Investigation	4
LET282*	Police Roles and Responsibilities	4
LET284*	Professionalism Within Policing	4
LET286*	Modern Policing Strategies	4
CWE198AB	Career/Work Experience	2

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 (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.

Certificate(s) or Degree(s) Awarded:

Certificates 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

For additional Educational Partnership Programs in Law Enforcement Technology, see pages 139-140.

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

Nursing: Maricopa Community College District Nursing Program (MCCDNP)

Degree/Certificate:

Certificate of Completion in Nurse Assisting

Certificate of Completion in Practical Nursing

Associate in Applied Science Degree in Nursing

Program Description:

The Maricopa Community College District Nursing Program (MCCDNP) is available at seven Maricopa Colleges. The nursing pathway provides multiple exit points for employment that begins with Nurse Assisting and continues to the Practical Nurse certificate and Registered Nurse degree program. The Nursing Program provides eligibility for students seeking certification and licensure through the Arizona State Board of Nursing. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The MCCD Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext 153.

Program Offerings:

This program is offered at the following sites:

Gateway Community College	602-392-5096
Glendale Community College	623-845-3210
Mesa Community College	480-461-7106
Mesa Community College/Boswell	623-974-7835
Paradise Valley Community College	602-787-7298
Phoenix College	602-285-7121
Rio Salado College	480-517-8528
Scottsdale Community College	480-423-6225

Waiver of Licensure/Certification Guarantee:

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

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

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111). All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Health Declaration:

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

Health & Safety Requirements for MCCD Nursing Program:

1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Health Declaration Form signed by a licensed health care provider.
4. Negative urine drug screen.

Grade Requirements:

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

Course Fee Information:

Please see class schedule for information regarding course fees.

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

University Transfer Students:

For students planning a University Program

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

The Nurse Assisting Pathway

The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.

Practical Nurse Pathway

Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

Registered Nurse Pathway

Associate in Applied Science Degree in Nursing Program

The Associate 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, chronic and community based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Nurse Assisting Pathway

Certificate of Completion in Nurse Assisting:

Major Code: 5963

Admission Requirements:

Application and acceptance into the program, High School graduate or GED, current Health Care Provider CPR Card required before beginning courses.

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

Program Prerequisites: None

Required Courses: 8

HCC130	Fundamentals of Health Care Delivery **OR**	3
HCC130AA	Health Care Today (.5) **AND**	
HCC130AB	Workplace Behavior in Health Care (.5) **AND**	
HCC130AC	Personal Wellness and Safety (.5) **AND**	
HCC130AD	Communication and Team Work in the Health Care Organizations (.5) **AND**	
HCC130AE	Legal Issues in Health Care (.5) **AND**	
HCC130AF	Decision Making in Health Care Setting (.5)	
HCC145AA	Medical Terminology for Health Care Workers I	1
NUR156*	Nurse Assisting	2
NUR157*	Nurse Assisting Lab	2
Total Credits:		**8**

Practical Nurse Pathway

Certificate of Completion in Practical Nursing:

Major Code: 5957

Admission Requirements:

High School diploma or GED, application and acceptance into the nursing program.

A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.

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

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

Prerequisite Courses: 25-38

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

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 Lab (1) **OR** One year high school chemistry	4
CRE101*	Critical and Evaluative Reading I (3) **OR** Equivalent by assessment	3
ENG101*	First-Year Composition	3
HCC130	Fundamentals of Health Care Delivery (3) **OR**	
HCC130AA	Health Care Today (.5) **AND**	
HCC130AB	Workplace Behaviors in Health Care (.5) **AND**	
HCC130AC	Personal Wellness and Safety (.5) **AND**	
HCC130AD	Communication and Team Work in Health Care Organizations (.5) **AND**	
HCC130AE	Legal Issues in Health Care (.5) **AND**	
HCC130AF	Decision Making in the Health Care Setting (.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
MAT120*	Intermediate Algebra (5) **OR**	
MAT121*	Intermediate Algebra (4) **OR**	
MAT122*	Intermediate Algebra (3) **OR** Higher Level Math Course	3-5
NUR156*	Nurse Assisting (2) **AND**	
NUR157*	Nurse Assisting Lab (2) **OR** Current Nurse Assistant certification (CNA)	4
PSY101	Introduction to Psychology	3

Required Courses: 24.5

FON241*	Principles of Human Nutrition	3
HCR240*	Human Pathophysiology (4) **OR**	
HCR240AA*	Human Pathophysiology I (2) **AND**	
HCR240AB*	Human Pathophysiology II (2)	4
NUR161*	Nursing Process and Critical Thinking I	3
NUR163*	Health Assessment and Health Promotion I	1
NUR167*	Pharmacology and Medication Administration I	1
NUR169*	Nursing Science I	3
NUR181*	Nursing Process and Critical Thinking II	3
NUR185*	Developing the Nurse's Role Seminar I	1
NUR187*	Pharmacology and Medication Administration II	1.5
NUR189*	Nursing Science II	4
Total Credits:		**49.5-62.5**

Registered Nurse Pathway

Associate in Applied Science in Nursing
Major code: 3812

Admission Requirements:

High School diploma or GED, application and acceptance into the nursing program.

A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.

The Health Education Systems, Inc. (HESI) test will be administered to all prospective advanced placement students seeking admission into Blocks 3 or 4. A score of 800 or higher is required in order to be granted advanced placement into either of these blocks. A score of less than 800 will result in placement into either Block 1 or 2. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

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

Prerequisite Courses: 25-38

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

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 Lab (1) **OR** One year high school chemistry	4
CRE101*	Critical and Evaluative Reading I (3) **OR** Equivalent by assessment	3
ENG101*	First-Year Composition	3
HCC130	Fundamentals of Health Care Delivery (3) **OR**	
HCC130AA	Health Care Today (.5) **AND**	
HCC130AB	Workplace Behaviors in Health Care (.5) **AND**	
HCC130AC	Personal Wellness and Safety (.5) **AND**	
HCC130AD	Communication and Teamwork in Health Care Organizations (.5) **AND**	
HCC130AE	Legal Issues in Health Care (.5) **AND**	
HCC130AF	Decision Making in the Health Care Setting (.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
MAT120*	Intermediate Algebra (5) **OR**	
MAT121*	Intermediate Algebra (4) **OR**	
MAT122*	Intermediate Algebra (3) **OR** Higher Level Math Course	3-5

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

NUR156*	Nurse Assisting (2) **AND**	
NUR157*	Nurse Assisting Lab (2) **OR** Current Nurse Assistant certification (CNA)	4
PSY101	Introduction to Psychology	3

Required Courses: 44.5

FON241*	Principles of Human Nutrition	3
HCR240*	Human Pathophysiology (4) **OR**	
HCR240AA*	Human Pathophysiology I (2) **AND**	
HCR240AB*	Human Pathophysiology II (2)	4
NUR161*	Nursing Process and Critical Thinking I	3
NUR163*	Health Assessment and Health Promotion I	1
NUR167*	Pharmacology and Medication Administration I	1
NUR169*	Nursing Science I	3
NUR181*	Nursing Process and Critical Thinking II	3
NUR185*	Developing the Nurse's Role I	1
NUR187*	Pharmacology and Medication Administration II	1.5
NUR189*	Nursing Science II	4
NUR261*	Nursing Process and Critical Thinking III	3
NUR263*	Health Assessment and Health Promotion II	1
NUR267*	Pharmacology & Medication Administration III	1
NUR269*	Nursing Science III	5
NUR281*	Nursing Process and Critical Thinking IV	3
NUR285*	Developing the Nurse's Role II	1
NUR289*	Nursing Science IV	6

General Education Requirements: 5

General Education Core: 3

First-Year Composition 3

Met by ENG101 in the Program Prerequisites area.
ENG102* First-Year Composition

Oral Communication 0

Waived

Critical Reading 0

Met by CRE101 in the Program Prerequisites area.

Mathematics 0

Met by MAT120, or MAT121, or MAT122 OR higher Level Math Course in the Program Prerequisites area.

General Education Distribution: 2

Humanities and Fine Arts 2

Any approved course in the Humanities and Fine Arts area.

Natural Science 0

Met by BIO201 and BIO202 in the Program Prerequisites area.

Social and Behavioral Sciences 0

Met by PSY101 in the Program Prerequisites area.

Total Credits 74.5-87.5

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

Nurse Assisting (8 credits)
Practical Nursing (49.5-62.5 credits)

Associate in Applied Science in:

Nursing (74.5-87.5 credits)

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

Minimum GPA 2.00

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

Education

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

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

For more information on these courses, see pages 60-64.

Organizational Leadership

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

Certificate of Completion in Organizational Leadership

Required Courses: 17-18

CIS105	Survey of Computer Information Systems (3)	
	OR	
BPC110	Computer Usage and Application (3)	3
GBS110	Human Relations in Business and Industry (3)	
	OR	
MGT251	Human Relations in Business (3)	3
GBS233*	Business Communication (3)	
	OR	
TQM105*	Writing for Quality Results (2)	2-3
MGT175	Business Organization and Management	3
GBS151	Introduction to Business	3
MGT101	Techniques of Supervision (3)	
	OR	
MGT229	Management and Leadership I (3)	3

Certificate of Completion in Quality Process Leadership

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

Required Courses: 14

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 System	2
TQM240	Project Management in Quality Organizations	2
TQM290AA*	TQM Internship	1
TQM292*	Innovation Strategies	1

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

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 Leadership

Required Courses: 17-18

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

Restricted Electives: 19-22

Students will choose one of two tracks for a total of 19-22 credits.

Track 1 19-22

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

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

Track 2 19-22

Students must choose 19-22 industry/job specific electives credits and have them approved by the department chair. These industry/job specific credits must include a minimum of 9 credits with a common prefix. These restricted electives must be chosen from the core requirements of an AAS Degree program, Certificate or a specialized program of study.

General Education Requirements: 25-27

General Education Core: 15-17

First-Year Composition 6

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

Oral Communication 3

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:

Quality Process Leadership (17 credits)
Organizational Leadership (17-18 credits)

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

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

Minimum GPA 2.00

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

Public Administration

Certificate of Completion in Public Administration

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

Required Courses: 15

BPCxxx	Any Business-Personal Computers course(s) (3) **OR**	
CISxxx	Any Computer Information Systems course(s) (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

Associate in Applied Science in Public Administration

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

Required Courses: 15

Certificate of Completion in Public Administration 15

Restricted Electives: 24

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

ECN111	Macroeconomic Principles	3
ECN112	Microeconomic Principles	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233*	Business Communication	3
HSAxxx	Any Human Services Administration course(s)	1-4
LETxxx	Any Law Enforcement Technology course(s)	1-4
MGT172	Organizations, Paradigms, and Change	1
PADxxx	Any Public Administration course	3
POS110	American National Government	3
POS221	Arizona Constitution	1
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SOC212	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 is designed to provide students with training to meet the requirements for employment in non-sales areas. Courses will be offered in Customer Service, Teamwork, Communication Skills (both written and oral), and Professional Development.

Required Courses: 13

COM110	Interpersonal Communication	3
GBS175	Professional Development	3
TQM101	Quality Customer Service	3
TQM105*	Writing for Quality Results	2
TQM230	Teamwork Dynamics	2

Restricted Electives: 3

Choose 3 credits from the following:

BPC117xx	Micro-Database Management (any module)	1
BPC130xx	Personal Micro Word Processing (any module)	1
MGT172	Organizations, Paradigms, and Change	1
TQM200	Leadership for Front-Line Employees	2
TQM205	Managing Diversity	2

Associate in Applied Science in Quality Customer Service

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

Required Courses: 16

Certificate of Completion in Quality Customer Service 16

Restricted Electives: 23

Students must choose 23 industry/job specific elective credits and have them approved by the department chair. These industry/job specific credits must include a minimum of 9 credits with a common prefix. These restricted electives must be chosen from the core requirements of an AAS Degree program, Certificate, or specialized program of study.

OR

Students must choose one of the following Certificates of Completion for a total of 23 credits.

Certificate of Completion in Pharmacy: Customer Service

This certificate is designed to provide students with the knowledge and skills needed to meet the challenges of working in the retail pharmacy environment. The courses will cover federal and state pharmacy regulations and pharmacy services including prescription dispensing and drug distribution and control. Emphasis will be on providing quality customer service and using effective communications and interpersonal skills when dealing with pharmacy customers and personnel.

Required Courses: 13

CSR160*	Pharmacy Practice for the Customer Service Representative	1
CSR162*	Pharmacy Operations for the Customer Service Representative	3
CSR280AB*	Customer Service Internship	2
MGT106	Building a Professional Office Image	0.5
MKT112	Retail Customer Service	1
OAS111AA	Computer Keyboarding I	1
OAS124*	Forms	0.5
PHT108	Nonprescription Drugs and Health Care Products	2

Students must also choose 10 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

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

Oral Communication 3

COM230* Small Group Communication (3)

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
Any higher level MAT course

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Pharmacy: Customer Service (13 credits)
- Quality Customer Service (16 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 Service Partnership Programs in Public Administration and Quality Customer Service, see pages 141-147.

Retail Management

Certificate of Completion in Retail Management

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

Required Courses: 33

ACC111	Accounting Principles I	3
BPC110	Computer Usage & Applications (3)	
	OR	
CIS105	Survey of Computer Information Systems (3)	3
ENG101*	First-Year Composition (3)	
	OR	
ENG107*	First-Year Composition for ESL (3)	3
GBS110	Human Relations in Business and Industry (3)	
	OR	
MGT251*	Human Relations in Business (3)	3
GBS131	Business Calculations (3)	
	OR	
MAT102*	Mathematical Concepts & Applications (3)	3
GBS233*	Business Communication	3
COM110	Interpersonal Communication (3)	
	OR	
IND133	Speaking in Business (3)	3
MGT101	Techniques of Supervision (3)	
	OR	
MGT229	Management and Leadership (3)	3
MGT179	Utilizing the Human Resources Department (3)	
	OR	
MGT276	Personnel/Human Resources Management (3)	3
MKT268*	Merchandising	3
MKT271	Principles of Marketing	3

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Retail Management (33 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 Service Partnerships and Customized Training

The Educational Service Partnerships through Rio Salado's Applied Programs division delivers professional, affordable training and educational opportunities on-site to employees of local businesses and agencies. Credit and non-credit courses can be customized to meet specific goals and requirements. Special certificate and degree programs link college and company training to provide career-path education.

In addition, Rio Salado offers numerous classes and workshops on quality issues such as leadership, customer service, teambuilding, and supervisory skills. Through distance learning and the latest technologies, the college can offer these same learning opportunities at other locations around the world. For more information or a free consultation, call **480-517-8525**.

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

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**.

In This Section

Airline Operations

Computer Technology

Corrections

Detention Services

Fire Science

Law Enforcement Technology

Public Administration

Quality Customer Service

Airline Operations

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

Certificate of Completion in Airline Operations: Reservations

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

Required Courses: 11

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: Passenger Services

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

Required Courses: 11

AIR102	Reservations/Sales Training I	3
AIR110*	Advanced Reservations/Sales Training	2
AIR113*	Automated Ticketing and Check-In	3
AIR115*	Ticketing/Passenger Services	3

OR

Required Courses: 11

AIR103	Basic Reservations Procedures	3
AIR112*	Airline Ticketing Procedures	3
AIR116*	Airline Gate Procedures	3
AIR119	Baggage Service/WorldTracer System (2) **OR**	
BPCxxx	Any Business-Personal Computer Course (2) **OR**	
CISxxx	Any Computer Information Systems Course (2)	2

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

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

AIR118	Emergency Medical Procedures	2
AIR120*	Boeing 737 Initial Training	3
AIR122*	Boeing 737 Emergency Procedures	2
AIR124*	Boeing 757 Transition Training	2
AIR125*	Airbus 320 Transition Training	1

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

Certificate of Completion in Airline Operations: Ground Operations

The Certificate of Completion in Airline Operations: Ground Operations is designed to provide ramp safety and ground operation procedures for airline employees. Courses cover all aspects of the ramp environment including procedures for arrival, turnaround and departure conditions. Familiarization of various aircraft with an emphasis on engine safety, structural and performance limits, flight crew requirements and passenger capacities is also covered. Rules and regulations of the Federal Aviation Administration emphasized.

Required Courses: 12

AIR140*	Ramp Safety Procedures	2
AIR142*	Aircraft Dynamics	3
AIR144*	Team Lead Training	2
BPC110	Computer Usage and Applications (3)	
	OR	
CIS105	Survey of Computer Information Systems (3)	3
BPC135xx	Any Word Processing Course (any module)	2

Associate in Applied Science in Airline Operations

Required Courses: 26-28

Certificate of Completion in Airline Operations: Reservations 11

OR

Certificate of Completion in Airline Operations: Passenger Services 11

OR

Certificate of Completion in Airline Operations: Vacations 11

OR

Certificate of Completion in Airline Operations: Initial Flight Attendant 10

OR

Certificate of Completion in Airline Operations: Ground Operations 12

AND

Certificate of Completion in Quality Customer Service 16

Restricted Electives: 11-13

Students must choose 11-13 industry/job specific 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
MATxxx*	Any higher level MAT course (3)

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Airline Operations: Reservations (11 credits)
- Airline Operations: Passenger Services (11 credits)
- Airline Operations: Vacations (11 credits)
- Airline Operations: Initial Flight Attendant (10 credits)
- Airline Operations: Ground Operations (12 credits)

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.*

Computer Technology

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

Certificate of Completion in Computer Usage and Applications

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

Required Courses: 16

BPC135xx*	Word Processing (any module)	2
CIS105	Survey of Computer Information Systems	3
CIS114DE	Excel Spreadsheet	3
CIS117Dx	Database Management (any module)	3
CIS118AB	PowerPoint: Level I	1
CIS121AE	Windows Operating System: Level I	1
CIS133AA	The Internet/World Wide Web: Level I (1)	
	AND	
CIS133BA*	The Internet/World Wide Web: Level II (1)	
	AND	
CIS133CA*	The Internet/World Wide Web: Level III (1)	
	OR	
CIS133DA	The Internet/World Wide Web (3)	3

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

Certificate of Completion in Network Professional

The Network Professional certificate is designed for students seeking a career in information technology. 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: 11

CCT121*	Microsoft Windows 2000 Network and Operating System Essentials	2
CCT122*	Implementing Microsoft Windows 2000 Professional	3
CCT227*	Windows 2000 Network Management (3)	3
	OR	
CCT228*	Supporting a Microsoft Windows 2000 Network Infrastructure (3)	3
CCT260	Interconnecting Cisco Network Devices	3

Certificate of Completion in Technology Helpdesk Support

The Technology Helpdesk Support certificate is designed to prepare the student to work as a technology helpdesk customer service representative. Courses focus on project management, Internet navigation, advanced operating systems, LAN operations, computer setup and maintenance, advanced word processing, desktop design, web page design, customer service and technical support, and current topics in computing.

Required Courses: 32

Certificate of Completion Computer Usage and Applications		16
BPC125*	Microcomputer Set Up & Maintenance	1
BPC138AA*	Windows Desktop Design & Publishing	3
BPC235xx	Advanced Word Processing (any module)	2
CIS102	Customer Service/Technical Support	1
CIS109*	LAN Operations and Concepts	1
CIS122AE*	Windows Operating System: Level II (1)	
	OR	
CIS122AG*	Windows 98 - Level II (1)	1
CIS124AA	Project Management Software: Level I	1
CIS233AA*	Web Design and Publishing I (1)	
	AND	
CIS233BA*	Web Design and Publishing II (1)	
	AND	
CIS233CA*	Web Design and Publishing III (1)	
	OR	
CIS233DA*	Web Design and Publishing (3)	3
CIS280*	Current Topics in Computing (3)	
	OR	
CIS290AC*	Computer Information Systems Internship (3)	3

Certificate of Completion in Networking

The Networking certificate is designed to provide the basic skills necessary for students planning to specialize in the local area networks. Courses focus on training the student in project management, business systems, design, computer setup and maintenance, LAN operations, advanced operating systems, and current topics in computing.

Required Courses: 37

Certificate of Completion 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
CIS109*	LAN Operations and Concepts	1
CIS121AB	MS-DOS Operating System	1
CIS122AE*	Windows Operating System: Level II (1)	
	OR	
CIS122AG*	Windows 98 - Level II (1)	1
CIS124AA	Project Management Software: Level I	1
CIS190*	Introduction to Local Area Networks	3
CIS225*	Business Systems Analysis & Design	3
CIS240*	Local Area Network Planning and Design	3

Certificate of Completion in Programming

The Programming certificate is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

Required Courses: 37

Certificate of Completion Computer Usage and Applications		16
CIS150*	Programming Fundamentals	3
CIS159*	Visual Basic Programming I	3
CIS162AB*	C++: Level I (3)	
	OR	
CIS166AA*	Introduction to JavaScripting (3)	3
CIS163AA*	Java Programming: Level I	3
CIS233AA*	Web Design and Publishing I (1)	
	AND	
CIS233BA*	Web Design and Publishing II (1)	
	AND	
CIS233CA*	Web Design and Publishing III (1)	
	OR	
CIS233DA*	Web Design and Publishing (3)	3
CIS259*	Visual Basic Programming II	3
CIS263AA*	Java Programming: Level II	3

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

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 figuration, customer service and technical support, advanced operating systems, LAN operations, and current topics in computing.

Required Courses: 35

Certificate of Completion Computer Usage and Applications 16

BPC125*	Microcomputer Set Up & Maintenance	1
BPC170*	Computer Maintenance I: A+ Prep	3
BPC225*	Computer Configuration and Enhancement	1
BPC278*	Software Installation - MS Windows	3
CIS102	Customer Service/Technical Support	1
CIS109*	LAN Operations and Concepts	1
CIS121AB	MS-DOS Operating System	1
CIS122AE*	Windows Operating System: Level II (1) **OR**	
CIS122AG*	Windows 98 - Level II (1)	1
CIS124AA	Project Management Software: Level I	1
CIS225*	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing (3) **OR**	
CIS290AC*	Computer Information Systems Internship (3)	3

Certificate of Completion in Desktop Publishing

The Desktop Publishing certificate is designed to prepare students to work with and design professional publications. The courses focus on training the student in project management, Internet navigation, desktop design, web page design, and graphics design.

Required Courses: 24

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Info Systems (3)	
BPC138BA	Windows Desktop Design & Publishing Using Quark Express	3
BPC138CA*	Windows Desktop Design & Publishing Using PageMaker	3
BPC238BA*	Windows Advanced Desktop Design & Publishing Using Quark Express (3) **OR**	
BPC238CA*	Windows Advanced Desktop Design & Publishing Using PageMaker (3)	3
CIS120DB	Comp Graphics: Adobe Illustrator	3
CIS120DF	Comp Graphics: Adobe Photoshop	3
CIS133AA	The Internet/World Wide Web: Level I (1) **AND**	
CIS133BA*	The Internet/World Wide Web: Level II (1) **AND**	
CIS133CA*	The Internet/World Wide Web: Level III (1) **OR**	
CIS133DA	The Internet/World Wide Web (3)	3
CIS233AA*	Web Design and Publishing I (1) **AND**	
CIS233BA*	Web Design and Publishing II (1) **AND**	
CIS233CA*	Web Design and Publishing III (1) **OR**	
CIS233DA*	Web Design and Publishing (3)	3

Certificate of Completion in Web Master

The Web Master certificate is designed to prepare students to work with and design professional web pages. Courses focus on training the student in project management, computer configuration and maintenance, Internet navigation, HTML, web design and publishing, graphics design, multimedia technology, and written communication skills.

Required Courses: 34

Certificate of Completion Computer Usage and Applications 16

BPC125*	Microcomputer Set Up & Maintenance	1
CIS109*	LAN Operations and Concepts	1
CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS122AE*	Windows Operating System: Level II (1) **OR**	
CIS122AG*	Windows 98 - Level II (1)	1
CIS124AA	Project Management Software: Level I	1
CIS140*	Survey of Multimedia Technology	2
CIS159*	Visual Basic Programming I (3) **OR**	
CIS166AA*	Introduction to Java Scripting (3)	3
CIS233AA*	Web Design and Publishing I (1) **AND**	
CIS233BA*	Web Design and Publishing II (1) **AND**	
CIS233CA*	Web Design and Publishing III (1) **OR**	
CIS233DA*	Web Design and Publishing (3)	3
CIS235*	e-Commerce	3

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

Associate in Applied Science in Computer Technology

Required Courses: 11-16

Certificate of Completion in Computer Usage and Applications 16

OR

Certificate of Completion in Network Professional 11

Restricted Electives: 23-28

Students must choose 23-28 credits of restricted electives. Of those electives, 15 credits must be taken in an emphasis area, i.e. networking, programming, desktop publishing, etc. Students must meet with a Program Advisor to identify course selections.

BPCxxx	Any Business-Personal Computers course	.5-4
	OR	
CCTxxx	Any Corporate Computer Technology course	1-4
	OR	
CISxxx	Any Computer Information Systems course	1-4
	OR	
OASxxx	Any Office Automation Systems course	.5-4

(Students can choose any combination of BPC, 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 **(3)**

Critical Reading 3

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

Equivalent as indicated by assessment

Mathematics 3

MAT102*	Mathematical Concepts/Applications (3)
	OR
MATxxx	Any higher level MAT course (3)

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)
- Desktop Publishing (24 credits)
- Networking (37 credits)
- Network Professional (11 credits)
- Programming (37 credits)
- Technology Helpdesk Support (32 credits)
- Technology Troubleshooting and A+ Preparation (35 credits)
- Web Master (34 credits)

Associate in Applied Science in:
- Computer Technology (64 credits)

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

Minimum GPA 2.00

** 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. 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: 18

LET160*	Correctional System Ethics and Professionalism	1
LET162*	Introduction to Inmate Management	3
LET164*	Correctional Information Systems	1
LET166*	Correction Officer Safety and Weapons Training	2
LET168*	Inmate Security Procedures	2
LET170*	Security, Custody and Control Procedures	2
LET172*	Conflict and Crisis Management	2
LET176*	Medical and Mental Health	2
LET178*	Physical Fitness and Self Defense Training	3

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

Certificate of Completion in Advanced Corrections

The Certificate of Completion in Advanced Corrections is designed for corrections officers seeking advancement in the corrections field. Courses will focus on supervision techniques, interpersonal communication, and the constitutions of the United States and the State of Arizona. Officers will also study basic psychology principles and sociology concepts.

Required Courses: 33

Certificate of Completion in Basic Corrections		18
LET161	Correctional Sergeant's Leadership Procedures (3)	
	OR	
MGT229	Management and Leadership I (3)	
	OR	
PAD116	Supervisory Training for DOC Employees (3)	3
COM110	Interpersonal Communication	3
POS220	U.S. and Arizona Constitution (3)	
	OR	
POS221	Arizona Constitution (1)	
	AND	
POS222	U.S. Constitution (2)	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

Restricted Electives: 6

CIS105	Survey of Computer Information Systems	3
CIS133DA	The Internet/World Wide Web	3
COM263	Elements of Intercultural Communication	3
LET161	Correctional Sergeant's Leadership Procedures	3
MGT229	Management and Leadership I	3
PAD116	Supervisory Training for DOC Employees	3
PHI243	World Religions	3
POS100	Introduction to Political Science	3
PSY2xx*	Any 200 Level Psychology Course	3
SOC2xx*	Any 200 Level Sociology Course	3
SPA101	Elementary Spanish I	4
SPA115	Beginning Spanish Conversation	3
SPA102*	Elementary Spanish II	4

Associate in Applied Science in Corrections

Required Courses: 39

Certificate of Completion in Advance Corrections 39

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

COM230*	Small Group Communication (3)

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

MAT122*	Intermediate Algebra (3)

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

Basic Corrections (18 credits)
Advanced Corrections (21 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 & Relations	1
LET230*	Cultural Awareness for Law Enforcement	3
PSY101	Introduction to Psychology	3
PSY125	Leadership and Group Dynamics	3
PSY211*	Crisis 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)
AND
ENG102* First-Year Composition (3)
OR
ENG111* Technical Writing (3)

Oral Communication 3

COM230* Small Group Communication (3)

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

MAT122* Intermediate Algebra (3)

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Detention Services (18 credits)
Associate in Applied Science in:
Detention Services (64 credits)

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

Minimum GPA 2.00

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

Fire Science

The Fire Science Certificate of Completion and Associate in Applied Science Degree (AAS) are designed to provide students training as professional firefighters. The Fire Science Certificate of Completion and the AAS Degree can be used by professional firefighters for career enhancement within the Fire Services. A unique feature of the Fire Science Certificate of Completion and the AAS Degree is that the instructors will be professional firefighters and/or licensed emergency medical training personnel.

Certificate of Completion in Fire Science

Required Courses: 34

FSC102*	Fire Department Operations	11
FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction To Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC130	Fitness for Fire fighters/CPAT	1
FSC134	Fitness and Conditioning/Firefighters	3
FSC208*	Firefighter Safety and Building Construction	3
FSC238*	Vehicular Extrication and Patient Stabilization	2
FSC290AA	Arson Investigation	1
PED101H	Physical Activities: Fitness for Life	1

Associate in Applied Science in Fire Science

Required Courses: 40

Certificate of Completion in Fire Science		34
FSC118	Fire Hydraulics	3
FSC204*	Firefighting Tactics and Strategy	3

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

COM110 Interpersonal Communication (3)
OR
COM225* Public Speaking (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)
OR
Equivalent as indicated by assessment

Mathematics 3

MAT102* Mathematical Concepts/Applications (3)
OR
MAT122* Intermediate Algebra (3)
OR
Equivalent as indicated by assessment
OR
Satisfactory completion of a higher level MAT course

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area, or (Note: The following courses are recommended.) BIO105, Environmental Biology (4) OR BIO156, Introductory Biology for Allied Health (4), OR CHM130*, Fundamental Chemistry (3), AND CHM130LL*, Fundamental Chemistry Lab (1).

Social and Behavioral Sciences 3

Any approved general education course in the Social and Behavioral Sciences area, or (Note: SOC101, Introduction to Sociology, is recommended.)

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Fire Science (34 credits)
Associate in Applied Science in:
Fire Science (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.*

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

Required Courses: 39

LET100*	Introduction to Law Enforcement Technology	1
LET102*	Criminal Investigation	4
LET106*	Patrol Procedures	2
LET109*	Criminal Law	2
LET111*	Tactical Driving	2
LET119*	Community Relations	1
LET125*	Legal Aspects of Law Enforcement	2
LET127*	Field Problems	2
LET143*	Physical Conditioning and Wellness	3
LET145*	Arrest/Defense Tactics	5
LET150*	Firearms I	3
LET151*	Firearms II	2
LET156*	First Aid	2
LET190*	Human Communication & Relations	1
LET202*	Traffic Procedures	2
LET203*	Report Writing	2
LET211*	Criminalistics	2
LET223*	Search and Seizure	1

OR

Required Courses: 39

LET106*	Patrol Procedures	2
LET109*	Criminal Law	2
LET110*	Law Enforcement Fundamentals	3
LET125*	Legal Aspects of Law Enforcement	2
LET127*	Field Problems	2
LET146*	Officer Survival	1
LET156*	First Aid	2
LET202*	Traffic Procedures	2
LET203*	Report Writing	2
LET211*	Criminalistics	2
LET223*	Search and Seizure	1
LET224*	Crime Scene Investigation	4
LET282*	Police Roles and Responsibilities	4
LET284*	Professionalism Within Policing	4
LET286*	Modern Policing Strategies	4
CWE198AB	Career/Work Experience	2

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.*

Certificate of Completion in Public Safety Technology

Required Courses: 14

LET152*	Tactical Weapons	2
LET179*	Traffic Enforcement Procedures	2
LET183*	Traffic Offenses	2
LET188*	Vehicle Inspection	3
LET250*	DUI Detection	2
LET260*	Traffic Accident Investigation	3

Certificate of Completion in Law Enforcement Field Training

Required Courses: 18

LET279AA*	Field Training: Phase I	4
LET279AB*	Field Training: Phase II	5
LET279AC*	Field Training: Phase III	5
LET279AD*	Field Training: Phase IV	4

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Law Enforcement Technology (39 credits)
- Public Safety Technology (14 credits)
- Law Enforcement Field Training (18 credits)

Associate in Applied Science in:
- Law Enforcement Technology (64 credits)

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

Minimum GPA 2.00

Opportunities for Educational Training for Current Law Enforcement Professionals

For more than a decade, Rio Salado College has partnered with various metropolitan Phoenix police agencies and training academies to provide Arizona's law enforcement professionals with the finest and most comprehensive educational training opportunities available. Rio Salado currently offers a Certificate of Completion in Law Enforcement Technology, which leads to an Associate in Applied Science in Law Enforcement Technology. This certificate is designed to provide law enforcement officers with the knowledge to enhance their professional skills, earn promotions, widen their career choices and meet the challenges of their duties and responsibilities.

For more information, call **480-517-8461** or visit our website at:

http://policetraining.rio.maricopa.edu/

In addition to the Certificate of Completion and Associate in Applied Science in Law Enforcement Technology, Rio Salado also offers a Certificate of Completion in Public Safety Technology and a Certificate of Completion in Law Enforcement Field Training. These two certificates are designed to further enhance the skills and knowledge acquired in the basic law enforcement academy.

** 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)	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.*

Associate in Applied Science in Public Administration

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

Required Courses: 15

Certificate of Completion in Public Administration 15

Restricted Electives: 24

Students will choose one of the following:

Certificate of Completion in Public Administration: Legal Services 16

AND

Students must also choose 8 industry/job specific elective credits from the list of restricted electives below.

OR

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

ECN111	Macroeconomic Principles	3
ECN112	Microeconomic Principles	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233*	Business Communication	3
HSAxxx	Any Human Services Administration course(s)	1-4
LETxxx	Any Law Enforcement Technology course(s)	1-4
MGT172	Organizations, Paradigms, and Change	1
PADxxx	Any Public Administration course	3
POS110	American National Government	3
POS221	Arizona Constitution	1
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SOC212	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:

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

Required Courses: 13

COM110	Interpersonal Communication	3
GBS175	Professional Development	3
TQM101	Quality Customer Service	3
TQM105*	Writing for Quality Results	2
TQM230	Teamwork Dynamics	2

Restricted Electives: 3

Choose 3 credits from the following:

BPC117xx	(any module)	1
BPC130xx	(any module)	1
MGT172	Organizations, Paradigms, and Change	1
TQM200	Leadership for Front-Line Employees	2
TQM205	Managing Diversity	2

Associate in Applied Science in Quality Customer Service

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

Required Courses: 16

Certificate of Completion in Quality Customer Service	16

Restricted Electives: 23

Students will choose one of the following Certificates of Completion for a total of 23 credits.

Certificate of Completion in Human Services - Assistance: Customer Service

This certificate is designed to provide students with the knowledge and skills to meet basic job requirements in federal and state assistance programs. 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 5 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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: 11

BPC119*	Basic Data Entry Activities	1
HSA160	Employment Assistance Administration I	3
HSA162*	Employment Assistance Administration II	3
HSA170	Employment & Training Administration I	2
HSA172*	Employment & Training Administration II	2

Student must also choose 12 industry/job specific electives credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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

Certificate of Completion in Human Services - 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: 14

HSA200	Introduction to Arizona Health Care Cost Containment System (AHCCS)	2
HSA202	Arizona Long Term Care System (ALTCS): Eligibility	2
HSA204	Arizona Long Term Care System (ALTCS): Advanced Eligibility	3
HSA206	Arizona Long Term Care System (ALTCS):Advanced Eligibility Topics	2
HSA208	Arizona Long Term Care System (ALTCS): Non-Financial Eligibility	2
HSA210	Arizona Long Term Care System (ALTCS): Resources and Income	3

Student must also choose 9 industry/job specific electives credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Automobile Insurance: Customer Service

This certificate is designed to provide students with the training required for employment in the automobile insurance industry. ourses 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: 20

CSR201	Insurance Operations	3
CSR202	Insurance Representative Services	3
CSR204	Insurance Representative Procedures	3
CSR205	Automobile Insurance Provisions	3
CSR206	Insurance Rate Determination	3
CSR207	Automobile Policy Adjustment	3
CSR208	Automobile Policy Provision	2

Students must also choose 3 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Insurance: Customer Service

This certificate is designed to provide students with the training required for employment in the insurance industry. Courses will cover insurance coverage, rates and regulations, processing and rewriting applications, and the use of a computerized insurance system.

Required Courses: 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 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Utilities: Customer Service

Service sector occupations require higher education and average pay levels are expected to grow. White collar, career-minded individuals will seek employment in the customer service area through this decade. This certificate is designed to provide students with training to meet requirements for employment in the customer service area of utilities industry.

Required Courses: 15

UCS101	Introduction to Billing	3
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: 16

UCS105	Introduction to Public Utility	2
UCS122*	Public Utility Orders	3
UCS124*	Public Utility Orders Lab	3
UCS126*	Public Utility Service Practices	2
UCS132*	Advanced Public Utility Processing	3
UCS134*	Advanced Public Utility Processing Lab	3

Student must also choose 7-8 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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

Certificate of Completion in Credit Card: Customer Service

This certificate is designed to provide students with the training required for employment in the credit card industry. The courses will cover customer relations, account maintenance procedures, billing and audit processes, and basic computer operations.

Required Courses: 10

AMX125	Fundamentals of Cardmember Assistance	2
AMX127*	Credit Related Inquiries	3
AMX129*	Account Maintenance	2
AMX220*	Billing Audit	3

Students must also choose 13 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in 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

Required Courses: 12

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

Student must also choose 11 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Travel Agency: Customer Service

This certificate is designed to provide students with the training required for employment in the travel agency industry. Courses will cover reservations, booking and ticketing procedures, sales and communication skills, fares and computerized reservations systems.

Required Courses: 11

AIR160	Reservation/Booking Procedures	3
AIR161*	Airline Reservations System	2
TVL117*	Travel Industry Reservations	3
TVL119*	Travel Industry Reservations Lab	3

OR

Required Courses: 11

TVL140	Reservation Sales and Customer Service	1
TVL141	Virtual Telecommunications Access Method	2
TVL142	Reservations Training: First Stage	2
TVL143*	Reservations Training: Second Stage	2
TVL144	Charter/Bulk Reservations Training	2
TVL145	Reservation Modifications	2

Students must also choose 12 industry/job specific electives credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Telecommunications: Customer Service

This certificate is designed to provide students with the training required for employment in the telecommunication industry. The courses will cover the use of a computerized account maintenance system and a computerized phone system, communications and sales skills, billing procedures, call rates, calling cards, and account adjustments.

Required Courses: 14

CSR169*	Telecommunications Company Customer Service	3
CSR173*	Telecommunications Billing/Rates	3
CSR174*	Inquiries and Adjustments	3
CSR175*	Telecommunications Sales, Products and Features	3
CSR176*	Customer Contact Associate Lab	2

Students must also choose 9 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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

Certificate of Completion in Digital Telecommunications: Customer Service

This certificate is designed to provide students with training required for employment in the digital telecommunications industry. Courses focus on customer interaction in the various areas of digital telecommunications, including telephone and television. Courses also cover procedures for maintaining customer accounts, billing processes, and payment and service adjustments.

Required Courses: 13

CSR215	Digital Telephone Customer Service	1
CSR225	Digital Telecommunications Customer Service	2
CSR226	Digital Telecommunications Customer Interaction	1
CSR228	Telecommunications Database Navigation	2
CSR229	Digital Telecommunications Industry Billing	3
TLT141	Telecommunications Computer Operations	2
TLT152	Telecommunications Product Knowledge	2

OR

Required Courses: 13

CSR226	Digital Telecommunications Customer Interaction	1
CSR229	Digital Telecommunications Industry Billing	3
TLT148	End Use Equipment Connection	3
TLT150	Digital Telephone Technician	3
TLT153	Digital Telecommunications Troubleshooting	3

Students must also choose 10 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Pharmacy: Customer Service

This certificate is designed to provide students with the knowledge and skills needed to meet the challenges of working in the retail pharmacy environment. The courses will cover federal and state pharmacy regulations and pharmacy services including prescription dispensing and drug distribution and control. Emphasis will be on providing quality customer service and using effective communications and interpersonal skills when dealing with pharmacy customers and personnel.

Required Courses: 13

CSR160*	Pharmacy Practice for the Customer Service Representative	1
CSR162*	Pharmacy Operations for the Customer Service Representative	3
CSR280AB*	Customer Service Internship	2
MGT106	Building a Professional Office Image	0.5
MKT112	Retail Customer Service	1
OAS111AA	Computer Keyboarding I	1
OAS124*	Forms	0.5
PHT108	Nonprescription Drugs and Health Care Products	2

Students must also choose 10 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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

Certificate of Completion in 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 11 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

COM230* Small Group Communication (3)

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
Any higher level MAT course

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Quality Customer Service (16 credits)
- Human Services - Assistance: Customer Service (18 credits)
- Human Services - Long Term Care: Customer Service (14 credits)
- Human Services - Specialist: Customer Service (11 credits)
- Automobile Insurance: Customer Service (20 credits)
- Insurance: Customer Service (14 credits)
- Utilities: Customer Service (15-16 credits)
- Credit Card: Customer Service (10 credits)
- Credit Counseling: Customer Service (11 credits)
- Travel Agency: Customer Service (11 credits)
- Telecommunications: Customer Service (14 credits)
- Digital Telecommunications: Customer Service (13 credits)
- Pharmacy: Customer Service (13 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.*

Districtwide Occupational Programs

AGRICULTURE

COLLEGES	AREAS & PROGRAMS
	Agribusiness Sales and Service
MC	Pest Management Aide
	Agricultural Production and Management
GC, MC	Agribusiness *(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)*
MC	Ranch and Livestock Management Aide
MC	Ranch and Livestock Management Specialist
GC, MC	Urban Horticulture *(See Horticulture section for additional programs and related areas)*
	Equine Training and Management
SC	Equine Science
MC	Veterinary Technician/Animal Health
	Horticulture
MC	Landscape Aide
GC	Landscape Design and Installation
GC	Landscape Management
MC	Landscape Specialist
GC	Nursery Operations *(See Agricultural Production and Management section for additional programs and related areas)*

BUSINESS

	Accounting
PC	Accounting
PV	Accounting - Specialized Para-Professional
SC	Bookkeeping
GW	Bookkeeping/Accounting
GW, PC, PV	Microcomputer Accounting *(See Business Administration for additional programs and related areas)*
GC	Paraprofessional Accounting
	Business Administration
MC, SC	Business
SC	Business (Fastrack)
CG, GC, GW PC, PV	General Business *(See Management section for additional programs and related areas)*
GW, MC, PV	Import / Export Trade
GW, MC, PC, PV, SC	International Business

	Computer Science
EM	Computer Applications Technology
CG, EM, GW, MC, PC, SC	Computer Hardware and Desktop Support
SC	Computer Hardware and Network Support
GC, MC, PC, PV, SC, SM	Computer Information Systems
SM	Computer Programming and Analysis
SM	Information Technology
GC	Helpdesk Specialist
SM	Linux Systems Administration
GC, EM	Oracle Applications Developer
CG	Oracle Database Operations
GC, EM	Oracle Database Administration
SC	Personal Computer Applications
GC, GW, PV	Web Design
SC	Web Design and Development
GC, GW, PC, PV, EM	Web Developer
PV	Computer Networking Technology
PV	Computer Systems Maintenance
EM, RS	Computer Technology
RS	Computer Usage and Applications

Business

EM, RS	Desktop Publishing
RS	Network Professional
RS	Web Master
SC	Database Development
GW	Education Technology
MC	Geographic Information Systems
MC	Information Assurance
MC	Internet/Intranet Web Development Technology
SM	Internet Design and Development
EM, GC, GW, MC, SM	Linux Associate
CG, EM, GC, GW, MC, SM	Linux Networking Administration
CG, EM, GC, GW, MC, PV, SM	Linux Professional
GC	Microcomputer Applications *(See Office Occupations section for additional programs and related areas)*
CG	Microcomputer Applications: Office Specialist/Core Level
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 Applications Specialist
CG	Microsoft Database Administration
CG, EM, GC, GW, PV, SC	Microsoft Networking Technology
MC	Computer Applications: Microsoft Office Specialist/Advanced
MC	Computer Applications: Microsoft Office Specialist/Basic
CG, EM, GC, GW, PC, PV, SC	Microsoft Product Specialist
CG, EM, GC, GW,, MC, PC, PV, SC	Microsoft Solutions Development
CG, GC, EM, GW, PC, PV, SC, SM	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: Novell
MC	Network Administration: UNIX-Solaris
MC	Network Administration: Microsoft Windows
RS	Network Professional
MC	Network Security
RS	Networking
CG, EM, GC, GW, PC, SM	Networking Administration: Cisco
MC	Networking System Administration
CG, EM, GC, GW, PC, SM	Networking Technology: Cisco
RS	Programming
MC	Programming Methodology
EM, GC, GW, MC, PC, PV, SC	Programming and System Analysis
SC	Software Development
RS	Technology Helpdesk Support
RS	Technology Troubleshooting and A+ Preparation

Finance

PC	Banking and Finance
GC, MC	Real Estate

Management

SM	Business Management
PC	Credit Union Management
GW, PC	General Business
PC, MC, SC	Management

Business

PC	Management I
PC	Management II
GC, PV	Middle Management
RS	Public Administration
RS	Public Administration: Legal Services
GC	Public Relations *(See Middle Management section for additional programs and related areas)*
CG, EM, GC, GW, MC, PC, PV, RS, SM	Retail Management
MC	Small Business
GC, SM	Small Business Entrepreneurship
EM	Small Business Management
GC	Supervision
SM	Supervision and Management I
SM	Supervision and Management II
GW	Supply Chain and Operations Management
SC	Tribal Development

Marketing

MC, PC, SC	Marketing
PC	Marketing II
MC	Salesmanship

Media Technology

SC	Motion Picture/Television Production
SC	Broadcast Production
PC	Digital Photography
SC	Editing
SC	Film Analysis and Criticism
SC	Film Production
SC	Screenwriting
SC	Maricopa Institute for Arts and Entertainment, The
CG, MC, PC, PV	Media Arts: Computer Art/Illustration
PC, MC	Media Arts: Desktop Publishing
PC, MC	Media Arts: Digital Animation
CG, PC, MC	Media Arts: Digital Imaging
PC, MC	Media Arts: Music Technology
PC, MC	Media Arts: Web Page Design
GC	Video Production Technology

Middle Management

MC	Public Relations *(See Management section for additional programs and related areas)*

Office Occupations

PV	Administrative Information Management Support
GC	Administrative Office Coordinator
PC	Computer Applications
PV	Computer Software Applications
GW	Court Reporting
GC	Data Entry Clerk
GC	General Office Secretary
PC	Legal Assisting
PC	Legal Office Support
PC	Legal Secretarial
PC	Medical Office Support: Basic Clerical
PC	Medical Office Support: Basic Transcription
GW, PV, SC, SM	Office Automation Systems
GC	Office Coordinator
SC	Office Fundamentals
MC	Office Software Application Specialist Level I
MC	Office Software Application Specialist Level II
GW	Office Specialist: Computer Applications
GW, PC	Office Support
PC	Office Support I
PC	Office Support II
GC	Receptionist
GW	Scoping
SC	Word Processing

Total Quality Management

EM, GW, MC, PC, PV, RS, CG	Organizational Leadership
RS	Pharmacy Customer Service
GW, MC, PC, RS	Quality Customer Service
RS	Automobile Insurance: Customer Service
RS	Credit Counseling: Customer Service
RS	Credit Card: Customer Service
RS	Digital Telecommunications: Customer Service
RS	Human Services - Assistance: Customer Service
RS	Human Services-Long Term Care: Customer Service
RS	Human Services-Specialist: Customer Service

RS	Insurance: Customer Service
RS	Telecommunications: Customer Service
RS	Travel Agency: Customer Service
RS	Utilities Customer Service
GW, MC, RS	Quality Process Leadership
EM	Total Quality Management

HEALTH OCCUPATIONS

Allied Health

SM	Advanced Behavioral Health Sciences
SM	Basic Behavioral Health
MC, SC	Community Health Advocate, Diabetes
GC, CG	Developmental Disabilities Specialist
GW	Diagnostic Medical Ultrasound
MC	Direct Care Practice
PC	EKG/Telemetry Technician
PC	Health Information
PC	Health Information Technology
GW	Health Services Management
GW	Health Unit Coordinating
PC	Histology Technician
GW	Hospital Central Service Technology
PC	Laboratory Assisting
PC	Medical Assisting
PC	Medical Billing
PC	Medical Coding: Hospital-Based
PC	Medical Coding: Physician Based
PC	Medical Front Office
GW	Medical Radiography
GW	Medical Transcription
GW	Nuclear Medicine Technology
PC	Patient Care Technician
GW	Perioperative Nursing
PC	Phlebotomy
GW	Physical Therapist Assisting
GW	Respiratory Care
GW	Respiratory Care Technology
SC	Speech Language Pathology
GW	Surgical Technician First Assistant
GW	Surgical Technology

Dental

RS	Clinical Dental Assisting
PC	Dental Assisting
PC, RS	Dental Hygiene
PC	Dental Office Management

Emergency Medical Technology

GC, PC, SC	Advanced Emergency Medical Technology (Paramedic)
GC, MC, PC, PV, SC	Basic Emergency Medical Technology
PC	Emergency Communications and Deployment
MC, PC	Intermediate Emergency Medical Technology *(See Allied Health section for additional programs and related areas)*
MC	Paramedicine

Nursing

GC, GW, MC, PC, PV, SC, RS	Nursing
GC, GW, MC, PC, PV, SC, RS	Nurse Assisting
GW	Fast Track Practical Nursing
GC, GW, MC, PC, PV, SC, RS	Practical Nursing

HOME ECONOMICS

Early Childhood Education

PC	Adolescent Studies
MC	Child Care
PC	Child Care Administration
MC	Child Development
PC	Classroom Management for Infants, Toddlers and Preschool Children
SC, SM	Early Childhood Development
PV, GC	Early Childhood Education
SC	Early Childhood Small Business Management

PC Family Resources
PC Family Support
SC Infant/Toddler Development

Education

MC, PC Instructional Assistance
MC, PC Bilingual Endorsement
English as a Second Language (ESL) Endorsement
MC, PC Reading Endorsement
EM, GW Teacher Assisting

Family and Consumer Science

GC, MC Nutrition for Fitness and Wellness

Food and Nutrition

EM Basic Culinary Studies
PC Commercial Food Preparation
EM, PC Culinary Studies
(See Hospitality section for additional programs and related areas)
CG, PV Dietetic Technology
PC Food Service Administration
PC Professional Food and Beverage Service

Home Economics

PC Fashion Design
PC Apparel Construction
PC Fashion Design Level I
PC Fashion Design Level II
PC Fashion Illustration Level I
PC Fashion Illustration Level II
PC Fashion Illustration Level III
PC Pattern Design Level I
PC Pattern Design Level II

Interior Design

MC, PC Advanced Interior Design
GC, MC, PC Home Furnishing and Materials
SC Interior Design: Professional Level

Merchandising

MC Apparel Merchandising
PC Fashion Merchandising

SERVICE OCCUPATIONS

Administration of Justice

EM, GC, MC, PC Administration of Justice
PC Administration of Justice Comprehensive
PC Administration of Justice Fundamentals
SC Administration of Justice Studies
PC Adult Corrections
RS Advanced Corrections
RS Basic Corrections
RS Corrections
PC Correctional Program Officer Training
PC Correctional Service Officer Training
PC Corrections Supervision/ Management
PC Crime and Accident Scene Photography
CG Crime and Intelligence Analysis
CG Criminal Justice Studies
SC Crime Scene Technology
RS Detention Services
PC Evidence Technology
PC Fingerprint Classification and Identification
MC Judicial Studies
MC, PC Justice Agencies Support
MC, PC Justice Agencies Support Level I
MC, PC Justice Agencies Support Level II
SC Justice Studies
SC Law Enforcement
RS Law Enforcement Field Training
GC Law Enforcement Investigator
SC Law Enforcement Supervision
RS Law Enforcement Technology
GC Law Enforcement Training Academy
PC Parole Officer Training
SC Police Academy Preparation Level I
MC, SC Police Science
MC Police Science I
MC Police Science II
MC, SC Police Science III
GC Police Supervision
RS Public Safety Technology

Fire Science

MC Basic Firefighter
MC Driver Operator
GC, SC Fire Academy
MC Fire Officer I
GC, PC, RS Fire Science
GC, MC, SC Fire Science Technology
GC Recruit Firefighters
MC Emergency Management

Service Occupations

Hospitality

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: Vacations
SC Culinary Arts
(See Food & Nutrition section for additional programs and related areas)
EM Hospitality/Hotel Management
SC Hospitality and Tourism/Golf Management
SC Hospitality and Tourism/Hotel Management
SC Hospitality and Tourism/Restaurant Management
PC Travel Industry Technology

Library Media Technology

MC Library Information Technician
MC Library Information Technician: Advanced
MC Library Information Technician: Basic

Mortuary Science

MC Mortuary Science

Music

MC Audio Production Technology
MC Music Business

Parks, Recreation, Leisure and Fitness Studies

PC Recreational Resources and Facilities Management
PC Recreational Resources and Facilities Management: Horticulture
PC Recreational Resources and Facilities Management: Equipment Maintenance and Repair
PC Recreational Resources and Facilities Management: Pesticides
PC Recreational Resources and Facilities Management: Pro Shop Management
PC Recreational Resources and Facilities Management: Turf and Irrigation

Health and Physical Education/ Fitness

GC Group Fitness Instructor
GC Personal Trainer
PV Teaching, Healing, Meditation & Stress Management
CG, PC Therapeutic Massage

Social Sciences

RS Chemical Dependency
RS Chemical Dependency Level I
RS Chemical Dependency Level II
GW Clinical Research Coordinating
PC Interpreter Preparation
RS Professional Addictions Counseling
PC Sign Language Communication Pre-Employment

Social Services

PC Advanced Aging Services Management and Administrative Training
PC Aging Services Management and Administrative Training
PC Assisted Living: Directed Care Services
PC Assisted Living: Management
PC Assisted Living: Personal
PC Care Services for Certified Nursing Assistants
PC Assisted Living: Personal Care Services
PC Assisted Living: Supervisory Care Services
PC Gerontology
GC Human Services

TECHNOLOGY AND TRADE INDUSTRIAL

Air Conditioning and Refrigeration

GW Air Conditioning/ Refrigeration/Facilities

Apprenticeship Related Instruction

GW Bricklaying
GW Carpentry
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 Ironworking
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
CG Aircraft Maintenance Technology (Part 147)
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 Powerplant Maintenance (Part 147)
CG Sheet Metal Structures Technology

Automotive Technology

MC Air Conditioning
GW Air Conditioning and Electrical Accessories
GC Automotive Chassis
GW Automotive Drive Trains
MC Automotive Electrical Systems
GC Automotive Engines and Drive Trains
GC Automotive Engine Performance Diagnosis and 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

Building and Construction

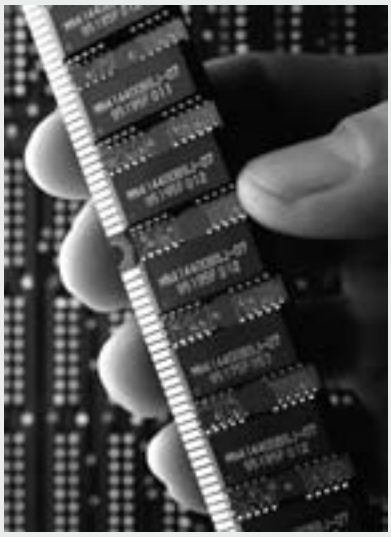
SC Building Safety Technology
PC Building Safety and Construction Technology
SC Building Safety & Planning Technology
GW Home Improvement Retail Operations: Flooring
GW Home Improvement Retail Operations: Kitchen
GW Home Improvement Retail Operations: Millworks
SC Planning and Development Technology

Commercial Art/Advertising Art

GC, PC Computer Graphic Design *(See Media Technology section for additional programs and related areas)*
GC Multimedia
GC Multimedia Imaging and Animation
GC Multimedia Web Design

Drafting Technology

MC Applied Technology-Electro/ Mechanical Drafting



Technology and Trade Industrial

GC Architectural CAD Technology
PC Architectural Drafting
SC Architectural Technology
MC Architecture
GC CAD-Based Design Documentation
GC Civil CAD Technology
MC, PC Computer Aided Drafting
MC Construction
MC Construction Drafting I
MC Construction Drafting II
MC Construction Drafting III
MC Electro/Mechanical Drafting
GC Manufacturing Design Technology
MC Mechanical Drafting
MC Micro Circuit Mask Design
MC Process Technology Level I
MC Process Technology Level II

Electronics/Electrical Technology

SM Cable Telecommunications
GC Computer and Networking Technology
CG Electric Utility Technology
GW Electrical Technology
MC Electromechanical Automation Technology
MC Electronic Industries Technology I
MC Electronics Engineering Technology
GC Electronics Manufacturing Technology
MC Electronics Technology
SM General Telecommunications
EM, GW Industrial Operations Technology
GC Local Area Networks Servicing
GC Microcomputer Servicing
SM Telecommunications Technology

Environmental Technology

MC Biotechnology
PV Environmental Health and Safety Technology
GW Hydrologic Studies
GW Occupational Safety and Health Technology
PV Safety, Health and Environmental Studies
GW Wastewater Treatment
GW Water Distribution and Collection
GW Water, Wastewater & Industrial Treatment Technology
GW Water Purification Technology
GW Water Treatment
GW Water/Wastewater Technology

Engineering

PC Civil Engineering Technology
PC Surveying Technology

Manufacturing

GW Aerospace Manufacturing Technology
CG Automated Manufacturing Systems
MC Manufacturing CNC
MC Manufacturing Engineering Technology
MC Manufacturing Machining
MC Manufacturing Management
GW, MC Manufacturing Technology
MC Manufacturing Welding
(See Welding Technology section for additional programs and related areas)

Machinist

MC Machinist, Tool and Die
MC Machinist, Tool and Die Level I
MC Machinist, Tool and Die Level II
GC Tractor-Trailer Driving

Welding Technology

MC Welding Technology
MC Welding Certification
GW Medical Radiography
GW Medical Transcription
GW Nuclear Medicine Technology

Maricopa Skill Center Certificates

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The more than 150 non-credit Maricopa Skill Center certificates are open-entry/open-exit, and self-paced (with the exception of nursing):

Auto Body
- Auto Body Basic Refinishing and Metal Repair
- Auto Body Metal Repair
- Auto Body Basic Refinishing
- Auto Body Repair Helper
- Auto Body Sander
- Auto Body Masker and Taper
- Auto Body Special Projects
- Industrial Spray Painter

BANKING/RETAIL

Banking
- Bank Operations/Encoder
- Bank Operations/Data Entry
- Bank Operations
- Operations Clerk
- Principles of Banking
- Proof Encoder
- Ten Key/Keyboard Operator
- Ten-Key Operator
- Ten-Key Skills Builder
- Understanding and Selling Bank Products

Call Center Communication
- Incoming/Outgoing Calls

Computer Software Courses
- Microsoft Office User Specialist (MOUS) Certification

Retail
- Retail Cashier
- Supermarket Cashier

Computerized Office Programs

Office Assistant
- Computer Keyboard Operator
- Computer Keyboard Operator/File Clerk
- Computerized Office Procedures Special Projects
- General Office Clerk
- General Office Clerk with Data Entry
- Office Associate

Medical Office
- Medical Filing
- Medical Terminology
- Medical Terminology w/Transcription
- Office Associate with Medical Applications
- Office Associate with Medical Filing
- Office Associate with Medical Insurance Applications
- Office Associate with Medical Terminology
- Office Associate with Medical Terminology and Transcriptions

Medical Insurance Office
- Medical Insurance
- Medical Insurance with Billing Codes
- Medical Procedures Coding

Law Office
- Legal Terminology
- Legal Terminology w/Transcription
- Office Associate with Legal Applications

Introduction To Paralegal Careers
- Introduction to Paralegal Studies
- Legal Terminology w/Intro Paralegal Studies
- Office Associate/Intro Paralegal Studies

Receptionist
- Office Associate with Receptionist

Call Center Representative
- Call Center & Customer Service Representative

Short Term Custom Courses
- Alpha/Numeric Filing
- Computer Keyboarding
- Customer Service Representative
- Data Entry Keypad
- Hands on Telephone Training
- Introduction to Computers
- Introduction to Paralegal Studies
- Legal Office Simulation
- Legal Terminology
- Legal Transcription
- Machine Transcription
- Medical Procedures Coding
- Medical Insurance
- Medical Terminology
- Medical Transcription
- Microcomputer Software Operator
- Microsoft Access
- Microsoft Access Overview
- Microsoft Excel
- Microsoft Excel Overview
- Microsoft PowerPoint
- Microsoft PowerPoint Overview
- Microsoft Word
- Microsoft Word Overview
- Microsoft Word and Excel
  (With Beginning Keyboard Skills OR with Medical/ Legal Applications or Machine Transcription.)
- Ten-Key by Touch
- Travel Agent
- Windows Operations

Facilities Maintenance
- Facilities Maintenance with Introduction to HVAC
- Facilities Maintenance Helper
- Facilities Maintenance Overview/City of Phoenix
- Facilities Maintenance Special Projects
- Maintenance Carpentry Helper
- Maintenance Electrician Helper
- Maintenance Electrician Helper with Introduction to HVAC
- Maintenance Plumbing Helper

Food Preparation
- Baker's Helper
- Cook's Apprentice
- Cook's Helper
- Dining Room Attendant
- Food Preparation Special Projects
- Food Service Assessment DES/BEP
  (A partnership with ADES/Business Enterprise Program (BEP) for blind students.)
- Kitchen Helper
- Machine Dishwasher
- Pantry Goods (Salad) Maker

Medical Assistant

Machine Trades
- CNC Machining Center Operator
- CNC Turning Center Operator
- CNC Turning and Machining Center Operator
- Drill Press Operator
- Manual Lathe Operator
- Manual Machine Operator
- Manual Milling Operator
- Machine Trades Special Projects
- Saw Operator
- Upgrade to CNC

Meat Cutting
- Apprentice Meat Cutter
- Meat and Deli Counter Person
- Meat Cutting Special Projects
- Meat Room Cleanup
- Meat Room Helper
- Portion Control Cutter
- Poultry Processor
- Self-Service Meat Wrapper

Nursing
- Nursing Assistant
  (Includes Health Core Curriculum (HCC) & two NUR courses)
- Practical Nursing

Printing Trades
- Bindery Worker
- Job Shop Printer
- Offset Press Operator
- Printing Trades Special Projects
- Quick Print Shop Worker

Welding
- Combination Welder (Arc, MIG, Flux Core)
- Combination Welder with Intro to Pipe Welding
- TIG Welder/TIG Fingertip Welder
- Welder Fitter-Helper
- Welding Special Projects

SouthWest Skill Center at EMCC Certificates

The 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 at 1245 E. Buckeye Road, Phoenix. The non-credit South West Skill Center certificates are open-entry/open-exit, and self-paced.

Business Technology Programs (Certificate Programs)
- Introduction to Computers
- Introduction to Computer Skills
- File Clerk
- Data Entry Clerk
- Introduction to the Internet
- Introduction to Windows XP
- File Clerk with/10 Key by Touch
- Office Clerk
- Microsoft Office Suite
- Receptionist
- Receptionist with Elective
- Office Assistant
- Office Assistant with Microsoft Office Access
- Office Assistant with Introduction to the Internet
- Office Assistant with Basic Accounting Skills
- Office Assistant with Microsoft Office Suite
- Office Assistant with Microsoft and Basic Accounting

Medical Assistant (Level II)
- Medical Assistant Front Office/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office
- Medical Terminology/Transcription
- Medical Terminology (Spanish)

C-TECH
- Copper-Based Fiber Optics Cabling

Nursing (Level II and III)

Nursing Assistant

Vocational Practical Nursing

Policies & Procedures

Vision

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

IN THIS SECTION

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Computing Resource Standards

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College Environment

Hazing Prevention Regulation

Student Insurance

Student Employment

Student Governance

Attendance

Withdrawal

Student Record

Maricopa County Community College District

Governing Board

Linda B. Rosenthal, M.A., President
Donald R. Campbell, Ph.D., Secretary
Ed Contreras, B.S.
Scott Crowley, A.A.S.
Nancy Stein, A.G.S.

Mission

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

Our colleges fulfill this mission through:

- university transfer education
- general education
- developmental education
- workforce development
- student development services
- continuing education and community education

Values

We adhere to the philosophy that education thrives in a community bound by moral and ethical values and devotion to lifelong learning. We accept the responsibility to respond to the needs of the people in our communities who desire to fulfill their potential in life. Therefore, we operate on the basis of openness and trust, to nurture an environment where all can be heard.

We commit to living according to the following basic values which are vital to maintaining the integrity and vitality of our community of learners.

Value Education

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable and of the highest quality.

Value Students

We value students as the primary reason we exist. We respect their diverse life experiences, value their achievements, and appreciate their contributions to our learning community.

Value Employees

We value all our residential faculty, adjunct faculty, administration, professional support staff, and crafts, and maintenance and operations personnel, respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual professional development.

Value Excellence

We invite innovation, support creative problem-solving, and encourage risk-taking. We value teamwork, cooperation and collaboration as part of our continuous improvement efforts.

Value Diversity

We celebrate the diversity of our communities and pledge to promote and recognize the strengths as reflected in our employees and students. We believe no one is more important than another, each is important in a unique way, and we depend on each other to accomplish our mission.

Value Honesty and Integrity

We believe academic and personal honesty and integrity are essential elements in our learning environment. Employees and students must speak and act truthfully.

Value Freedom

To foster our learning environment, we respect individual rights and the privacy of our employees and students, and encourage dialogue and the free exchange of views.

Value Fairness

We advocate fairness and just treatment for all students and employees.

Value Responsibility

We believe employees are accountable for their personal and professional actions as they carry out their assignments. We are all responsible for making our learning experiences significant and meaningful. We are accountable to our communities for the efficient and effective use of resources.

Value Public Trust

We honor the trust placed in us by the community to prepare our students for their role as productive world citizens.

Administrative Regulations

The following are Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD). Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD 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.

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 also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformation 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.

Póliza de No Descriminación

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación 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, incapacitación o por ser veterano incapacitado. Asi mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliza de no descriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohibe descriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ ascensos, evaluación y despido de empleados.

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 ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Asi 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 descriminará ni tolerará descriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

Notificación del Acta de Americanos con Impedimentos

(ADA)/Sección 504 del Acta de Rehabilitación/ Coordinador del Título IX

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 segun 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.
6. Discourage illegal drug abuse and legal substance misuse.
7. Provide individual and group counseling
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The

Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.

b. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

a. Drinking or possession of alcoholic beverages on the college campus.

b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

a. Warning,

b. Loss of privileges,

c. Suspension, or

d. Expulsion.

4. Legal Consequences of Alcohol and Other Drugs

a. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age". An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.10 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less that twenty-four consecutive hours in jail and a fine of not less that $250 for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

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 Dean of Student Services.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the dean of student services for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Academic Misconduct (AR 2.3.11)

A. Definitions

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.
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: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the appropriate dean.

1. Warning - A notice in writing to the student that the student has violated the academic code.
2. Grade Adjustment - Lowering of a test, assignment or academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
4. Course Failure - Failure of a student from a course where academic misconduct occurs.
5. Disciplinary Probation - A written reprimand in response to academic misconduct. Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all 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 COMPUTING 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 dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Disciplinary Code (AR 2.5.2)

Purpose

The purpose of this policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this document:

A. "College" means Maricopa Community Colleges or a designated college or center. "College president" also refers to center provost.

B. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".

C. "Faculty member" means any person hired by the college or District to conduct classroom instruction.

D. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Code. The college president/provost shall designate the college official to be responsible for the administration of the Student Code.

E. "College community" means students, faculty members, college officials or any other persons employed by the college. A person's status in a particular situation shall be determined by the college president.

F. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

G. "Organization" means a group that has complied with the formal requirements for college recognition.

H. "Judicial body" means any person or persons authorized by the college president/provost to determine whether a student has violated this Student Code and to recommend imposition of sanctions.

I. "Judicial advisor" means a college official authorized on a case by case basis by the college president/provost to impose sanctions upon students found to have violated this Student Code. The college president/provost may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the college president/provost from authorizing the same judicial advisor to impose sanctions in all cases.

J. "Appellate boards" means any person or persons authorized by the college president/provost to consider an appeal from a judicial body's determination that a student has violated this Student Code or from the sanctions imposed by the judicial advisor. Nothing shall prevent the college president/provost from acting as the appellate board.

K. The term "shall" is used in the imperative sense.

L. The term "may" is used in the permissive sense.

M. The term "policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Code and Governing Board policy.

Article II: Judicial Authority

A. The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and appellate board shall be authorized to hear each case.

B. The judicial advisor shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Code.

C. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any official, college employee or office.
   b. Forgery, alteration or misuse of any college document, record or instrument of identification.
   c. Tampering with the election of any college-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

A faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the appropriate dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
7. Violation of published Governing Board policy, college rules or regulations.
8. Violation of federal, state or local law on college/center premises or at college-sponsored or supervised activities.
9. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted bylaw.
10. Use, possession or distribution of alcoholic beverages or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
12. Participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction that unreasonably interferes with freedom of movement, or either pedestrian or vehicular, on campus.
13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised activities.
14. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
15. Attempted or actual theft or other abuse of computer time, including but not limited to:
    a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    b. Unauthorized transfer of a file
    c. Unauthorized use of another user's identification and password
    d. Use of computing facilities to interfere with the work of another student, faculty member or college official
    e. Use of computing facilities to send obscene or abusive messages
    f. Use of computing facilities to interfere with normal operation of the college computing system
    g. Use of computing facilities for students' personal benefit
16. Abuse of the judicial system, including but not limited to:
    a. Falsification, distortion or misrepresentation of information before a judicial body
    b. Disruption or interference with judicial proceedings
    c. Institution of a judicial proceeding knowingly without cause
    d. Attempting to discourage an individual's proper participation in, or use of, the judicial system
    e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding
    f. Harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding
    g. Failure to comply with the sanctions imposed under this Student Code
    h Influence or attempting to influence another person to commit an abuse of the judicial system

D. Violation of Law and College Discipline

1. When a student is charged only with an off-campus violation of federal, state or local laws but not with any other violation of this Student Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to confess such charges, although not actually admitting guilt, e.g., "no contest" or "nolo contendere".

2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out before, during, or after civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also a subject of a proceeding before a judicial body under this Student Code, however, the college may advise off campus authorities of the existence of this Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personnel capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the college community may file charges against any student for his conduct under this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Any charge should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.
2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by judicial body according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
   c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
   d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
   e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination.
   f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
   g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
   h. After the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code. The judicial body shall render written findings of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B to the judicial advisor within three (3) working days of the conclusion of the hearing.
   i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or District.
6. No student may be found to have violated this Student Code solely because student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
   a. Warning - a written notice to the student that the student is violating or has violated institutional regulations.

b. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

c. Loss of Privileges - denial of specified privileges for a designated period of time.

d. Restitution - compensation for loss, damage or injury.

e. Discretionary Sanctions - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor).

f. College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (College suspension applies at all of the Maricopa Community Colleges.)

g. College Expulsion - permanent separation of the student from the college. (College expulsion applies at all of the Maricopa Community Colleges)

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record maybe expunged of disciplinary actions upon the student's application to the judicial advisor. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:

   a. Those sanctions listed above in Section B 1. a through d.

   b. Deactivation – loss of all privileges, including college recognition for a designated period of time.

5. All sanction(s) shall be determined and imposed by the judicial advisor based upon the findings and conclusions of the judicial body. The judicial advisor will consider the recommendations for sanction(s) of the judicial body but will not be bound by its recommendations. The judicial advisor will forward the sanctions s/he determines to be appropriate along with the findings and conclusion to the accused student within two (2) working days after receipt of the judicial body's findings.

C. Interim Suspension

In certain circumstances, appropriate college/center officials may impose an interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:

   a. To insure the safety and well-being of members of the college community or preservation of college property;

   b. To insure the student's own physical or emotional safety and well-being; or

   c. If the student poses a definite threat of disruption of or interference with the normal operations of the college.

2. During the interim suspension, the student shall be denied access to the college including classes and/or all other activities or privileges for which the student might otherwise be eligible, as the judicial advisor deems appropriate.

D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appeal board within five (5) working days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his/her designee.

2. An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

   a. To determine whether the original hearing was conducted fairly and in accordance with this Student Code prescribed procedures.

   b. To determine whether the decision reached regarding the accused student was conformed with the standard established in Article IV section A #4 i.

   c. To determine whether the sanction(s) imposed was appropriate to the violation.

   d. To consider new evidence.

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow consideration of the original determination and/or sanction(s).

   In cases involving appeals by students accused of violating this Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appropriate college official may, upon review of the case, reduce but not increase the sanctions imposed by the judicial advisor.

4. In cases involving appeals by persons other than students accused of violating this Student Code, the appropriate college official may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to person designated in Article I #13, or his/her designee, for final determination.

B. The Student Code shall be reviewed every three (3) years under the direction of the Vice-Chancellor for Student Development and Community Affairs.

Computing Resource Standards (AR 4.4)

Introduction

The Maricopa Community Colleges provide its students and employees wide access to information resources and technologies. With the advent of new forms of technology, Maricopa Community Colleges have recognized that the free exchange of opinions and ideas essential to academic freedom is furthered by making technological resources more accessible.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. That Maricopa makes its technology available for educational purposes requires users to observe Constitutional and other legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

General Responsibilities

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the internet, electronic mail and similar electronic information) of the Maricopa Community Colleges are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplement (but do not replace or waive) these Standards.

Use of Maricopa's computing resources, including web sites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa Community Colleges.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, or other data maintained in its computing resources. The maintenance, operation and security of Maricopa's computing resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications maintained there. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board, all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's computing resources.

Frequently, access to Maricopa's computing resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its computing resources by other users, both within and outside the Maricopa Community Colleges. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of computing resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa's computing resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Maricopa personnel are discouraged from offering advice to Maricopa employees regarding personal, non-job-related use, maintenance or repair of any computer equipment or software that belongs to such employees. Maricopa can assume no responsibility for any result from such advice.

Violation of any provision of the Standards could result in immediate termination of a user's access to Maricopa's computing resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

Prohibited Conduct

The following is prohibited conduct in the use of Maricopa's computing resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.

2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a web site through the use of Maricopa's computing resources without the use of "maricopa.edu" in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a "maricopa.edu" domain and not host web pages directly.
6. Use of computing resources for non-Maricopa commercial purposes.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including (but not limited to) Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

Personal Web Site Standards

Faculty, staff and students may use Maricopa's computing resources for development of personal websites as a learning tool. Use of Maricopa's resources for this purpose is a privilege, not a right. The development and maintenance of such a website is subject to the following Faculty, Staff and Student Personal Web Site Standards, as well as the General Standards for Use of Maricopa's Computing Resources:

1. The author of a web site may not use the site to advertise personal services, whether or not for financial gain, nor for any commercial purpose.
2. A website may not be created in such a way as to allow any person unauthorized access to Maricopa's computing resources.
3. The author of a website is solely responsible for the contents of the site. The home page of a personal web site must display, or link to, the following disclaimer in a conspicuous manner:

   "This site is authored and maintained by [name of author]. It is not an official web site of the Maricopa Community Colleges, and Maricopa is not responsible for the contents of this site."
4. Maricopa does not endorse the contents of any personal website. It is solely the author's responsibility to ensure that the personal web site comply with all relevant Standards, as well as state and federal law, and any relevant policy of Maricopa's Governing Board.
5. Upon discovery of a violation of any relevant Standard, Maricopa may unilaterally delete a personal web site from its computing resources and terminate the author's access to those resources.

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.

F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages--potentially in excess of $100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials--most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: “It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it.”

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another’s copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources--such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail--for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation,

students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: **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.

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.

A Excellent 4 grade points per credit hour

B Above Average 3 grade points per credit hour

C Average 2 grade points per credit hour

D Passing 1 grade point per credit hour

F Failure 0 grade point per credit hour

I Incomplete Not computed in grade point average

IP Course In Progress Not computed in grade point average

N Audit Not computed in grade point average

P* Credit Not computed in grade point average

W Withdrawn, passing Not computed in grade point average

Y Withdrawn, failing (effective Fall 2000) 0 grade point per credit hour

Z No Credit Not computed in grade point average

* A "P" is judged to be equivalent to a grade of C or higher.

B. Incomplete Grade

Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written contract, how the course will be completed. The contract will be filed with the Office of Admissions and Records.

Students must complete the requirements within the time period agreed to - maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

C. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average. The student may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admission and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

D. Credit/No Credit Courses (P/Z)

Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

In courses with credit/no credit (P/Z) grading, the student may request standard grading (A,B,C,D,F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Office of Admissions and Records.

In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

E. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

Important Deadlines For Students

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw From a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 Days	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks

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 discrimination or sexual harassment in the academic environment by a faculty member, administrator, campus visitor or other student is urged to report such conduct to the dean of student services (or designee) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to follow:

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. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process.

   A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. he written complaint will be made available to the faculty member.
4. If the grievance is not resolved at this level within ten working days, the student should forward to the dean of instruction or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the dean of instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Non-instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when

appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

Grade Point Average (GPA)

Each letter grade received at Rio Salado is assigned a point value. To calculate the GPA, total the number of attempted credits, then total the number of grade points earned. Divide the grade points earned by the number of credits attempted to determine the grade point average. An example of how you figure averages is shown below:

Course	Hours	Grade Point Earned for Credit Grade	Total Points Earned
ENG101	3	B = 3	9 (3x3)
GPH101	4	C = 2	8 (4x2)
HES151	2	A = 4	8 (2x4)
PED101	1	D = 1	1 (1x1)
CHM101	5	C = 2	10 (5x2)
	15		36

36 divided by 15 = 2.4 GPA

Grades of "F" and "Y" adversely affect the GPA. Grades of "P", "Z", and "W" do not affect the GPA.

Grade Point averages may be calculated by semester or for all sessions attended.

Scholastic Standards

Academic Renewal (AR 2.3.7)

Students who are returning after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Records at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
B. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
C. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
D. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
E. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

Honors Program (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

Academic Probation (Progress) (AR 2.3.4)

A. Probation

A student will be placed on academic probation under the following conditions:

1. If, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

(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 EEO/AA Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the dean of student services (or equivalent) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Dean of Student Services and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

The Maricopa Community Colleges EEO/AA Office phone number is 480-731-8885.

Confidentiality (AR 5.1.14)

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with Maricopa Community Colleges' legal obligation to investigate and resolve issues of sexual harassment.

Violations of Law (AR 5.1.15)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.16)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. Maricopa Community Colleges will take appropriate disciplinary action, up to and including employment termination or academic dismissal 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.

4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
6. A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
   a. Such product or service presents low risk of harm to a potential user;
   b. The product or service is not food or food-related and;
   c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Children on Campus (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness And Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

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 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 4:00 p.m. on Saturdays or as College activities are scheduled. The telephone number is 480-517-8200. The Tempe location is closed only if there are no classes or activities scheduled at the 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 480-517-8200, or extension 7-8200.

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 480-517-8200.

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. - 4:00 p.m. If not 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. A report may be filed with the CSP staff by either visiting the 1st floor reception desk or calling 480-517-8200. In emergency situations, 9-1-1 may be called first, followed by an immediate notification to the CSP staff at 480-517-8200.

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 480-517-8200.
   b. The Tempe Police Department in person at a local precinct or by calling 480-966-6211.
2. Security Authority:

Assoc Dean of Students	480-517-8541
Director of Student Enrollment Services	480-517-8567
Certified College Safety Officer	480-377-4555

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 encourages 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 480-517-8200.
   b. The Tempe Police Department in person at a local precinct or by calling 480-966-6211.
2. Security Authority:

Associate Dean of Students	480-517-8291
Director of Student Enrollment Services	480-517-8567
Certified College Safety Officer	480-377-4555

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 we 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.

Victims may commence a disciplinary action by submitting a written, signed statement detailing the incident to the Director of Building & Grounds at 480-517-8202. The accuser and accused are entitled to the same opportunities to have others present during the disciplinary hearing, and in the case of sexual assault, both the accuser and accused shall be informed of the outcome.

Illicit Drugs and Alcohol Policy

District policy: The Maricopa Community College District supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and complies with and supports all federal, state, and local laws pertaining to controlled substances, including alcohol. The possession, sale or consumption of an alcoholic beverage in any premises owned and/or leased/rented by the District for approved educational purposes is prohibited.

College response to alcohol and drug violations: Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), Rio Salado College will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures. Sanctions may include suspension or expulsion for student offenders or termination of employment for employees.

Alcohol and drug use prevention: Rio Salado College presently does not sponsor and/or participate in the following drug prevention activities.

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.

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 Building and Grounds 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, Building and Grounds at 480-517-8202.

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 480-517-8200. 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.

	On College Property			On Public Property		
	2001	2002	2003	2001	2002	2003
Offense:						
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-forcible Sex Offense	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	8	5	6	0	0	0
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arrests For:						
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0
Disciplinary Referrals For:						
Liquor Law Violation	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0

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.mariocpa.edu/ci/safety** or in person at the Admissions, Records and Registration desk, or inside the main College lobby or by contacting the Director of Building & Grounds at 480-517-8202. If you need more information about security policies and safety at Rio Salado College, please contact the Director, Building & Grounds at 480-517-8202, 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 Assalt 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 server 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 Admissions and Records.

Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
   b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
   a. Pre-pledging, illegal pledging or underground activities.
   b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   d. Encouraging or forcing use of alcohol or drugs.
   e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8
   g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the dean of student services' office for investigation by any member of the college community. The dean of student services' 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 dean of student services' office for investigation by any member of the college community. The dean of student services' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

   Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the dean of student services' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

    a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the dean of student services'office.

    b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the dean of student services' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the dean of student services' 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. A printed brochure with details of the benefits and limitations is available at the area offices and at Rio Tempe.

For an additional fee, there is a 24-hour health insurance policy available. For a brochure on the health insurance, contact Rio Salado's Student Enrollment Services office at **480-517-8562.**

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

   Students may be employed by the college as student help. District 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 dean of student services.

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. Students 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 7:00a.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 dean of student services and chief of security.

      2. Selection of a student should not extend beyond one semester without the approval of the dean of student services.

      3. Selected student must undergo a special training program directed by the chief of security and approved by the dean of student services.

   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 dean of student services.

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, with the requirements of the district-wide student governance organization outlined in the Associated Students District Advisory Council's (ASDAC) constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board 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 dean or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

The ASDAC student constitution shall be reviewed annually by the newly elected officers. The members/advisors of the District student leadership executive council shall be responsible for submitting any changes to the Deans of Student Services Council 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).

ASDAC will be comprised of primary leaders of the student governing bodies from MCCCD colleges specifically: Chandler-Gilbert Community College, Estrella Mountain Community College, Gateway Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, South Mountain Community College.

Each ASDAC member college is allotted one vote. The primary leader(s) of the established student governing bodies at each MCCCD higher educational institution must be in compliance with the respective office requirements of that institution.

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance constitutions shall prescribe that all person selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters.

Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

   Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
2. For qualifying students, 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 dean or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board General Counsel.

H. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate dean or college president. One or more of the directors of student leadership will serve as advisor at all official meetings and functions of ASDAC.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Attendance (AR 2.3.2)

Attendance Policy

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate dean or associate dean and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

B. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Withdrawal (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records provides information about the withdrawal process.

The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal determines refunds.

Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the refund policy.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

Withdrawal Procedures (Appendix G)

A. Withdrawal from Specific Courses

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

Students may be officially withdrawn from specific courses in the following ways:

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of W will be assigned.
2. After the 7th week, a student may initiate a withdrawal. The faculty member will sign the form and assign a grade of W or Y. The form is then to be returned to the Office of Admissions and Records. (See the college academic calendar for student deadline date.)

3. A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

   Failure to file an official withdrawal form may result in failing grades.

B. Complete Withdrawal from College

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students." Failure to withdraw officially from the college within the published deadlines may result in failing grades and responsibility for course tuition and fees.

Students electing to withdraw from the college must contact the Office of Admissions and Records no later than two weeks before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing) or Y (withdrawn, failing).

C. Withdrawal of Financial Aid Students

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

Student Records (AR 2.5.3)

A. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

1. College – includes all colleges, educational centers, skill centers and District office.
2. Educational Records - any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
   a. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
   b. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment
   c. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college
   d. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

B. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

   Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the 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.

Course Descriptions

Course Prefixes

ACC .... Accounting 201
ADA .... Advertising Arts 202
AIR..... Airline Operations 202
AJS ..... Administration of Justice Studies 201
AMX.... American Express 205
ARH .... Art Humanities 206
ART .... Art 206
ASB .... Anthropology 206
AST..... Astronomy 206
BHS .... Behavioral Health Services Technology . 207
BIO ..... Biology 207
BPC .... Business-Personal Computers 212
BTO .... Business Technology for the Office 208
CCT .... Corporate Computer Technology 213
CDA .... Clinical Dental Assisting 234
CFS .... Child/Family Studies 211
CHD .... Chemical Dependency 208
CHM ... Chemistry 210
CIS..... Computer Information Systems 218
COM ... Communications 211
COV .... Covey 222
CPD .... Counseling and Personal Development . 222
CRE .... Critical Reading 272
CSC .... Computer Science 221
CSI..... Credit Services Industry 223
CWE ... Career Work Experience 208
CSR .... Customer Service Representative..... 227
DAH .... Dance 234
DFT..... Drafting Technology 237
DHE .... Dental Hygiene Education 236
ECN .... Economics 238
EDU .... Education 238
EMT .... Emergency Medical Technology 247
ENG.... English 247
ENH .... English Humanities 248
FON .... Food and Nutrition 249
FRE .... French 250
FSC .... Fire Science Technology 248
GBS .... General Business 250
GCU.... Cultural Geography 251
GER.... German 251
GLG .... Geology 251
GPH.... Physical Geography 251
HCC.... Health Core Curriculum 252
HCR.... Health Care Related 252
HES .... Health Science 253
HIS..... History 254
HIT..... Health Information Technology 254
HSA .... Human Services Administration 254
HUM ... Humanities 256
IND ..... Industry 257
JPN..... Japanese 257
LAT ..... Latin 257
LBS..... Library Skills 263
LET ..... Law Enforcement Technology 258
MAT .... Mathematics 264
MGT.... Management 263
MHL .... Music: History/Literature 267
MKT .... Marketing 264
NUR.... Nursing Science: Basic 267
NCE .... Nursing: Continuing Education 267
OAS .... Office Automatic Systems 269
OCS.... Office Career Success 270
PAD..... Public Administration 272
PED .... Physical Education 270
PGR.... Professional Growth 271
PHI..... Philosophy 270
PHT .... Pharmacy Technology 270
PHY .... Physics 270
POS .... Political Science 270
PSY .... Psychology 271
RDG.... Reading 273
REA .... Real Estate 273
REL..... Religious Studies 273
SLG .... Sign Language 273
SOC.... Sociology 273
SPA..... Spanish 274
THE ... Theatre 275
THP .... Theatre Performance/Production 276
TLT ..... Telecommunications Technology 276
TQM.... Total Quality Management 277
TVL..... Travel Agent Technology 278
UCS .... Utilities Customer Service 279
WED ... Wellness Education 280

Accounting

ACC111 **3 Credits**

Accounting Principles I

Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 **3 Credits**

Accounting Principles II

Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/division.

ACC115 **2 Credits**

Computerized Accounting

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable, and payroll, Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC211 **3 Credits**

Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 **3 Credits**

Managerial Accounting

Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of department/division).

ACC230 **3 Credits**

Uses of Accounting Information I

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240 **3 Credits**

Uses of Accounting Information II

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

ACC250 **1 Credit**

Introductory Accounting Lab

Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.

Administration of Justice Studies

AJS101 **3 Credits**

Introduction to Criminal Justice

An examination of the organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Required in AJS curriculum. Prerequisites: None.

AJS112 **3 Credits**

Wellness for Law Enforcement Officers

The value of physical fitness in law enforcement and the basic elements of strength training, aerobic conditioning, flexibility, nutrition, and back injury prevention. Prerequisites: None.

AJS124 **3 Credits**

Correctional Institutions

An examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. The criminal justice system and matters of custody and treatment. Inmate subcultures, and organized crime in correctional institutions and jails. Prerequisites: None.

AJS200 **3 Credits**

Current Issues in Criminal Justice

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

AJS298AA **1 Credit**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

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: None.

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: None.

Advertising Arts

ADA105 **3 Credits**

Typography and Lettering

Instruction in hand-lettering, including lettering for posters, showcards and TV visuals. Study of typography including popular styles of type, classes of type, type-sizing, color-contrast in type, and use of type with hand-lettering. Operation of typeset machinery. Prerequisites: None.

ADA114 **3 Credits**

Graphics Printing Processes

Printing methods, skill development in planning and layout, composition methods, proofing and correction, color process, image carrier preparation. Prerequisites: None.

Airline Operations

AIR102 **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, phone operation, and ticketing. Prerequisites: AIR104.

AIR110 **2 Credits**

Advanced Reservations/Sales Training

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.

AIR112 **3 Credits**

Airline Ticketing Procedures

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.

AIR113 **3 Credits**

Automated Ticketing and Check-In

Introduction to automated ticketing and check-in options and procedures including entries, fares, opening a flight, assigning seats or changing seat assignments on the computer, processing standbys, and closing the flight. Prerequisites: AIR102.

AIR115 **3 Credits**

Ticketing/Passenger Services

Basic orientation to ticketing and passenger services. Includes procedures for accepting passengers, baggage services, common hazardous materials encountered, and basic ticketing procedures. Prerequisites: AIR113.

AIR116 **3 Credits**

Airline Gate Procedures

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.

AIR118 **2 Credits**

Emergency Medical Procedures

Overview of emergency medical procedures. Includes basic first aid, advanced first aid, choking victim procedure, and cardiopulmonary resuscitation. Prerequisites: None.

AIR119 **2 Credits**

Baggage Service/WorldTracer System

Overview of WorldTracer baggage system. Emphasis on customer service, the role and responsibility of the baggage service agent. Prerequisites: None.

AIR120 **3 Credits**

Boeing 737 Initial Training

Initial inflight training of the Boeing 737. Includes Boeing 737 aircraft familiarization, duties and procedures, and security training. Prerequisites: AIR118.

AIR122 **2 Credits**

Boeing 737 Emergency Procedures

Overview of emergency procedures aboard the Boeing 737 Aircraft. Includes Boeing 737 general emergency procedures, specific emergency procedures, evacuation procedures, and protective breathing equipment. Prerequisites: AIR120.

AIR124 **2 Credits**

Boeing 757 Transition Training

Inflight transition training of the Boeing 757. Includes Boeing 757 aircraft familiarization, duties and procedures, and emergency procedures. Prerequisites: AIR122.

AIR125 **1 Credit**

Airbus 320 Transition Training

Inflight transition training of the Airbus 320 for new hires. Instruction includes Airbus 320 aircraft familiarization, general operations, and aircraft specific emergency equipment/procedures. Prerequisites: AIR122.

AIR130 **3 Credits**

Vacation Travel Product Knowledge

Vacation travel product knowledge for Tour Sales Representatives. Includes overview of vacation travel product knowledge, vacation travel packages, product policies, and travel destinations. Prerequisites: None. Corequisites: AIR132, AIR134, AIR136.

AIR132 **2 Credits**

Tour Sales Computer Systems

Overview of computer systems for Tour Sales Representatives. Includes computer familiarization, Direct Reference Systems (DRS), and Tour Record Locator (TRL). Prerequisites: None. Corequisites: AIR130, AIR134, AIR136.

AIR134 **2 Credits**

Tour Sales Techniques

Sales techniques for Tour Sales Representatives. Emphasis on sales techniques for vacation tour packages. Prerequisites: None. Corequisites: AIR130, AIR132, AIR136.

AIR136 **4 Credits**

Vacation Travel Booking Procedures

Vacation Travel Booking Procedures for Tour Sales Representatives. Includes computer system screens, and procedures for building a complete vacation tour package. Prerequisites: None. Corequisites: AIR130, AIR132, AIR134.

AIR140 **2 Credits**

Ramp Safety Procedures

Basic ramp safety procedures or airline employees. Topics include ramp environment, engine safety, equipment malfunctions, vehicle operations and Foreign Object Damage (FOD) control. Procedures for arrival, turnaround and departure conditions and hazards covered. Hand signals and other non-verbal communications as well as back injury prevention and hearing conservation techniques included. Prerequisites: Departmental approval.

AIR142 **3 Credits**

Aircraft Dynamics

Overview of ground procedures for airline employees. Covers aircraft familiarization, engine safety, ramp servicing and baggage handling as well as prearrival, arrival, predeparture and departure procedures. Rules for handling air cargo, human remains and U.S. Mail included. Prerequisites: Departmental approval.

AIR144 **2 Credits**

Team Lead Training

Overview of team lead position for airline employees. Includes hazardous materials regulations, ramp releases, aircraft structural and performance limits as well as flight crew requirements and passenger capacities. Fuel procedures, United Nations classifications system and emergency procedures also covered. Prerequisites: Departmental approval.

AIR146 **3 Credits**

Loadmaster Operations

Overview of the aircraft loadmaster operations. Topics include weight and balance, trim sheets, preplanning, load planning and flight paperwork. Time systems including local, 24 hour and Zulu covered. Computer usage also included. Prerequisites: None.

AIR150 **1 Credit**

Introduction to International Sales

International booking agent responsibilities. Includes geographical indicators and international carriers as well as cultural overview of Mexico and Canada. Prerequisites: Departmental approval.

AIR152 **4 Credits**

International Operations and Programs

Overview of international operations and programs for airline booking agents. Includes ground operations, check-in procedures, international baggage charges as well as international fares for children and conditions for unaccompanied children. Rules and restrictions of various international travel programs also covered. Prerequisites: Departmental approval.

AIR154 **4 Credits**

International Reservations and Fares

International fares, global pricing and international taxation rules. Also includes procedures for creating the passenger name record, stored fare data, and prepaids for international travel. Prerequisites: Departmental approval.

AIR156 **4 Credits**

Introduction to International Rates

Overview of international rate procedures and programs for international booking agents. Includes prepaid ticketing advice, international reissuing of tickets and tariff filings. Airline specific computer systems emphasized. Prerequisites: Departmental approval.

AIR158 **4 Credits**

International Fare Construction

International fare construction rules and procedures. Includes itinerary pricing, routings, ticketed point miles and around the world fares as well as circle trip minimums, add-ons and side-trips. International global pricing and taxation also covered. Prerequisites: Departmental approval.

AIR160 **3 Credits**

Reservation/Booking Procedures

Overview of reservation/booking procedures. Includes use of availability displays, seating assignments, ticketing procedures and fare rules as well as fare pricing and selling. Communication skills also covered. Prerequisites: None.

AIR161 **2 Credits**

Airline Reservations System

Practical application of travel booking procedures using a computerized reservations system. Covers codes, Passenger Name Record, ticketing and reservations. Prerequisites or Corequisites: AIR160 or permission of instructor.

AIR165 **3 Credits**

Overview of Flight Schedules/Itineraries

Basic reservation information including flight schedules, itineraries, and fares. Handling travel agent calls also covered. Prerequisites: None.

AIR166 **3 Credits**

Airline Tickets and Procedures

Overview of tickets and ticketing procedures. Includes bonus travel ticket, instant travel ticket and express ticketing as well as ticketing by mail and virtual coupon record. Passenger Name Record (PNR), and stopover rule also covered. Prerequisites: None.

AIR167 **3 Credits**

Airline Reservation Systems & Resources

Overview of reservation reference materials and flight information access. Covers manuals and computerized systems as well as codeshare partners and commuters. Flight change procedures emphasized. Prerequisites: None.

AIR168 **1 Credit**

Mileage Plans

Overview of mileage plans. Stopover rule also covered. Prerequisites: None.

AIR169 **1 Credit**

Basic International Travel

Overview of basic international travel. Includes rules, regulations, documentation requirements, and taxes. Prerequisites: None.

AIR180 **1 Credit**

Aircraft Drawing Interpretation

Aircraft drawing interpretation principles. Emphasis on the interpretation of aircraft part drawings. Covers plan based organization interpretation, blueprint line interpretation, and drawing field information. Also includes orthographic projection information. Prerequisite: None.

AIR181 **1 Credit**

Electrical Soldering

Emphasis upon the safe usage of soldering equipment in the performance of soldering operations. Covers soldering terminology and soldering termination procedures. Includes soldering preparation, spool label information interpretation and solder removal procedures. Prerequisites: None.

AIR182 **1 Credit**

Electrical Wire Component Assembly

Emphasis upon the safe usage of equipment in the performance of electrical wire assembly operations. Covers wire stripping, crimping and splicing procedures. Also includes terminal lug requirement considerations. Prerequisites: None.

AIR183 **1 Credit**

Composite Drilling Practices

Procedures for the safe operation of composite material surface alteration tools. Emphasis on the operation of drilling and cutting equipment. Covers drilling procedures and the repair of surface alteration mistakes. Prerequisites: None.

AIR190 **2 Credits**

Standard Airline Security

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.

American Express

AMX101 **.5 Credit**

Information Management System

Overview of account types, cardmember benefits and miscellaneous maintenance transactions using an information management system. Emphasis on terminal usage and various work screens. Prerequisites: None.

AMX105 **.5 Credit**

Quality Call Techniques

Overview of quality telephone call techniques. Professional telephone image, elements of quality service, and managing difficult customers. Emphasis on providing memorable contacts for the customer and handling situations with the first telephone contact. Prerequisites: None.

AMX106 **3 Credits**

Credit Basics

Overview of credit card operations. Roles and duties of the credit analyst working in the credit card industry including factors to evaluate credit eligibility and collections. Identification of customer services and options, credit account management and federal regulations covered. Prerequisites: None.

AMX108 **2 Credits**

Credit Card System

Overview of the computer system used in the credit card industry. Procedures for signing on and off the system. Emphasis on updating and maintaining customer files. Prerequisites: None.

AMX125 **2 Credits**

Fundamentals of Cardmember Assistance

Fundamentals of cardmember assistance. Card products, billing process, Credit Authorization System, and verification criteria. Prerequisites: None.

AMX127 **3 Credits**

Credit Related Inquiries

Policies and procedures for handling credit related inquiries. New account processing, accounts receivable, charges, payments, and bank inquiries. Prerequisites: AMX125 or departmental approval.

AMX129 **2 Credits**

Account Maintenance

Overview of account maintenance procedures. Status changes, replacement cards, fee adjustments, account cancellations, and account reinstatements. Prerequisites: AMX127 or departmental approval.

AMX141 **4 Credits**

Establishment Services I

Introduction to establishment services. Establishing a merchant account, processing change of status, merchant supplies, authorizations, payables, and support media. Prerequisites: None.

AMX143 **4 Credits**

Establishment Services II

Emphasis on investigations, processing letters, and handling chargebacks. Practical application of these specialized procedures. Prerequisites: AMX141.

AMX152 **2 Credits**

Corporate Collections

Overview of the collection process in the corporate credit card industry. Roles and duties of the collection analyst and analysis of delinquent corporate credit cards emphasized. Collection techniques, customer service issues, and procedures for working an account also covered. Prerequisites: None.

AMX173 **1 Credit**

Customer Relations

Introduction to customer satisfaction, customer relations, dealing with difficult customers, managing customer expectations and reducing stress. Prerequisites: None.

AMX220 **3 Credits**

Billing Audit

Policies and procedures for handling billing inquiries and disputes. Fair Credit Billing Act, suppressing past due notices, refunds, fraud charges, and policy adjustments. Prerequisites: AMX129.

AMX222 **2 Credits**

Cardmember Benefits/Special Programs

Overview of Benefits and Special Programs including insurance programs, cash programs, enrollment services, and limited time promotions. Prerequisites: AMX220.

Anthropology

ASB102 **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.

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.

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

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.

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.

Astronomy

AST101 **3 Credits**

Survey of Astronomy

Survey of astronomy for the nontechnical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None.

AST102 **1 Credit**

Survey of Astronomy Laboratory

Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

Behavioral Health Services Technology

BHS205 **3 Credits**

Models For Growth

Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS152 or departmental approval.

Biology

BIO100 **4 Credits**

Biology Concepts

A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None.

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.

BIO160 **4 Credits**

Introduction to Human Anatomy and Physiology

Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO162 **2 Credits**

Microbiology Concepts for Allied Health

Types of microorganisms. Principles of growth and reproduction for specific types of microorganisms. Chain of disease transmission and defense mechanisms. Use of compound microscope. Safe handling and culturing of specific microbes. Methods of sterilization and use of disinfectants and chemotherapeutic agents. Prerequisites: None.

BIO181 **4 Credits**

General Biology (Majors) I

Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182 **4 Credits**

General Biology (Majors) II

Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: BIO181 or permission of instructor.

BIO201 **4 Credits**

Human Anatomy and Physiology I

Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BIO202 **4 Credits**

Human Anatomy and Physiology II

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205 **4 Credits**

Microbiology

Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

Business-Personal Computers

For a list of course descriptions, see Computers.

Business Technology for the Office

BTO100 **2 Credits**

Career Orientation for the Office

Identify career goals and opportunities in the office technology field. Generating an individual education plan and a career portfolio. Developing techniques and workplace skills to achieve professional success. Prerequisites: None.

BTO122 **2 Credits**

Etiquette, Image, Work Flow, and Win-Win Techniques

Review and practice of professional etiquette in the workplace; developing and projecting a professional office image; efficient workflow management; and techniques for appropriate and beneficial office assertiveness skills. Prerequisites: None.

BTO148 **2 Credits**

Office Ethics and Culture

Ethical issues and standards in the office; making ethical choices. Relationships and attitudes in the office. Office politics. Prerequisites: None.

Career Work Experience

CWE198AB **2 Credits**

Career/Work Experience

Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills. Prerequisites: None.

Chemical Dependency

CHD100 **3 Credits**

Foundations of Chemical Dependency

Introduction to the foundations of the alcohol and drug abuse rehabilitation field. Emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed. Prerequisites: None.

CHD102 **3 Credits**

Communication Skills in Chemical Dependency

Further examination and refinement of communication and beginning paraprofessional counseling skills as they relate to the chemically dependent client and family members. Emphasis on practicing the application of these skills to various situations associated with treatment planning. Recordkeeping/documentation skills emphasized. Prerequisites: None.

CHD110 **3 Credits**

Biological Systems Pharmacology of the Chemically Dependent

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crises situations. Prerequisites: None.

CHD120 **1 Credit**

Professional Ethics in Counseling the Chemically Dependent

Exploration of topics relative to the professional and ethical development of the chemical dependency counselor, including manpower utilization, professionalism, and the meeting of individual counselor needs within the field. Prerequisites: None.

CHD145 **1 Credit**

AIDS and Chemical Dependency

Exploration of AIDS and its relationship to Chemical Dependency. Emphasis on myths and realities of AIDS, personal values, feelings, and limitations and treatment goals. Prerequisites: None.

CHD150 **2 Credits**

Principles of Self-Help Groups

Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis on the self-help groups of Alcoholics Anonymous, Al-anon, Alateen, Narcotics Anonymous, Co-dependents Anonymous, and Adult Children of Alcoholics. Prerequisites: None.

CHD150AA **1 Credit**

Principles of Self-Help Groups Level I

Fundamental principles, concepts and historical antecedents of various self-help groups. Emphasis on the self-help groups of Alcoholics Anonymous, Al-anon, Alateen, Narcotics Anonymous, Co-dependents Anonymous, and Adult Children of Alcoholics. Prerequisites: None.

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 Interviewing & Documentation Skills

Overview of interviewing/paraprofessional counseling and documentation skills. Recordkeeping/ 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 implications of chemical use on multicultural and diverse populations. Emphasis on area influences as well as the impact of paraprofessional relationships. Prerequisites: CHD165 or departmental approval.

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**

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: CHD165 with a grade of "C" or better, or departmental approval.

CHD275 **3 Credits**

Advanced Theory and Techniques in the Treatment of the Chemically Dependent

Capstone course for level two certificate in chemical dependency program. Focus on chemical dependency counseling theories and techniques used by chemical dependency paraprofessionals as they relate to the client and family members. Prerequisites: 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: CHD270 with a grade of "C" or better, or Departmental approval.

CHD284 **.5 Credit**

Current CD Issues Seminar

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.

CHD285 **1 Credit**

Chemical Dependency Seminar

Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. Prerequisites: None.

CHD285AA **1 Credit**

Treatment for Stimulant Use Disorders Seminar

Stimulant use disorder treatment issues. Emphasis on current and developing treatment information. Covers common stimulant abuse characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285BB **1 Credit**

Adolescent Substance Abuse Treatment Seminar

Adolescent substance abuse treatment issues. Emphasis on current and developing treatment information. Covers common adolescent substance abuse characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285CC **1 Credit**

Addiction Review Seminar

A brief review of current addiction issues. Emphasis on current and developing treatment information. Covers common alcohol and drug addiction characteristics and treatment strategies. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285EE **1 Credit**

Domestic Violence and Substance Abuse Seminar

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: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285FF **1 Credit**

Street Drugs Seminar

Street drug issues. Emphasis on current and developing street drug information. Covers techniques strategies and treatment modalities for street drug abuse patients. Also includes community resource information. Prerequisites: Departmental approval. Course may be repeated for a total of four (4) credit hours.

CHD285GG **1 Credit**

Addictive and Medical Plants Seminar

Addictive and medical plant issues. Emphasis on current and developing addictive and medical plant information. Covers addictive and medical plant typology. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD285HH **1 Credit**

Intervention and Treatment for Chemical Dependency Seminar

Brief interventions and treatment for the chemically dependent. Emphasis on current and developing intervention and treatment information. Covers treatment and intervention techniques for use with the chemically dependent. Also includes community resource information. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credit hours.

CHD294 **3 Credits**

Advanced Foundations of Chemical Dependency

In-depth review of the principles and concepts of the chemical dependency field for paraprofessionals and professionals working in the area and/or preparing for certification exams. Emphasis on historical antecedents of treatment efforts and legislation, pharmacology, special populations, family issues, co-dependency, ACOA and self-help groups. Prerequisites: None.

Chemistry

CHM130 **3 Credits**

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 **1 Credit**

Fundamental Chemistry Lab

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM138 **3 Credits**

Chemistry for Allied Health

Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. 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 **1 Credit**

Chemistry for Allied Health Lab

Laboratory experience in support of CHM138, Chemistry of Allied Health. Prerequisites: None. Corequisites: CHM138.

CHM151 **3 Credits**

General Chemistry I

A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM151LL required to meet the Natural Science requirement. Prerequisites: (CHM130 and CHM130LL), or one year of high school chemistry with a grade of "C" better, and completion of Intermediate Algebra or equivalent.

CHM151LL **1 Credit**

General Chemistry I Lab

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM151.

CHM152 **3 Credits**

General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

CHM152LL **1 Credit**

General Chemistry II Lab

Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152.

Child/Family Studies

CFS102 **1 Credit**

Emergency Care for Child Care Providers

Basic emergency medical care for child care providers. Emphasis on design of emergency plan of action, Basic Life Support, recognition and management of common childhood injuries and illnesses. Designed to meet the Arizona Department of Health Services child care worker requirements. Prerequisites: 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.

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.

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.

Clinical Dental Assisting

For a list of course descriptions, see Dental Assisting.

Communication

COM100 **3 Credits**

Introduction to Human Communication

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: 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.

COM225 **3 Credits**

Public Speaking

Designed to improve one's self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student's ability to present his/her ideas in an organized, time constrained format. To improve critical thinking skills and enhance student's ability to express himself or herself objectively, subjectively, and creatively. Prerequisites: ENG101 or ENG107 or equivalent.

COM230 **3 Credits**

Small Group Communication

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice 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: None.

Computer Information Systems

For a list of course descriptions, see Computers.

Computer Science

For a list of course descriptions, see Computers.

Computers

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 **.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 **.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.

BPC103AK **.5 Credit**

Using Word: Level I

Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.

BPC103BK **.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 **.5 Credit**

Using Excel: Level I

Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC104BD **.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 **.5 Credit**

Using Access: Level I

Use of Access to create, edit and selectively report data. Prerequisites: None.

BPC107BH **.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 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 textural 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.

BPC138BA **3 Credits**

Windows Desktop Design & Publishing Using Quark Express

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.

BPC138CA **3 Credits**

Windows Desktop Design & Publishing Using Pagemaker

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.

BPC235DK **2 Credits**

Word: Level II

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.

BPC238BA **3 Credits**

Windows Advanced Desktop Design and Publishing Using Quark Express

Advanced use of Windows microcomputers and commercial software packages to compose and print textual and graphic materials of high quality. Includes review of fundamental desktop techniques and concepts, alternative treatment of copy, use of complex graphics programs, typographical manipulation, color separating, exploration of alternative layout programs, preparation of larger-scale and unusual publications, and additional printing alternatives. Prerequisites: BPC138BA or permission of instructor.

BPC238CA **3 Credits**

Windows Advanced Desktop Design and Publishing Using Pagemaker

Advanced use of Windows microcomputers and commercial software packages to compose and print textual and graphic materials of high quality. Includes review of fundamental desktop techniques and concepts, alternative treatment of copy, use of complex graphics programs, typographical manipulation, color separating, exploration of alternative layout programs, preparation of larger-scale and unusual publications, and additional printing alternatives. Prerequisites: BPC138CA or permission of instructor.

BPC278 **3 Credits**

Software Installation - MS Windows

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.

CCT120 **3 Credits**

Upgrading Support Skills from Windows NT 4.0 to Windows 2000

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.

CCT121 **2 Credits**

Microsoft Windows 2000 Network and Operating System Essentials

Overview of Microsoft Windows 2000 network including operating system essentials. Covers administrative tasks and tools as well as user accounts, user rights and groups. Protocols, network topologies, network technologies and Internet connectivity also included. Prerequisites: Experience using Windows interface and general knowledge of hardware and networking concepts recommended.

CCT122 **3 Credits**

Implementing Microsoft Windows 2000 Professional

Implementation of Microsoft (MS) 2000 Professional including MS 2000 Advanced Server. Covers installation, configuration and management of MS 2000 systems. User accounts, security policies, printing and mobile computing as well as disaster protection and recovery also included. Prerequisites: CCT121.

CCT123 **3 Credits**

Implementing and Supporting MS Windows XP Professional

Microsoft Windows XP Professional implementation and support. Covers installation, configuration, management and troubleshooting. Configuration for use in networks and mobile computing as well as supporting remote users. Resource and performance monitoring also covered. Prerequisites: Experience in the basic administration of Microsoft Windows 2000.

CCT125 **2 Credits**

A+ Operating System Fundamentals

Overview of A+ operating system (OS) fundamentals, including OS types and functions. OS installation, upgrading, configuration and troubleshooting emphasized. Also covers dual-boot, partitions, file management procedures, device drivers and network communication. Internet services, browsers, and access also included. Prerequisites: None.

CCT130 **3 Credits**

Microsoft Transfer Control Protocol/Internet Protocol

Knowledge and skills necessary to install, configure, use, and support Transfer Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT. Prerequisites: CIS192 or permission of instructor.

CCT131 **3 Credits**

Exchange 2000 Implementation and Management

Implementation and management of computer network based electronic communication systems. Emphasis on ensuring the functionality and security of computer network based electronic communication systems. Covers system installation, object management, and access control. Also includes data preservation procedures, system route monitoring and malfunction diagnosis, and software subcomponent operation information. Prerequisites: None.

CCT132 **2 Credits**

Designing Microsoft Exchange 2000 for the Enterprise

Planning and designing a Microsoft (MS) Exchange 2000 organization for an enterprise environment. Includes routing groups, public folders, external and internal security threats, servers and routing topology. Management and operations plans as well as Active Directory also covered. Design of an environment using multiple routing and administrative groups emphasized. Prerequisites: CCT120 and CCT229.

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.

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.

CCT200 **1 Credit**

I-Net+ Certification

Exploration of technologies involved in Internet development. Includes e-Commerce, web site developing and networking. Prerequisites: None.

CCT220 **2 Credits**

Designing a Microsoft Windows 2000 Directory Services Infrastructure

Information and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise environment. Includes key decision points for naming, delegation of authority, domain design and site topology design. Prerequisites: Departmental approval.

CCT221 **2 Credits**

Designing a Microsoft Windows 2000 Networking Services Infrastructure

Information and skills necessary to design a Microsoft Windows 2000 networking services infrastructure design. Includes network foundation design, Internet and private networks connectivity, in addition to functionality, security and performance features of networking services. Prerequisites: 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 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

Windows 2000 network management provisions and procedures. Emphasis upon active directory, Remote Access Service, and group policy usage. Covers network security issues, domain name system considerations, and Dynamic Host Configuration Protocol (DHCP). Also includes troubleshooting parameter, replication conflict resolution, and intranet web based service concepts. Prerequisites: CCT122.

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.

CCT230 **3 Credits**

Citrix MetaFrame XP for Windows Administration

Citrix MetaFrame XP for windows Administration Information. 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.

CCT243 **1 Credit**

GroupWise 5.0 Advanced Administration

Procedures to design, configure, and troubleshoot a GroupWise system with multiple domains. Creating and linking domains also included. Prerequisites: CCT143 or permission of instructor.

CCT245 **2 Credits**

Novell Directory Services Design and Implementation

Set up and management of Novell Directory Services (NDS). Covers user environment, synchronization strategy and tree structure. Design and implementation emphasized. Prerequisites: CIS245AE or permission of instructor.

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 system 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.

CCT261 **3 Credits**

Multi-Layer Remote Access Network Construction

Multi-Layer Switched and Remote Access Network construction procedures. Emphasis upon network component identification, network feature installation, and network access control. Covers wide area network configuration, standby router and multi-layer switching. Includes network availability and traffic flow considerations. Prerequisites: None.

CCT262 **3 Credits**

Scalable Network Construction and Troubleshooting

Scalable network construction procedures. Emphasis upon troubleshooting and malfunction resolution. Covers protocol usage, route redistribution, and router operation verification. Also includes internet protocol address extension and diagnostic report creation and review. 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.

CCT270 **2 Credits**

Securing Intranets with BorderManager

Set up and management of BorderManager. Covers packet filtering, Network Address Translator (NAT), Internet Protocol (IP), Gateway and Proxy Cache Services. Installing and configuring emphasized. Prerequisites: (CIS242 and CIS245AE), or permission of instructor.

CCT280 **3 Credits**

Visual Basic.Net Programming

Visual Basic.Net programming considerations. Emphasis on application and component design and creation. Covers application deployment and application upgrade procedures. Includes enhancement procedure information and .NET based projects concerns. Prerequisites: None.

CCT281 **3 Credits**

Visual Basic .NET Programming

Visual Basic .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.

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.

CCT284 **3 Credits**

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 **3 Credits**

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.

CIS100 **.5 Credit**

Internet: A Tool for Learning

Use of the Internet to promote learning. Focus of Internet services and access. Information provided on browsing, Internet address, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 **1 Credit**

Customer Service/ Technical Support

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 **3 Credits**

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 **1 Credit**

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 **3 Credits**

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 **3 Credits**

Microsoft Access: Database Management

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Combines the contents of BPC/CIS117AA and BPC/CIS117BA and BPC/CIS117CA. Prerequisites: None.

CIS118AB **1 Credit**

Powerpoint: Level I

Use of Powerpoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS118BB **1 Credit**

Powerpoint: Level II

Use of Powerpoint software to add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

CIS120DB **3 Credits**

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 **3 Credits**

Computer Graphics: Macromedia Flash

Provides students with the ability to use Macromedia Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF **3 Credits**

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.

CIS121AB **1 Credit**

MS-DOS Operating System

The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE **1 Credit**

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.

CIS121AG **1 Credit**

Windows 98 - Level I

Specifics topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving online support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

CIS122AE **1 Credit**

Windows Operating System: Level II

Additional capabilities of the Windows '95 program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.

CIS122AG **1 Credit**

Windows 98 - Level II

Microsoft (MS) Windows 98 network software package. Covers enhanced features, user interface enhancements, maintenance and troubleshooting tools. Configuration emphasized. Prerequisites: BPC121AG or CIS121AG.

CIS124AA **1 Credit**

Project Management Software: Level I

Utilization of project management software packages by manages 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.

CIS133AA **1 Credit**

The Internet/World Wide Web Level I

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA **1 Credit**

The Internet/World Wide Web Level II

Exploration of additional Internet resources. Hands-on experience with variety of resource discovery and information retrieval tools as well as enhancement of web pages. Prerequisites: BPC/CIS133BA.

CIS133CA **1 Credit**

The Internet/World Wide Web Level III

Web site development using the enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC/CIS133BA.

CIS133DA **3 Credits**

The Internet/World Wide Web

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.

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.

CIS166AA **3 Credits**

Introduction to JavaScripting

Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133CA or CIS133DA 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.

CIS225 **3 Credits**

Business Systems Analysis and Design

Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS233AA **1 Credit**

Web Design and Publishing I

Design and creation of pages on the Internet's World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233AB **1 Credit**

Internet Web Publishing: FrontPage Level I

Introduction to designing and creating pages on the Internet's World Wide Web using FrontPage. Hands-on experience authoring hypertext markup language (HTML) and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233BA **1 Credit**

Web Design and Publishing II

Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233CA **1 Credit**

Web Design and Publishing III

Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS233BA or permission of instructor.

CIS233DA **3 Credits**

Web Design and Publishing

Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS235 **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 CIS233DA 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.

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.

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: None.

Corporate Computer Technology

For a list of course descriptions, see Computers.

Counseling and Personal Development

CPD102AA **2 Credits**

Assertiveness Training

Designed to help students, differentiate assertive, nonassertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct appropriate manner. Prerequisites: None.

CPD102AB **2 Credits**

Career Exploration

Designed to assist students making career choices. Focus on self-assessment in terms of educational and career opportunities, and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD **2 Credits**

Eliminating Self-Defeating Behavior

Designed to help students change behaviors that work against their potential, i.e., inferior 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.

CPD102AH **2 Credits**

Stress Management

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AT **2 Credits**

Building Self-Esteem

Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.

CPD103BA **2 Credits**

Women In Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD122 **2 Credits**

Retirement Planning

Focuses on cultural and social aspects of retirement planning with emphasis on financial planning, legal concerns, attitude and role adjustments. Prerequisites: None.

CPD123 **1 Credit**

Employee Development: Personal Development

Examination of personal values and positive self esteem. Also covers personal development skills including assertive behavior and decision making. Prerequisites: None.

CPD124 **1 Credit**

Employee Development: Lifestyle Management

Overview of the nature of stress and nutrition and its effect on lifestyle management. Development of coping skills for dealing with stressful situations in the workplace. Prerequisites: None.

CPD125 **1 Credit**

Employee Development: Problem Solving/Decision Making

Development of decision-making skills as well as techniques for problem solving. Focus on values and value conflicts as related to decision-making. Also includes establishing short and long-term goals for personal and career development. Prerequisites: None.

CPD127 **1 Credit**

Workplace Resolution and Negotiation Strategies

Basic workplace conflict resolution and negotiation strategies. Includes establishing and maintaining effective working relationships as well as options and alternatives to conflict resolution. Prerequisites: None.

Covey

COV110 **2 Credits**

The Seven Habits of Highly Effective People

Development of interpersonal habits that are used by successful people in their personal and professional lives. Seven Habits of Highly Effective People. Video-based lecture course. Prerequisites: None.

Credit Services Industry

CSI110 **2 Credits**

The Credit Card Industry

Overview of credit card industry. Includes banking history, laws and regulations, and corporate structure. Emphasis on customer service department and customer service representative functions. Types of credit cards and credit card products also covered. Prerequisites: None.

CSI111 **2 Credits**

History and Function of the Credit Card Industry

History and function of the credit card industry. Covers operations and transaction order procedures in addition to terminal functionality, hotel procedures and use of the Merchant Management System (MMS). Prerequisites: None.

CSI112 **2 Credits**

Introduction to the Bankcard Industry

Introduction to the bankcard industry. Includes history and organization of the industry as well as bankcard and cardmember issues. Covers cash advances, payments and differences between a secured and unsecured card. Prerequisites: None.

CSI114 **3 Credits**

Bankcard Industry Regulations/Procedures

Regulations and procedures applicable to the bankcard industry. Covers the Fair Debt Collection Practices Act. Includes procedures for using the First Data Resources (FDR) system. Also covers procedures for special handling accounts and delinquencies. Prerequisites: None.

CSI116 **3 Credits**

Bankcard Industry Law

Overview of bankcard industry law. Includes the Fair Credit Reporting Act, the Equal Credit Opportunity Act and Truth in Lending issues. Covers payment rules and regulations, dispute issues and advance transaction procedures. Prerequisites: None.

CSI122 **2 Credits**

Introduction to Cardmember Services

Introduction to credit cardmember services. Covers job responsibilities of a cardmember service account manager. Enrollment processes, merging accounts and various credit card products and features also included. Use of a computer emphasized. Prerequisites: None.

CSI123 **2 Credits**

Credit Card Customer Service

Procedures for handling credit card transactions using the Hypercom System. Covers response calls, Quit Duplicating (QD) situations and procedures for the incrementing/bumping process. Also includes effective customer service techniques. Prerequisites: None.

CSI124 **3 Credits**

Intermediate Cardmember Services

Credit cardmember services. Covers balance transfers, call handling procedures, statements, authorizations and payment disputes. Computer usage emphasized. Prerequisites: CSI122.

CSI126 **2 Credits**

Advanced Cardmember Services

Advanced credit cardmember services. Includes finance charge processing procedures and listening and customer interaction strategies. Covers lost/stolen report processing and negotiation techniques. Prerequisites: CSI124.

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.

CSI128 **2 Credits**

Banking Customer Service Associate Responsibilities

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.

CSI129 **3 Credits**

Bank Procedures for the Customer Service Associate

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.

CSI130 **3 Credits**

Cardmember Assistance

Overview of credit cardmember assistance. Policies and procedures emphasized. Communication tools and cardmember assistance telephone calls covered. Prerequisites: None.

CSI131 **2 Credits**

Credit Card Technology

Overview of computers in the credit card industry. Various computer screens and computer telephony integration system emphasized. Prerequisites: None.

CSI132 **2 Credits**

Cardmember Assistance Calls

Credit cardmember assistance telephone calling. Placing and answering cardmember phone calls emphasized. Use of a cardmember assistance account system also covered. Prerequisites: CSI130.

CSI133 **2 Credits**

Bankcard Industry Account Maintenance

Account maintenance procedures of the bankcard industry. Includes procedures for navigating in the First Data Resources (FDR) system. Also covers phone etiquette and effective call flow. Prerequisites: None.

CSI134 **3 Credits**

Bankcard Industry Sales Communications

Bankcard industry phone sales communications. Covers the Welcome Call program, phone etiquette, and customer support procedures. Also includes banking laws as well as techniques for effective positioning and selling. Prerequisites: None.

CSI135 **2 Credits**

Banking Center Management

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.

CSI136 **3 Credits**

Credit Card Billing & Payments

Introduction to credit card billing and payment processes. Finance charges emphasized. Prerequisites: None.

CSI138 **3 Credits**

Processing Credit Card Accounts

Processing credit card accounts procedures. Includes credit lines, disputes and fraud. Bank pricing strategies also covered. Prerequisites: None.

CSI140 **2 Credits**

Credit Card Telemarketing

Basic overview of credit card telemarketing. Covers definitions, traditional marketing methods, the telemarketer role and consumer credit structure. Customer feedback and customer management lifecycle also included. Prerequisites: None.

CSI142 **2 Credits**

Responsibilities of a Telemarketer

Telemarketing representative's responsibilities and performance management. Includes credit card basics, industry cycles, marketing features and credit card types. Computer system use emphasized. Prerequisites: None.

CSI144 **3 Credits**

Credit Card Telemarketing Strategies

Overview of credit card telemarketing strategies. Consultative selling and cross-selling marketing techniques as well as critical selling skills covered. Includes customer relationships, customer objections, pricing history, marketing segments and repricing. Laws and regulations also included. Prerequisites: None.

CSI145 **3 Credits**

Credit Card Retention

Overview of credit card customer retention and duties of retention account manager. Covers credit card features, customer accounts, finance charges and credit card requests. Basic customer service skills also included. Prerequisites: None.

CSI146 **3 Credits**

Credit Card Retention Procedures

Credit card customer retention procedures. Computer system and automated phone system emphasized. Applications, statements, balance transfer and cash access also covered. Outbound sales and retention call procedures included. Prerequisites: None.

CSI147 **3 Credits**

Credit Card Retention Lab

Practice of credit card customer retention processes. Covers applications, statements, fees, cash access, balance transfer and finance charges. Handling outbound sales and retention calls included. Use of computer system and automated phone system emphasized. Prerequisites: CSI146.

CSI148 **3 Credits**

Credit Card Balance Transfer

Overview of credit and marketing services including balance transfer procedures. Covers duties of a marketing services account manager as well as credit card types, features and benefits. Credit protection services, limit increase procedures and communication skills also included. Prerequisites: None.

CSI149 **3 Credits**

Credit Card Balance Transfer Lab

Application of balance transfer procedures. Automated phone system and computer usage emphasized. Communication skills, electronic mail procedures and handling cardmember phone calls also covered. Prerequisites: CSI148.

CSI150 **2 Credits**

Credit Card Collection Guidelines

Overview of credit card collection laws. Includes collection policies and procedures. Credit card company background, products and collection department functions also covered. 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.

CSI155 **2 Credits**

Bankcard Industry Loss Prevention

Overview of the bankcard industry loss prevention area. Includes history of the industry and use of the First Data Resources (FDR) system for managing loss prevention. Also covers the Adaptive Control System, pre-call analysis and collection call procedures as well as use of the Unison communication system. Prerequisites: None.

CSI156 **2 Credits**

Credit Card Loss Prevention

Overview of security loss prevention in the credit card industry. Includes job responsibilities of loss prevention analysts and line control analysts. Bomb threat procedures, types of fraud, and fraud detection systems also covered. Computer usage and loss prevention phone calls emphasized. Prerequisites: None.

CSI160 **3 Credits**

Credit Card Fraud Overview

Overview of fraud in the credit card industry. Includes types of fraud, key indicators and prevention techniques as well as the laws and regulations that govern credit card use. Customer service, industry-specific computer systems and credit card procedures also covered. Prerequisites: None.

CSI162 **3 Credits**

Credit Card Fraud Procedures

Basic duties and procedures for Fraud Representatives in the credit card industry. Covers general account procedures, fraud classifications, suspicious activity and memo usage. Prerequisites: None.

CSI166 **2 Credits**

Bankcard Industry Fraud

Policies and procedures for handling bankcard fraud situations. Covers types and warning signs of possible fraud. Also includes effective communication skills, quality service techniques and problem solving. Prerequisites: None.

CSI170 **3 Credits**

Overview of Security Investigations

Overview of credit card security investigation. Includes duties of a security investigator, security procedures, types of fraud and fraud detection. Communication tools, cardmember phone calls and merchant phone calls also covered. Prerequisites: None.

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.

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.

CSI186 **2 Credits**

Credit Card Terminals

Overview of credit card terminals. Covers types, components, features and access codes as well as printer types and usage. Prerequisites: None.

CSI187 **2 Credits**

Credit Card Terminal Policy and Procedures

Overview of credit card terminal policies and procedures. Covers warranties, replacing equipment and new equipment orders. Seasonal merchant accounts and change of ownership procedures also included. Prerequisites: None.

CSI188 **1 Credit**

Credit Card Terminal Tracking

Overview of an online management compensation and tracking system for credit card terminals. Covers phone systems and command keys. Prerequisites: None.

CSI189 **2 Credits**

Credit Card Terminal Troubleshooting

Basic credit card terminal troubleshooting techniques. Covers hardware and communication problems. Troubleshooting rules, task based troubleshooting and common error messages also covered. Prerequisites: 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.

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.

CSI226 **3 Credits**

Borrower's History

Maintaining a student financial aid loan. Emphasis on maintaining a borrower's history file. Includes privacy regulations as well as the process of buying existing loans and loan consolidation. Prerequisite: None.

CSI227 **3 Credits**

Initiating Student Financial Aid

Introduction to processing financial aid. Covers the application process, originating student loans, repayment, and deferment. Includes the processing of delinquent loans, discharging loans, and loan transfers. Emphasis on using an on-line system to manage the process. Prerequisite: None.

CSI228 **3 Credits**

Student Loan/Financial Aid Services

Overview of student loan and financial aid customer services. Includes the processing of student loans and financial aid as well as verbal forbearances, loan transfers, and loan buying. Customer service skills and on-line computer system emphasized. Prerequisite: None.

CSI230 **3 Credits**

Student Loan Acquisition

Student loan debt acquisition procedures. Emphasis on the identification of eligibility for and performance of student loan consolidation. Covers reference instrument and loan database usage as well as payoff letter transmittal. Includes quality control and daily receipt reconciliation information. Prerequisite: None.

CSI231 **2 Credits**

Student Loan Management

Student loan documentation management procedures. Emphasis on account processing practices. Covers loan disbursement record management, asset transfer documentation, and borrower history review procedures. Includes documentation discrepancy resolution and monthly report generation practices. Prerequisite: None.

CSI232 **2 Credits**

Student Loan Consolidation

Student loan debt consolidation considerations. Emphasis on procedures for processing previously defaulted upon student loans and the documentation of loan activities. Covers form library and software usage as well as report generation procedures. Prerequisite: None.

CSI233 **3 Credits**

Student Loan Claim Analysis

Student Loan claim file analysis procedures and considerations. Emphasis on the analysis of claims in preparation for collection efforts. Covers account status verification, claim file completion, and payment history review considerations. Includes claim file documentation and agreed upon payment interruption verification. Prerequisite: None.

CSI234 **3 Credits**

Student Loan Claim Completion

Claim form completion practices. Emphasis on the completion of student loan claim forms. Covers form selection and information coding practices. Includes cure activity and loan history information as well as claim form information documentation procedures. Prerequisites: None.

CSI235 **3 Credits**

Priority Student Loan Claim Processing

Procedures for processing priority student loan claims. Emphasis on processing death, false certification, school closure, and disability claims. Covers chapter seven and thirteen bankruptcy issues. Includes claim delivery and transmittal issues as well as administrative forbearance assignment issues. Prerequisite: None.

CSI236 **3 Credits**

Defaulted Student Loan Claim Preparation

Defaulted student loan claim preparation concerns. Emphasis on procedures for preparing defaulted claims for processing. Covers computer system navigation and claim file organization, prioritization, and intra-organizational processing. Includes information preservation concerns and claim coding issues. Prerequisite: None.

CSI250 **3 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.

CSI251 **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.

CSI252 **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.

CSI253 **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.

CSI254 **2 Credits**

Account Management System

Exploration of Account Management System. Emphasis on account maintenance through the portfolio review and statement review processes. Prerequisites: None.

CSI255 **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.

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.

Critical and Evaluative Reading

For a list of course descriptions, see Reading.

Customer Service Representative

CSR111 **3 Credits**

Motor Vehicle Division 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, research chart usage, license application information review, and database navigation. Prerequisite: None.

CSR112 **3 Credits**

Motor Vehicle Division 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 record confidentiality and sex offender credential concerns. Prerequisite: None.

CSR113 **2 Credits**

Motor Vehicle Division 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. Prerequisite: None.

CSR114 **2 Credits**

Vehicle Documentation Concerns

Vehicle titling considerations. Emphasis on title exchange procedures. Covers mobile home and travel trailer titling operations, damaged vehicle title issues, and fleet vehicle title concerns. Includes title lien identification. Prerequisite: 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 drive re-examination and traffic survival school referral considerations. Prerequisite: None.

CSR116 **1 Credit**

State Vehicle Inspection Procedures

State mandated 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.

CSR130 **3 Credits**

Health Insurance Technology

Overview of computers in the health care insurance industry. Covers various computer screens, on-line and manual data entry. Customer service worksheets included. Prerequisites: BPC110AA.

CSR131 **3 Credits**

General Health Insurance Enrollment Procedures

Standard enrollment procedures for the health insurance industry. Covers insurance forms, codes, waivers, precertification, confidentiality and billing processes. Renewal processing and COBRA processing also included. Prerequisites: None. Corequisites: CSR132 and CSR133.

CSR132 **2 Credits**

Enrollment Services for Health Insurance

Overview of health insurance enrollment services including provider and subscriber inquiries. Various processes including subscriber, dependent and retro-active also covered. Computer usage emphasized. Prerequisites: None. Corequisites: CSR131 and CSR133.

CSR133 **2 Credits**

Enrollment Payment Procedures

Billing procedures for health insurance enrollment services. Covers cash system, remittance balance, transfers and revenue system as well as the billing process. Computer use emphasized. Prerequisite: None. Corequisites: CSR132 and CSR131.

CSR134 **3 Credits**

Provider Assistance

Overview of provider assistance in the health care industry. Topics include contracts, benefits, eligibility and inquiries. Computer usage emphasized. Prerequisites: None.

CSR135 **3 Credits**

Health Insurance Claims Processing

Overview of computer usage in the health care insurance industry. Covers various on-line files, benefit screens, eligibility, precertification and hospital pricing. Claims processing emphasized. Prerequisites: None.

CSR136 **3 Credits**

Pharmacy Benefit Member Service

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.

CSR137 **3 Credits**

Pharmacy Benefit Database Management

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.

CSR138 **3 Credits**

Pharmacy Benefit Service Provision

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.

CSR139 **3 Credits**

Pharmacy Benefit Operations

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.

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 customer service and processing procedures. Covers loan processing and documentation practices. Also includes collection processing exceptions, customer bankruptcy procedures, and software usage during customer service. Prerequisites: None.

CSR152 **3 Credits**

Vehicle Loan Industry Customer Service

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.

CSR160 **1 Credit**

Pharmacy Practice for the Customer Service Representative

Orientation to customer service responsibilities in pharmacy practice. Includes educational and licensure requirements as well as basic functions of the pharmacy and the customer service representative. Prerequisites: Departmental Approval.

CSR162 **3 Credits**

Pharmacy Operations for the Customer Service Representative

Customer service responsibilities in pharmacy operations. Includes procedures for prescription dispensing and drug distribution in the retail setting. Inventory control, packaging and storage, in addition to computer usage and third party operations. Prerequisites: CSR160.

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

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 Lab

Laboratory for handling mail order prescriptions. Patient registration, customer inquiries, telephone techniques and account receivable procedures covered. Use of computer emphasized. Prerequisites: None.

CSR167 **3 Credits**

Prescription and Order Entry

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 Lab

Laboratory for basic prescription and order entry. Prerequisites: None.

CSR169 **3 Credits**

Telecommunications Company Customer Service

Customer contact associate responsibilities in customer service. Emphasis on procedure and applications of the Intelligent Work Station as well as reference navigation and the course management system. Also covers account access and maintenance. Prerequisites: Departmental approval.

CSR170 **1 Credit**

Introduction to Local Telephony Services

Overview of the local telephony services industry. Identification of physical components of Hybrid Fiber Coax (HFC) included. Emphasis on how calls are routed. History of the divestiture of telephony industry also covered. Prerequisites: None.

CSR171 **1 Credit**

Customer Care Associate in Local Telephony Industry

Roles and responsibilities of a customer care associate. Emphasis on handling customer inquiries to completion. Other resource groups also covered. System and documentation use included. Prerequisites: None.

CSR172 **3 Credits**

Local Telephony Products and Services

Overview of the products, services and features of local telephony services including offers and packages. Voice mail options emphasized. Prerequisites: None.

CSR173 **3 Credits**

Telecommunications Billing/Rates

Procedures for making call and rate determinations. Examination of the benefits and function of InterLATA and IntraLATA service as well as Dial 1 orders and charges. Also includes billing, commitments and calling plans. Prerequisites: Departmental Approval.

CSR174 **3 Credits**

Inquiries and Adjustments

Procedures for handling inquiries and calling plan adjustments. Covers international products and services as well as calling card account establishment and maintenance. Alco includes use of the Order Status System. Prerequisites: Departmental Approval.

CSR175 **3 Credits**

Telecommunications Sale, Products and Features

Procedures for handling special situations and customers. Includes rewards programs as well as special program products and features. Prerequisites: Departmental Approval.

CSR176 **2 Credits**

Customer Contact Associate Lab

Practical application of the skills required of the Customer Contact Associate. Includes customer service, account maintenance and call classification as well as billing and rates. Also covers calling plans, international services and long distance accounts. Prerequisites: Departmental Approval.

CSR178 **1 Credit**

Integrated Communications Operations Management System (ICOMS) Overview

Overview of Integrated Communications Operations Management System (ICOMS). Identification of menus and fields emphasized. Prerequisites: None.

CSR179 **3 Credits**

Integrated Communications Operations Management System (ICOMS) Usage

Using Integrated Communications Operations Management Systems (ICOMS). Emphasis in maintaining customer accounts and tracking work orders. Prerequisites: None.

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

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.

CSR186 **2 Credits**

Insurance Industry Direct Sales Lab

Practical application of direct sales basics. Covers sales and mainframe systems in addition to effective communications techniques. Also includes procedures for closing the sale. Prerequisites: CSR185.

CSR190 **1 Credit**

Computer Sales Industry

History and development of the computer sales industry. Covers business and sales models as well as direct markets. Includes company use of the Internet and Intranet. Prerequisites: None.

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.

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.

CSR209 **2 Credits**

Insurance Membership Customer Service

Automobile insurance association member customer service principles. Emphasis upon workstation software usage, customer service considerations, and eligibility extension. Covers, contract term explanation and the claims process. Includes insurance resource delivery extension and dual location of insured resolution issues. Prerequisites: None.

CSR210 **3 Credits**

Insurance Membership Practices

Practices for providing automobile insurance to group or association members. Emphasis upon description of underwriting concerns, electronic delivery of insurance resources, and explanation of contractual terms. Covers online resource navigation, customer service considerations, and claims process. Includes extension of eligibility and dual location of insured resolution issues. Prerequisites: None.

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.

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)

Advanced troubleshooting techniques for Digital Subscriber Line (DSL) accounts. Covers use of Business Maintenance Platform (BMP) software, Local Ordering System (LOS) software, and the Redback Looking Glass Tool. Emphasis on identifying and correcting problems from a remote server. Prerequisites: None.

CSR225 **2 Credits**

Digital Telecommunications Customer Service

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.

CSR226 **1 Credit**

Digital Telecommunications Customer Interaction

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.

CSR227 **3 Credits**

Telecommunications Customer Maintenance

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.

CSR228 **2 Credits**

Telecommunications Database Navigation

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.

CSR229 **3 Credits**

Digital Telecommunications Industry Billing

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.

CSR230 **2 Credits**

Introduction to Property Insurance

Overview of property loss. Identification of contract coverage, limitations, and exclusions. Location and understanding of contract sections included. Prerequisite: None.

CSR231 **2 Credits**

Property Insurance Coverage

Analysis of personal property coverage offered in insurance policies. Exceptions, limits, endorsements, and subrogation emphasized. Prerequisite: None.

CSR232 **3 Credits**

Auto Insurance and Claims Overview

Overview of auto insurance coverage, including claims and claims handling. Emphasis on liability, uninsured and underinsured motorist, medical and physical damage. Prerequisite: None.

CSR233 **3 Credits**

Auto Damage Appraisal

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.

CSR234 **3 Credits**

Auto Insurance Loss Reports I

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.

CSR235 **2 Credits**

Auto Insurance Loss Reports II

Advanced processing of auto insurance loss reports. Emphasis on Relationship Management with customers while processing claims reports. Prerequisites: CSR234.

CSR236 **3 Credits**

Property Insurance Claims

Handling claims for property loss. Determining exceptions, limits, endorsements, and coverage covered. Customer interactions emphasized. Prerequisite: None.

CSR237 **3 Credits**

Property Claim Contract Principles

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.

CSR238 **2 Credits**

Property Claim Exterior Damage Identification

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.

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.

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, and vehicle replacement and deletion information. Includes policy holder emotional awareness concerns 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.

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.

CSR258 **5 Credits**

Automobile Insurance Customer Service Lab

Laboratory for the provision of automobile insurance customer service. Emphasis on policy and policy information provision procedures. Covers workstation and resource instrument usage, service documentation, and customer service communication strategies. Prerequisites: None.

CSR280AA **1 Credit**

Customer Service Internship

Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

CSR280AB **2 Credits**

Customer Service Internship

Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

CSR280AC **3 Credits**

Customer Service Internship

Customer service experience in business or industry. Eighty hours of designated work per credit. Maximum of eight credits allowed. Prerequisites: Departmental Approval.

Dance

DAH100 **3 Credits**

Introduction to Dance

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

Dental Assisting (Clinical)

CDA101 **1 Credit**

Orientation to Clinical Dental Assisting

Overview of dentistry. Roles of the clinical dental assistant and team members covered. Education and licensure requirements, ethics and professional organizations also covered. State Board of Dental Examiners and dental assistant regulations reviewed. History of dentistry and services provided by general and specialty practices also included. Prerequisites: Admission to the Clinical Dental Assisting Program.

CDA102 **1 Credit**

Introduction to Dental Office Management

Introduction to the operation and procedures of dental office management. Interpersonal communication techniques and psychological factors related to patient management emphasized. Systems for management of patient records, accounts receivable, insurance and fee collection, recall, supply inventory, and ordering covered. Overview of computers used in a dental office included. Prerequisites: CDA101 or permission of instructor.

CDA110 **2 Credits**

Infection Control and Hazard Communication

Introduction to infection control and hazard communication for the dental practice. Infection control mandates according to the Occupational Safety and Health Administration (OSHA), the American Dental Association (ADA), and the Center for Disease Control and Prevention (CDC) covered. Procedures related to infection control emphasized. Prerequisites: CDA102 or permission of instructor.

CDA115 **3 Credits**

Dental Anatomy and Pathology

Overview of human anatomy and pathology for the dental assistant. Structural organization and systems of the body covered. Identification of anatomy and landmarks of the head, neck, and orofacial structures emphasized. Dental pathology also covered. Prerequisites: CDA110 or permission of instructor.

CDA120 **1 Credit**

Clinical Patient Management

The role of the dental assistant in clinical patient management. Medical-dental health history, and obtaining and recording vital signs. Drug references, methods of administration, anesthetic, and patient prescriptions covered. Management of dental emergencies and the medically compromised also included. Prerequisites: CDA115 or permission of instructor.

CDA125 **3 Credits**

Dental Materials

Identification and description of dental materials covered. Manipulation of restorative, impression, laboratory, and adjunct dental materials emphasized. Prerequisites: CDA120 or permission of instructor.

CDA220 **2 Credits**

Clinical Dental Assisting I

Fundamentals skills for clinical dental assisting. General dentistry office design, operation and maintenance of dental equipment. 4-handed delivery system, and dental instruments covered. New patient examination, prophylaxis, amalgam restoration, composite restoration, composite veneer, and tooth-whitening procedures. Placement of matrix band and wedge, and rubber dam. Role of dental assistant for patient procedures emphasized. Prerequisites: CDA125 or permission of instructor.

CDA230 **2 Credits**

Clinical Dental Assisting II

Specialty and expanded skills for clinical dental assisting. Fixed prosthetics preparation and cementation, removable prosthetics, endodontics, periodontics, orthodontics, oral and maxillofacial surgeries. Placement of sealants, retraction cord, periodontal dressing, and provisional restorations. Removal of excess permanent cement. Prerequisites: CDA220 or permission of instructor.

CDA240 **3 Credits**

Dental Radiographic Imaging

Dental radiographic imaging. Diagnostic value of radiographs, image geometry, exposure techniques, processing of intra-oral and extra-oral radiographs covered. X-ray production, exposure factors, and image characteristics emphasized. Identification of image defects and corrective measures. Biological effects of x-radiation, radiation safety, digitized radiography, infection control procedures, and legal implications also covered. Prerequisites: CDA230 or permission of instructor.

CDA280 **1 Credit**

Clinical Dental Assistant Practicum

Clinical dental assisting skills performance in a clinical laboratory. Safe work practices, infection control, dental radiography, chairside assisting, expanded dental assisting skills, patient management, dental materials manipulation, and dental laboratory skills emphasized. Operation and maintenance of dental equipment also covered. Prerequisites: CDA240 or permission of instructor.

CDA290 **4 Credits**

Internship for Clinical Dental Assistants

Perform clinical dental assisting skills within a dental practice setting. Practice safety and infection control, clinical and expanded dental assisting, patient management, laboratory skills, business assisting, equipment operation, and maintenance. Operate within practice standards, and record and evaluate internship experience. Two hundred (200) hours of designated work required. Prerequisites: CDA280 or permission of instructor.

Dental Hygiene

DHE110 3 Credits

Pharmacology

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.

DHE112 3 Credits

Oral Pathology

Identification, classification, etiology, and treatment of lesions of the oral mucosa and atypical conditions of the oral cavity and supporting structures. Understanding of abnormal conditions to recognize the parameters of comprehensive dental hygiene care. Multi-media resources are used extensively for identification of oral lesions. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE114 2 Credits

Emergency Medicine

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.

DHE119 3 Credits

Head and Neck Anatomy

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.

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 skulls, 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 admissions 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: DHE132.

DHE219 **2 Credits**

Practice Management

Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE225 **3 Credits**

Periodontics

Principles of periodontology; etiology, microbiology, pathogensis, 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: DHE233.

Drafting Technology

DFT126 **3 Credits**

Building Trades Blueprint Reading

Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

Economics

ECN111 **3 Credits**

Macroeconomics 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.

ECN112 **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

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.

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.

EDU215 **1 Credit**

Methods of 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 designs, 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.

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 developing lesson plans in language arts, science, math, social studies, and culture for the English Language Learner (ELL) student. Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU225.

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.

EDU221 **3 Credits**

Introduction to Education

Overview of education and educational institutions in our society, including current issues, responsibilities, and qualifications of educators. Opportunity for students to assess their interest in this area. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in 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 praticum. 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. Includes school-based practicum. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate 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. Includes school-based practicum. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate 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. Includes school-based practicum. 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. Includes school-based practicum. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate 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 education achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Includes school-based practicum. 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.

EDU224 **3 Credits**

Teaching in the Middle School

Overview of teaching in the middle school grades five through nine. Topics include characteristics of young adolescents, responsibilities of teaching teams, middle school curriculum, design and interdisciplinary versus integrated units of study. Classroom management techniques and effective teaching strategies also covered. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU225 **3 Credits**

Foundations of Approaches to Serving English Language Learners (ELL)

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 school-based practicum. Prerequisites: None.

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. Includes school-based practicum. 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. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU228 **3 Credits**

Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods

Methods of developing lesson plans in language arts, science, math, social studies, and culture for the English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate and (EDU225 or departmental approval).

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 Educational Professional Teaching Standards. Includes school-based practicum. 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 the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU231 **3 Credits**

Mathematics Techniques and Methods

Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

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.

EDU240 **3 Credits**

Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)

Methods of developing lesson plans in language arts, science, math, social studies, and culture for English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU225 or departmental approval), or must have a provisional or standard elementary, secondary, or special education teaching certificate.

EDU243 **3 Credits**

Reading and Writing in a Structured English Immersion (SEI) and English as a Second Language (ESL) Setting

Introduction to Structured English Immersion (SEI) and English as a Second Language (ESL) terminology, second language acquisition theories and reading terminology. Teaching techniques, strategies, and learning activities as well as reading comprehension skills and writing skills covered. Prerequisites: EDU225 and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU246 **3 Credits**

Teaching and Assessment of English Language Learners (ELL)

Teaching and assessment of English Language Learners (ELL). Covers differentiated instruction, special education needs vs. language needs, learning environments in multilingual and multicultural classrooms, identification, exiting, and ongoing assessment of student learning. Legal issues and historical perspectives also covered. Linking assessment to instruction and the review of methods and techniques employed for language and academic assessment included. Standards emphasized. Prerequisites: EDU225 and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU247 **3 Credits**

Practicum for Structured English Immersion (SEI) /English as a Second Language (ESL) Teachers

Provides an opportunity to receive guided practical, on-site experience working with English Language Learners (ELL). Requires observations of ELL students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to Structured English Immersion (SEI)/English as a Second Language (ESL) learners. Prerequisites: (EDU225 and EDU230 and ENG213), and (EDU228 or EDU240 and EDU241) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU248 **3 Credits**

Adolescent Behavior

Focuses on understanding adolescents' development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU249 **3 Credits**

Methods and Curriculum Development for Mathematics

Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Prerequisites: Must hold a provisional or standard elementary, secondary or special education teaching certificate.

EDU250 **3 Credits**

Overview of the Community Colleges

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

EDU260 **2 Credits**

Technology in Education Overview

Exploration of the use of technology in education. Including history of technology in education, teacher and student technology standards, landmark studies related to using technology in education and utilization of technology in the classroom. Local, state, and national standards for education covered, as well as identification of professional development opportunities. Prerequisites: None.

EDU261AA **1 Credit**

Technology as a Resource for Language Arts Educators: Grades K-3

Overview of integration of technology in the teaching of language arts in grades kindergarten through third. Local, state, and national standards for language arts covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU261AB **1 Credit**

Technology as a Resource for Language Arts Educators: Grades 4-6

Overview of integration of technology in the teaching of language arts in grades four through six. Local, state, and national standards for language arts covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU262AA **1 Credit**

Technology as a Resource for Reading Educators: Grades K-3

Overview of integration of technology in the teaching of reading in grades kindergarten through third. Local, state, and national standards for reading covered. Identification of technological resources and their use emphasized. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director.

EDU262AB **1 Credit**

Technology as a Resource for Reading Educators: Grades 4-6

Overview of integration of technology in the teaching of reading in grades four through six. Local, state, and national standards for reading covered. Identification of technological resources and their use emphasized. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director.

EDU263AA **1 Credit**

Technology as a Resource for Social Studies Educators: Grades K-3

Overview of integration of technology in the teaching of social studies in grades kindergarten through three. Local, state, and national standards for social studies covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU263AB **1 Credit**

Technology as a Resource for Social Studies Educators: Grades 4-6

Overview of integration of technology in the teaching of social studies in grades four through six. Local, state, and national standards for social studies covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU263AC **1 Credit**

Technology as a Resource for Social Studies Educators: Middle/High School

Overview of integration of technology in teaching of social studies in the middle and high school levels. Local, state, and national standards for social studies covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU264AA **1 Credit**

Technology as a Resource for Mathematics Educators: Grades K-3

Overview of integration of technology in the teaching of mathematics in the grades kindergarten through three. Local, state, and national standards for mathematics covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU264AB **1 Credit**

Technology as a Resource for Mathematics Educators: Grades 4-6

Overview of integration of technology in the teaching of mathematics in the grades four through six. Local, state, and national standards for mathematics covered. Creation, formatting and modification of spreadsheets included. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

EDU264HA **1 Credit**

Technology as a Resource for Mathematics Educators: Basic/Pre-Algebra

Introduction to integrating technology into the mathematics classroom. Local, state, and national standards for mathematics covered. Overview of various graphing calculator activities used to substantiate mathematical concepts. Provides a basic understanding of the process used to develop applications using graphing calculator technology. Emphasis on how various kinds of technology are researched via the Internet and used in education. Focus on basic mathematics and pre-algebra. Prerequisites: EDU260.

EDU264HB **1 Credit**

Technology as a Resource for Mathematics Educators: Algebra I & II

Introduction to integrating technology into the mathematics classroom. Local, state, and national standards for mathematics covered. Overview of various graphing calculator activities used to substantiate mathematical concepts. Provides an understanding of the process used to develop applications using graphing calculator technology. Emphasis on how various kinds of technology are researched via the Internet and used in education. Focus on Algebra I and II. Prerequisites: EDU260.

EDU264HC **1 Credit**

Technology as a Resource for Mathematics Educators: Trigonometry and Calculus

Introduction to integrating technology into the mathematics classroom. Local, state, and national standards for mathematics covered. Overview of various graphing calculator activities used to substantiate mathematical concepts. Provides an understanding of the process used to develop applications using graphing calculator technology. Emphasis on how various kinds of technology are researched via the Internet and used in education. Focus on trigonometry and calculus. Prerequisites: EDU260.

EDU265AA **1 Credit**

Technology as a Resource for Science Educators: Grades K-3

An examination of Internet and software resources relevant to the kindergarten through third grade science instruction. Local, state, and national standards for science covered. Emphasis on analyzing available resources and practical classroom applications. Prerequisites: EDU260.

EDU265AB **1 Credit**

Technology as a Resource for Science Educators: Grades 4-6

An examination of Internet and software resources relevant to the fourth through sixth grade science instruction. Local, state, and national standards for science covered. Emphasis on analyzing available resources and practical classroom applications. Prerequisites: EDU260.

EDU265AC **1 Credit**

Technology as a Resource for Science Educators: Grades 7-12

An examination of Internet and software resources relevant to the seventh through twelfth grade science instruction. Local, state, and national standards for science covered. Emphasis on analyzing available resources and practical classroom applications. Prerequisites: EDU260.

EDU266HA **1 Credit**

Technology as a Resource for English Educators: High School

Overview of integration of technology in the teaching of English in high school. Local, state, and national standards for social studies covered. Identification of technological resources and their use emphasized. Prerequisites: EDU260.

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.

EDU269 **3 Credits**

Methods of Integrating Technology into Curriculum

Overview and practical application of teaching methodology of integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized. Prerequisite: None.

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.

EDU270AA **3 Credits**

Elementary Reading and Decoding

Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Includes school-based practicum. Prerequisites: None.

EDU270AB **3 Credits**

Secondary Reading and Decoding

Focus on the theories, methods and models of the teaching literacy and decoding in the content areas of secondary grades. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director.

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.

EDU273 **3 Credits**

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.

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. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU275 **3 Credits**

Diagnosis on Remediation of Reading for 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.

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.

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.

EDU279 **3 Credits**

Reading Practicum K-12

Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

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.

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: Formal admission to a state approved post baccalaureate teacher preparation program.

EDU286 **3 Credits**

Middle Grade Practicum

Practical experience for teacher on-site at a middle grade school. Includes observing and working in a classroom, with teachers and with special needs students. Prerequisites: EDU224 and (EDU248 or EDU274), and must hold a provisional or standard elementary, secondary or special education teaching certificate.

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.

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, EDU285AC, EDU287AC, EDU290, EDU293, and EDU295) and Departmental approval.

EDU288AB **8 Credits**

Student Teaching Lab - Secondary

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240, EDU274, EDU284, EDU285AC, EDU287AC, and EDU289) and (EDU289AA, or EDU289AB, or EDU289AC, or EDU289AD, or EDU289AE) and Departmental approval.

EDU288AC **8 Credits**

Student Teaching Lab - Special Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and 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: Upon completion of EDU289, students are required to enroll in one of the following courses: EDU289AA or EDU289AB or EDU289AC or EDU289AD or EDU289AE.

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. Includes school-based practicum. 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. Includes school-based practicum. 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. Includes school-based practicum. 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. Includes school-based practicum. 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. Includes school-based practicum. 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

Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

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. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

Emergency Medical Technology

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. 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 Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross, or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2002. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or equivalent. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to application; immunity to rubella (German measles) and rubeola. Course Note: Includes participation in two eight-hour clinical rotations through a local emergency department or an ambulance agency scheduled during the semester outside normal class hours. Requires personal pocket mask, watch with a second hand, stethoscope, penlight, and trauma scissors.

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 basic EMT certification or permission of department.

English

ENG071 **3 Credits**

Fundamentals of Writing

Emphasis on the fundamentals of sentence, paragraph, and multi-paragraph structure. Prerequisites: Appropriate English placement test score, or ENG056 with a grade of "C" or better, or ENG061 with a grade of "C" or better, or permission of department/division chair.

ENG101 **3 Credits**

First-Year Composition

Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or (a grade of "C" or better in ENG071).

ENG102 **3 Credits**

First-Year Composition

Continued development of standard English writing skills. Introduction to research, note taking, organization, and documentation in the preparation and writing of a research paper. Prerequisites: ENG101 with a grade of "C" or better.

ENG107 **3 Credits**

First-Year Composition for ESL

Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on expository composition. Prerequisites: Appropriate ASSET/COMPASS placement test score, or a grade of "C" or better in ENG071 or ESL077.

ENG111 **3 Credits**

Technical Writing

Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of "C" or better, or permission of instructor.

ENG210 **3 Credits**

Creative Writing

Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C" or better, or permission of department.

ENG213 **3 Credits**

Introduction to the Study of Language

Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics. Prerequisites: ENG102, or ENG111 with a grade of "C", or better, or permission of instructor.

ENG235 **3 Credits**

Magazine Article Writing

Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, writing query letters, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

English Humanities

ENH110 **3 Credits**

Introduction to Literature

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.

ENH221 **3 Credits**

Survey of English Literature Before 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: (ENG101 or ENG107) or equivalent.

ENH222 **3 Credits**

Survey of English Literature After 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: (ENG101 or ENG107) or equivalent.

ENH241 **3 Credits**

American Literature Before 1860

Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 **3 Credits**

American Literature After 1860

Includes literature written after 1860 in the United States. Prerequisites: None.

ENH251 **3 Credits**

Mythology

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

ENH259 **3 Credits**

American Indian Literature

Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

ENH275 **3 Credits**

Modern Fiction

Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

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.

Fire Science

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 or Corequisites: EMT104 and permission of instructor.

FSC105 **3 Credits**

Hazardous Materials/First Responder

Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Prerequisites: None.

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.

FSC118 **3 Credits**

Fire Hydraulics

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.

FSC130 **1 Credit**

Fitness for Firefighters/CPAT

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.

FSC134 **3 Credits**

Fitness and Conditioning/Firefighters

Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines, and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FSC204 **3 Credits**

Firefighting Tactics and Strategy

Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113 or permission of instructor, or equivalent.

FSC208 **3 Credits**

Firefighter Safety and Building Construction

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113 or permission of instructor, or equivalent.

FSC238 **2 Credits**

Vehicular Extrication and Patient Stabilization

Participative course designed for the Emergency Medical Technicians (EMTs). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provide exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

FSC290AA **1 Credit**

Arson Investigation

Investigative techniques used in analyzing suspected arson scenes, motives, and collection of physical evidence. Prerequisites: None.

Food and Nutrition

FON100 **3 Credits**

Introductory Nutrition

Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON102 **2 Credits**

Menu Planning

Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens, school cafeterias, and industrial facilities. Prerequisites: None.

FON122 **3 Credits**

Principles of Food and Beverage Service

Qualities and skills necessary for successful food and beverage service. Includes room planning and setup, duties of service staff, types of service, customer relations, dining room etiquette, and cash management. Prerequisites: None.

FON241 **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 or Corequisites: One year high school chemistry with grade of “C” or better, or CHM130 and CHM130LL, or BIO100, or BIO156, or BIO181, or approval of instructor.

French

FRE101 **4 Credits**

Elementary French I

Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102 **4 Credits**

Elementary French II

Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: 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.

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

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.

GBS151 **3 Credits**

Introduction to Business

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS175 **3 Credits**

Professional Development

Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career. Prerequisites: None.

GBS205 **3 Credits**

Legal, Ethical, and Regulatory Issues in Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220 **3 Credits**

Quantitative Methods in Business

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in 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. Prerequisites: Grade of "C" or better in GBS220 or MAT172.

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.

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.

Geography

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.

Geology

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.

GLG103 **1 Credit**

Introduction to Geology I - Physical Lab

May accompany GLG101. Study of common rock-forming materials, rocks, and maps. 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.

German

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

Includes the following prefixes:

HCC - Health Core Curriculum,

HCR - Health Care Related,

HES - Health Science, and

HIT - Health Information Technology

HCC101 **.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 **.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 **.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 team work in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote team work. Focus on intercultural communication strategies. Prerequisites: None.

HCC109 **.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 **.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 care. Prerequisites: None.

HCC130AB **.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 **.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 **.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 **.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.

HCC130AF **.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.

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 **.5 Credit**

Legal and Ethical Issues in Health Care

Basic legal terminology utilized in the health care setting. The basic legal concepts related to health care employment. Identification of ethical guidelines to include client privacy and rights, as well as the process of ethical decision making. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCC153 **.5 Credit**

Decision Making in the Health Care Setting

Principles of the decision-making process using the nine-step format and application of the process. Description and application of process improvement and its relationship to the decision-making model. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

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.

HCR240 **4 Credits**

Human Pathophysiology

Chemical, biological, biochemical and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AA **2 Credits**

Human Pathophysiology I

Chemical, biological, biochemical and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AB **2 Credits**

Human Pathophysiology II

Chemical, biological, biochemical and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: HCR240AA.

HES100 **3 Credits**

Healthful Living

Health and wellness and their application to an optimal 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.

HIT170 **3 Credits**

Medical Terminology for Allied Health

Basic tools for building a medical vocabulary and acquainting the student with medical terms as they pertain to anatomy, physiology, and diseases. Prerequisites: None.

History

HIS101 **3 Credits**

History of Western Civilizations 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.

HIS243 **3 Credits**

World Religions

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

HIS273 **3 Credits**

US Experience in Vietnam 1945-1975

Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War. Prerequisites: None.

HIS277 **3 Credits**

The Modern Middle East

Survey of the political and economic development of the Middle East since 1500. Emphasis on the decline of the Moslem empire, the resurgence of contemporary Pan-Arabian, the Palestinian-Israeli question and the impact of oil production on the region and the rest of the world. Prerequisites: None.

HIS282AA **1 Credit**

Volunteerism for History: A Service Learning Experience

Service learning field experience within private/public agencies such as museums and libraries, and citizen volunteer groups. Development of historical research and inquiry skills through on-site volunteer experience. May be repeated for a total of six (6) HIS282 credit hours; may not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

Human Services

HSA105 **.5 Credit**

Recognizing Domestic Violence

Overview of recognizing domestic violence and resources for the victim. Covers types of violence, behaviors and characteristics of an abuser, effects on children as well as the Domestic Violence Statute and Orders of Protection. Prerequisites: None.

HSA113 **2 Credits**

Family Assistance Computer System Overview

Overview of the computer system used in the Family Assistance Administration Office. Use of the Arizona Technical Eligibility Computer System and Arizona Integrated Manual and Benefit Information Guide emphasized. Role and responsibilities of an eligibility interviewer covered. Prerequisites: None.

HSA114 **3 Credits**

Assistance Applications

Overview of Federal and State policies and procedures for determining food stamps eligibility and medical assistance referrals. Includes introduction to eligibility and medical assistance referral process, interviewing techniques, initial applications and forms processing. Prerequisites: None.

HSA116 **3 Credits**

Assistance Determination

Overview of Federal and State policies and procedures for determining eligibility for assistance payments. Includes assistance payments eligibility determination, general assistance applications, expedited services, presumptive eligibility, recertification applications and eligibility reviews. Prerequisites: None.

HSA118 **3 Credits**

Medical Assistance Determination

Overview of Federal and State policies and procedures for determining medical eligibility. Includes medical assistance eligibility determination, application procedures, non-financial and financial eligibility factors, emergency services for ineligible aliens, duration of coverage, and decision notices and changes. Prerequisites: None.

HSA122 **2 Credits**

Unemployment Insurance Claims Taking

Procedures for making claimant eligibility determinations and employer chargeability. Also includes interviewing techniques, required documentation and processes for generating determinations. Prerequisites: Departmental Approval.

HSA124 **2 Credits**

Unemployment Insurance Adjudication I

Further examination of chargeability issues. Types of evidence, rules governing credibility of evidence and further development of fact finding skills. Special emphasis on separation issues, rules and determinations. Prerequisites: HSA122.

HSA126 **2 Credits**

Unemployment Insurance Adjudication II

Examination of advanced eligibility issues. Special types of adjudications including administrative penalties, retirement/pension and educational wages. Prerequisites: HSA124.

HSA130 **1 Credit**

Human Resource Management System

Introduction to the Human Resource Management System (HRMS). Covers basic components of the system as well as navigation and forms completion procedures. Prerequisites: None.

HSA150 **2 Credits**

Government Office Management

Development of skills to manage employees in the government assistance setting. Overview of management philosophies and techniques for effective time management, problem solving and communications. Prerequisites: None.

HSA152 **2 Credits**

Government Office Evaluations

Procedures for conducting evaluations of government assistance employees. Includes evaluation processes, the employee appraisal system, and rating guidelines. Required reports and documentation for managers. Prerequisites: HSA150.

HSA160 **3 Credits**

Employment Assistance Administration I

Administration of the Job Opportunities and Basic Skills (JOBS) Training program. Includes assessment and development of the Employment Plan Agreement (EPA) and case management procedures. JOBS components and support services also covered. Prerequisites: None.

HSA162 **3 Credits**

Employment Assistance Administration II

Further instruction in the administration of the Job Opportunities and Basic Skills (JOBS) Training program. Includes sanctionable and withholding issues as well as monitoring and evaluation of employment. Dispute resolution, fair hearings and grievances procedures covered. Prerequisites: HSA160.

HSA170 **2 Credits**

Employment and Training Administration I

Administration and the Employment and Training program using the Job Service Automated System (JSAS). Includes assessment and development of the Employment Plan Agreement (EPA) and case work techniques. Component activities and support services also covered. Prerequisites: None.

HSA172 **2 Credits**

Employment and Training Administration II

Further instruction in the administration of the Employment and Training program using the Job Service Automated System (JSAS). Includes sanctionable issues as well as monitoring and evaluation of employment. Dispute resolution, fair hearings and grievances procedures also covered. Prerequisites: HSA170.

HSA200 **2 Credits**

Introduction to Arizona Health Care Cost Containment System (AHCCS)

Introduction to Arizona Health Care Cost Containment System (AHCCS) programs. Includes population, eligibility and application issues. Also covers effective communication, customer service, and interview skills. Prerequisites: None.

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 Part II application as a tool in eligibility. 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

Covers an overview of Arizona Long Term Care System (ALTCS) case management, acute care requirements, non-covered medical expenses, and prior quarter determinations. Prerequisites: None.

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.

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.

HSA222 **3 Credits**

Advanced Eligibility Determination I

Advanced eligibility issues with regards to gross income, budgeting and beginning/terminated income. Includes policy for making changes, calculations for determinations, and effects of increase and decrease of benefits. Prerequisites: None.

HSA224 **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.

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.

Humanities

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.

HUM107 **3 Credits**

Humanities Through the Arts

Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. 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.

HUM292 **3 Credits**

The Art of Storytelling

Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercise to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

Industry

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.

IND133 **3 Credits**

Speaking in Business

Practical, effective speech techniques for everyday business interactions. Listening skills and stages of and barriers to the perception process. Examination of effective message preparation skills and communication styles and techniques. Interaction emphasizing conflict management and resolution in oral communication. Prerequisites: None.

Japanese

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

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

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: Departmental approval.

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: Departmental approval.

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: Departmental Approval.

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: Departmental Approval.

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: Departmental Approval.

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: Departmental Approval.

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 orders of protection, 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 and problem solving techniques covered. Also includes medical screening, inmate grievances, inmate disciplinary reports, and the classification 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 use of chemical agents and electronic restraint devices. Prerequisites: LET136.

LET139 **2 Credits**

Detention Facility Training

Daily procedures for managing the detention facility. Includes processing inmate needs and requests, completing departmental reports and crime scene management. Operational procedures for all functional areas of the facility covered. Prerequisites: LET138.

LET140 **1 Credit**

R.I.S.C. Team Training

Procedures of Resistive Inmate Subdue and Control (R.I.S.C.) Team including activation, operation, documentation, and incident critique. Covers team function, members and their responsibilities, as well as equipment, camcorder usage, restraint chair and various restraint modes. Restraint scenarios emphasized. Prerequisites: Must be a law enforcement officer and have departmental approval.

LET141 **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: Departmental approval.

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: Departmental approval.

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.

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

Procedures for dealing with issues of contraband, searches and inmate transportation. Use of various levels of restraints and progressive behavior control. Inmate count, personal property inventory and forced cell move procedures also covered. Prerequisites: Departmental approval.

LET170 **2 Credits**

Security, Custody and Control Procedures

Procedures for maintaining security and control within a correctional institution. Includes custody levels, roles of staff and essential components with regards to span-of-control. Also covers procedures for dealing with crime scene management, fires and emergency situations. Prerequisites: Departmental approval.

LET172 **2 Credits**

Conflict and Crisis Management

Conflict and crisis management techniques for correctional institutions. Effecting positive, non-forceful resolutions to potentially violent situations. Emphasis on officer and inmate safety. Prerequisites: Departmental approval.

LET176 **2 Credits**

Medical and Mental Health

Responsibilities of the correctional system staff with regards to medical and mental health of inmates. Includes basic first aid, basic life support, and supervision and care for mentally ill and impaired inmates. Also includes drug and substance abuse and communicable disease control. Prerequisites: Departmental approval.

LET178 **3 Credits**

Physical Fitness and Self-Defense Training

Physical and self defense training for correctional officers. Emphasis on aerobic power, muscular strength, endurance, and flexibility. Includes necessary and legal self defense along with techniques for protection of self and others in physical confrontations. Also includes training guidelines, safety issues and the benefits of good physical fitness. Prerequisites: Departmental approval.

LET179 **2 Credits**

Traffic Enforcement Procedures

Overview of operational procedures for traffic enforcement officers. Covers pursuits, roadblocks, and report writing as well as sudden custody death syndrome. Incident command system also covered. Prerequisites: Departmental approval.

LET183 **2 Credits**

Traffic Offenses

Transportation law provisions. Covers Arizona Revised Statute (ARS) Title 28, drug transportation, and contraband as well as civil and criminal traffic laws. Traffic offenses, violation name, and classification included. Prerequisites: Departmental approval.

LET188 **3 Credits**

Vehicle Inspection

Commercial vehicle inspection procedures. Covers driver and vehicle commercial transportation regulated by Arizona Revised Statutes (ARS) 28 and 29. Includes transportation of hazardous materials, various vehicle components and systems, towaway operations, and inspection reports. Prerequisites: Departmental approval.

LET190 **1 Credit**

Human Communications and Relations

Overview of human 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.

LET202 **2 Credits**

Traffic Procedures

Overview of traffic procedures. Includes citations and warnings, traffic control, accident investigation, and dealing with impaired drivers. Prerequisites: Departmental approval.

LET203 **2 Credits**

Report Writing

Overview of types 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: Departmental approval.

LET211 **2 Credits**

Criminalistics

Study of fingerprinting, crime scene processing, preliminary investigations and crime scene management. Prerequisites: Departmental approval.

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: Departmental approval.

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: Departmental approval.

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 **1 Credit**

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.

LET230 **3 Credits**

Cultural Awareness for Law Enforcement

Cultural diversity awareness for Law Enforcement Officers. Topics include multiculturalism, prejudice, stereotypes, gender issues, power, and changing the status quo. Prerequisites: Departmental approval.

LET235 **3 Credits**

Advanced Investigator Training

Advanced police detective training. Emphasis on evidence evaluation, interview techniques, and search warrant construction and service. Covers informational resources available to investigators, probable cause determination information, and considerations for investigating specific criminal acts. Prerequisites: None.

LET250 **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.

LET252 **.5 Credit**

Impaired Driver Testing

Proper use of a breath test device. Emphasis on the detection of impaired drivers. Characteristics of various types of alcohol also covered. Prerequisites: Departmental approval.

LET260 **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.

LET274 **3 Credits**

Computers and Internet Crime Investigation

Internet and computer crime investigation techniques for law enforcement personnel. Emphasis upon research, electronic evidence collection, crime scene documentation concerns, and search and seizure considerations. Covers jurisdictional concerns and liability issues. Includes interview and interrogation techniques and legal statute. Prerequisites: Departmental approval. Intermediate Internet experience recommended.

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.

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: Departmental approval.

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: Departmental approval.

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: Departmental approval.

LET290 **4 Credits**

Supervisor Examination Preparation

Analysis of material covered on the Phoenix Police Department Sergeants Examination. Topics include Phoenix Police Department Operation Orders, Phoenix Police Department General Orders, Memorandum of Understanding, Arizona Revised Statutes Title 13 and 28, Phoenix Personnel Rules, and selected Police Management Regulations. Techniques for oral boards and presentations also included. Prerequisites: Departmental approval.

LET291 **3 Credits**

Supervision Oral Board Preparation

Mock oral board for the Phoenix Police Department Sergeants Examination. Emphasis on the five factors of scoring dimensions. Practice predicting possible oral board questions as well as presentation techniques. Prerequisites: Departmental approval.

LET292 **2 Credits**

Supervision of Police Personnel

Supervision responsibility in the law enforcement setting. Includes leadership styles and employee discipline and evaluation as well as deployment, training and instruction techniques. Prerequisites: Departmental approval.

Library Skills

LBS101 **2 Credits**

Library Resource Concepts and Skills

Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS201 **1 Credit**

Electronic Resources Concepts and Skills

Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources. Prerequisites: None.

Management

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.

MGT106 **5 credit**

Building a Professional Office Image

Developing and projecting a professional office image in attire, grooming, hygiene, and attitude. 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.

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.

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.

Marketing

MKT112 **1 credit**

Retail Customer Service

Introduction to the field of retail sales. Emphasis on customer service and sales techniques. Prerequisites: None.

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

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.

MAT092AA **1 Credit**

Introductory Algebra/1st Degree Equation Inequalities

The study of basic operations on integers, and rational numbers and the solving of first degree one variable equations and inequalities. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT092AB **1 Credit**

Introductory Algebra/Polynomials

Fundamental operations with polynomials in one or more variables. Techniques in factoring and its use in equation solving. Prerequisites: Grade of "C" or better in MAT092AA or equivalent.

MAT092AC **1 Credit**

Introductory Algebra/Graphing Systems

Graphing linear equations in two variables and solving systems of equations in two variables. Also problem solving using systems of equations, operations with rational expressions, and problem solving with rational expressions. May receive credit for only one of the following: MAT090 or MAT092. Prerequisites: Grade of "C" or better in MAT092AB or equivalent.

MAT102 **3 Credits**

Mathematical Concepts/Applications

A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in 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.

MAT122AA **1 Credit**

Intermediate Algebra I

Linear and quadratic equations and inequalities; systems of linear equations. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one on the following: MAT120, MAT121, or MAT122. MAT122AA, MAT122AB, and MAT122AC together are equivalent to MAT122.

MAT122AB **1 Credit**

Intermediate Algebra II

Absolute value equations and inequalities; radical expressions and functions. Prerequisites: Grade of "C" or better in MAT122AA or equivalent. Course Note: May receive credit for only one on the following: MAT120, MAT121, or MAT122. MAT122AA, MAT122AB, and MAT122AC together are equivalent to MAT122.

MAT122AC **1 Credit**

Intermediate Algebra III

Rational expressions, equations, and inequalities; exponential and logarithmic functions. Prerequisites: Grade of "C" or better in MAT122AB or equivalent. Course Note: May receive credit for only one on the following: MAT120, MAT121, or MAT122. MAT122AA, MAT122AB, and MAT122AC together are equivalent to 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 rather than on manipulative skills. Appropriate for the student whose major does not require college algebra or pre-calculus. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on the District placement exam.

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.

MAT151AA/Functions I **1 Credit**

College Algebra

Relations and functions. Prerequisites: Grade of "C" or better in MAT120, MAT121, MAT122, or equivalent, or satisfactory score on District placement exam. Course Note: MAT151AA, MAT151AB, MAT151AC and MAT151AD together are equivalent to MAT151. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151AB **1 Credit**

College Algebra/Functions II

Polynomial functions. Prerequisites: Grade of "C" or better in MAT151AA. Course Note: MAT151AA, MAT151AB, MAT151AC and MAT151AD together are equivalent to MAT151. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151AC **1 Credit**

College Algebra/Functions III

Exponential and logarithmic functions. Prerequisites: Grade of "C" or better in MAT151AA. Course Note: MAT151AA, MAT151AB, MAT151AC and MAT151AD together are equivalent to MAT151. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151AD **1 Credit**

College Algebra/Functions IV

Systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "C" or better in MAT151AA. Course Note: MAT151AA, MAT151AB, MAT151AC and MAT151AD together are equivalent to MAT151. 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" of 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. 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: 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 elementary functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT 151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT220 **5 Credits**

Analytic Geometry and Calculus I

Topics from analytic geometry with special emphasis on inequalities and absolute value expressions, limits, continuity, the fundamental principles and formulae for differential and integral calculus along with their applications to geometry and mechanics, the mean value theorems and the fundamental theorem of calculus. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of "C" or better in (MAT150, or MAT151, or MAT152, and MAT182), or (MAT187, or equivalent), or satisfactory score on District placement exam.

MAT221 **4 Credits**

Calculus with Analytic Geometry I

Real numbers, limits, continuity, differential and integral calculus of functions of one variable. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of "C" or better in (MAT150, or MAT151, or MAT152), and (MAT182, or MAT187), or equivalent, or satisfactory score on District placement exam.

MAT231 **4 Credits**

Calculus with Analytic Geometry II

Methods of integration, applications of calculus, elements of analytic geometry, improper integrals, sequences and series. May receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent.

MAT241 **4 Credits**

Calculus with Analytic Geometry III

Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of "C" or better in MAT230 or MAT231.

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

MHL140 **3 Credits**

Survey of Music History

Study of composers, compositions, styles, and periods in music history. 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

NCE214OP **1 Credit**

Orientation to Nursing Program

Introduction of philosophy, purposes, objectives, and conceptual framework of Maricopa Community College District Nursing Program (MCCDNP). Includes orientation to the guidelines and procedures of Maricopa County Community College District Nursing Program. Emphasis on nursing process. Review and evaluation of practical nursing skills. Designed for transfer students, returning students, and Practical Nurses entering District Nursing Program. Prerequisites: Advanced placement into the Nursing program.

NCE276 **1 Credit**

Clinical Teaching in Nursing: An Overview

Overview of the process, concepts and skills related to supervising nursing students in the clinical arena. Examines concepts of clinical teaching, provides comprehensive framework for planning, guiding, and evaluating learning activities for nursing students in the clinical arena. Prerequisites: Current Registered Nurse License.

NUR156 **2 Credits**

Nurse Assisting

Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in the behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. Prerequisites or Corequisites: [HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF)], and HCC145AA, or equivalent. Corequisites: NUR157. Course Note: NUR156 and NUR157 must be successfully completed concurrently to meet program requirements.

NUR157 **2 Credits**

Nurse Assisting Lab

Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical competency in the performance of selected nursing assisting skills and procedures through participation in the care of clients. Prerequisites: Completed Health and Safety Documentation Checklist (Proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, current TB testing, and current Health Care Provider CPR card) and completed Health Declaration form. Corequisites: NUR156. Course Note: NUR156 and NUR157 must be successfully completed concurrently to meet program requirements.

NUR161 **3 Credits**

Nursing Process/Critical Thinking I

Overview of nursing concepts and theories focusing on meeting basic human needs across the life span based on the wellness/illness continuum within the practical nurse scope of practice. Theoretical concepts focus on care of the well client, elder client, and clients with selected alterations in health and psychological/mental health disorders. Emphasis on the role of the practical nurse in the nursing care plan utilizing established nursing diagnoses. Focus on the development of the critical thinking process related to nursing care of clients in acute care and community settings. Prerequisites: Admission into the nursing program. Corequisites: NUR169 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR163 **1 Credit**

Health Assessment/Health Promotion I

Emphasis on basic health assessment and history skills and promotion of wellness by using holistic nursing assessments for clients. Includes use of healthy life style strategies and primary prevention. Prerequisites: Admission into the nursing program.

NUR167 **1 Credit**

Pharmacology & Medication Administration I

Provides basic pharmacology knowledge and skills to administer medications. Emphasis placed on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Prerequisites: Admission into the nursing program.

NUR169 **3 Credits**

Nursing Science I

Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experiences with individuals and families in a variety of acute and community settings. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individuals. Prerequisites: Admission into the nursing program. Corequisites: NUR161 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science must be successfully completed concurrently to meet program requirements.

NUR181 **3 Credits**

Nursing Process/Critical Thinking II

Focus on nursing concepts and theories to meet basic human needs across the life span based on the wellness/illness continuum. Emphasis on the nursing process related to pediatric and adult clients with selected alternations in health. Introduction to care of the well childbearing client and childbearing family. Continuation of the role of the practical nurse in planning nursing care and applying established nursing diagnoses for clients. Emphasis on the utilization of critical thinking processes related to nursing care of clients in acute care and community settings. Prerequisite: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA). Corequisites: NUR189 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR185 **1 Credit**

Developing the Nurse's Role I

Overview of roles in nursing with emphasis on transition from nursing assistant to practical nurse. Includes introduction of the core values of the MCCD nursing programs, nursing history, standards, and scope of practice. Introduces concepts and skills required of the practical nurse, and applications of communication techniques and delegation to teamwork and leadership. Prerequisites: NUR161, NUR163, NUR167, NUR169, and admission into the nursing program.

NUR187 **1.5 Credits**

Pharmacology & Medication Administration II

Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Prerequisites: (HCR240 or HCR240AA), NUR161, NUR163, NUR167, and NUR169.

NUR189 **4 Credits**

Nursing Science II

Continued application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individual and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients across the life span including clients with alternations in health. Provides experiences with individuals, families, and small groups of clients in a variety of acute care, and community settings. Applications of nursing concepts and theories related to the development of care plans, client teaching, and discharge planning. Prerequisites: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA). Corequisites: NUR181 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR261 **3 Credits**

Nursing Process/Critical Thinking III

Focus on nursing concepts and theories to meet complex human needs across the life span based on wellness/illness continuum in a variety of acute care and community settings. Emphasis on utilizing critical thinking skills to plan holistic care through the nursing process for groups of clients with selected acute and chronic alternations in health and psychiatric/mental health disorders. Prerequisites: NUR181, NUR185, NUR187, NUR189 and (HCR240 or HCR240AB), or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR269 or permission or Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR263 **1 Credit**

Health Assessment & Health Promotion II

Use of advanced, specialized, and holistic assessments to restore optimal wellness for clients across the life span. Emphasis on active involvement and use of resources, risk reduction, prevention, and education strategies and programs for specific communities. Prerequisites: NUR163, or Integrated Competency Assessment Network (ICAN) placement.

NUR267 **1 Credit**

Pharmacology & Medication Administration III

Provides the knowledge and skills to safety prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parental nutrition, and pain management. Includes an overview of medications used in emergency and critical care situations across the lifespan. Emphasis on pharmacokinetics, safe preparation and administration, monitoring, and documentation of client responses. Prerequisites: (NUR187 or NCE214OP), or Integrated Competency Assessment Network (ICAN) placement.

NUR269 **5 Credits**

Nursing Science III

Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the scope of the professional nurse. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of professional nursing concepts and theories related to health education/promotion for clients, families, and small groups. Prerequisites: NUR181, NUR185, NUR187, NUR189, (HCR240 or HCR240AB or NCE214OP), or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR261 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR281 **3 Credits**

Nursing Process & Critical Thinking IV

Emphasis on nursing concepts and theories to meet complex needs of the critically ill and high-risk clients with multiple system alterations in health. Includes high risk perinatal, pediatric, and adult clients in acute care and community settings. Focus on application of critical thinking skills to modify a holistic plan of care. Highlights the role of the professional nurse in health education/promotion, illness prevention, and restorative care. Prerequisites: (NUR261, NUR263, NUR267, and NUR269), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR289 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

NUR285 **1 Credit**

Developing the Nurse's Role II

Emphasis on synthesis of previously learned concepts to generate a plan for lifelong, professional role development. Concepts include role transition, professional organizations, legal issues, and licensure. Prerequisites: (NUR261, NUR263, NUR267, and NUR269), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement.

NUR289 **6 Credits**

Nursing Science IV

Culminating clinical practice course to provide learning experiences applying theoretical and clinical concepts of complex needs for pediatric, childbearing, and high risk adults with multi-system alterations in health. Leadership, management, and caregiver roles of the professional nurse with clients and their families in selected areas of nursing practice emphasized. Assignment of students to nurse preceptors with faculty guidance to focus on leadership/management and application of nursing process theories, concepts, issues and trends in caring for clients in a variety of acute and community health care settings. Prerequisites: (NUR261, NUR263, NUR267, and NUR269), or NCE214OP, or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR281 or permission of Nursing Department chairperson. Course Note: Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements.

Nursing: Continuing Education

For a list of course descriptions, see Nursing.

Office Automation Systems

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 **.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.

OAS250 **3 Credits**

Office Automation Concepts

Basic concepts of word/information processing; understanding systems approach to communication; measurement and control; future dimensions of word processing. Prerequisites: None.

Office Career Success

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

PHT108 **2 Credits**

Nonprescription Drugs and Health Care Products

Over the counter drugs and the role of self-medication in the health care setting. Federal regulations and technician's responsibilities regarding over-the-counter products. Prerequisites: None.

Philosophy

PHI101 **3 Credits**

Introduction to Philosophy

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI105 **3 Credits**

Introduction to Ethics

Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI243 **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.

Physical Education

PED101IH **1 Credit**

Physical Activities: Fitness for Life

Designed to teach students how to use appropriate techniques for assessing, writing and participating in personalized programs of Cardiovascular Fitness, Weight Control, and Muscular Strength and Flexibility. Prerequisites: None.

Physics

PHY101 **4 Credits**

Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of "C" or better in MAT091 or MAT092, or satisfactory score on math placement exam.

PHY111 **4 Credits**

General Physics I

Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent. Course Note: Recommended for preprofessional and suggested for certain other majors.

PHY112 **4 Credits**

General Physics II

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

Political Science

POS110 **3 Credits**

American National Government

Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

POS125 **3 Credits**

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.

POS220 **3 Credits**

U.S. and Arizona Constitution

Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

POS221 **1 Credit**

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.

POS222 **2 Credits**

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.

Professional Growth

PGR120AB **1 Credit**

Elements of Agency Management: Interpersonal Relationship Skills

Interpersonal relationship techniques used in working with social service agency clients. Prerequisites: None.

PGR120AC **1 Credit**

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.

PGR121 **1 Credit**

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.

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.

Psychology

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.

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.

PSY290AC **4 Credits**

Research Methods

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

Public Administration

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 accounting principles for state and local government. Includes budgeting, financial management, revenue fund management, performance measures, reporting and audits. Prerequisites: None.

PAD110 **3 Credits**

Criminal Charging Administration

Procedures for processing charges. Emphasis on the selection and completion of paperwork necessary to process charges against individuals or specific individual typologies. Covers form interpretation, auxiliary form selection and completion, and an overview of the criminal justice process. Includes reference material usage and abbreviation and acronym interpretation information. Prerequisites: None.

PAD112 **2 Credits**

Court Record Administration

Court trial information notation and preservation procedures. Emphasis on computer based record keeping system usage. Covers case assignment creation, case routing procedures, on-line and off-line document generation, and dual notation procedures. Also includes document generation reference guide usage information. Prerequisite: None.

PAD115 **2 Credits**

Leadership in a Public Organization

Basic leadership training for supervisors in a public organization. Covers supervisory motivation techniques and performance appraisal procedures. Also includes leadership and customer service practices as well as ethical policy information. Prerequisites: None.

PAD116 **3 Credits**

Supervisory Training for DOC Employees

Overview of first line supervisory skills. Includes communication and team building skills. Emphasis on basic supervisory and leadership skills. Prerequisites: None.

PAD122 **3 Credits**

Public Sector/Human Resources Management

Overview of human resources management in the public sector. Covers planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: PAD101, or PAD103, or MGT175 or permission of instructor.

PAD123 **3 Credits**

Management in the Public Sector II

Cover the basics of and rationale for effective employee management practices. Emphasis is on setting parameters for managing employees in the public sector. Prerequisites: PAD104. Not open to students with credit in PAD121.

PAD125 **3 Credits**

Leadership in the Public Sector

Overview of leadership skills in public administration. Includes leadership characteristics, behavioral styles, communication skills, performance measurement systems as well as diversity and ethical issues. Dealing with troubled employees and discipline also covered. Prerequisites: None.

PAD170 **3 Credits**

Public Sector Organizational Behavior

Basic principles of public-sector management from an organizational behavior perspective. Levels of organizational behavior: the individual, the group and the organization system emphasized. Prerequisites: None.

PAD201 **3 Credits**

Techniques of Municipal Administration

City administration management. Covers techniques, practices and responsibilities of city staff including forces of change, administrative techniques and leadership. Prerequisites: PAD101 or PAD103 or permission of instructor.

Reading

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.

RDG091 **3 Credits**

College Reading Skills

Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Reading placement test score (ASSET), or grade of "C" or better in RDG081 or permission of instructor.

Real Estate

REA179 **3 Credits**

Real Estate Principles I

Basics of real principles including introduction to the profession and license law, definition of real property, legal, descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180 **3 Credits**

Real Estate Principles II

Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner's rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of instructor.

Religious Studies

REL243 **3 Credits**

World Religions

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

Sign Language

SLG090AA **1 Credit**

Speedy Sign Language I

Introduction of techniques for communicating with deaf people using American Sign Language (A.S.L). Expressive and receptive sign skills, manual alphabet, numbers, and basic sign vocabulary. Prerequisites: None. Suggested but not required: SLG103.

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.

Sociology

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.

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.

SOC251 **3 Credits**

Social Problems

A sociological exploration of selected social problems. Emphasis on current concerns. Prerequisites: SOC101.

Spanish

SPA101 **4 Credits**

Elementary Spanish I

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and written skills. Prerequisites: None.

SPA101AA **4 Credits**

Elementary Spanish I

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and 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.

SPA102AA **4 Credits**

Elementary Spanish II

Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: 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

Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

SPA116 **3 Credits**

Beginning Spanish Conversation II

Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA115 or departmental approval.

SPA117 **3 Credits**

Health Care Spanish

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

SPA201 **4 Credits**

Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, two years of high school Spanish, or departmental approval.

SPA201AA **4 Credits**

Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, two years of high school Spanish, or departmental approval.

SPA202 **4 Credits**

Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA202AA **4 Credits**

Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA209 **3 Credits**

Intermediate Spanish for Law Enforcement

Conversational and written Spanish. Intermediate sentence structure and vocabulary practice that is law enforcement specific. Intermediate level speaking, listening, reading and writing ability in common job-related situations. Course conducted in Spanish. Prerequisites: A grade of "B" or better in SPA005AA or SPA109 or permission of instructor.

SPA225 **3 Credits**

Intermediate Spanish Conversation I

Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA116, or SPA102 or departmental approval.

SPA226 **3 Credits**

Intermediate Spanish Conversation II

Continued development of skills in conversational Spanish with a review of grammatical problems. Prerequisites: SPA225, two years Spanish or the equivalent or departmental approval.

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.

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.

SPA282AC **3 Credits**

Volunteerism for Spanish: A Service Learning Experience

Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of four (4) 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 of 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: None.

SPA298AC **3 Credits**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be continued to maximize student development. Prerequisites: None.

Theatre

THE111 **3 Credits**

Introduction to Theatre

A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

THE205 **3 Credits**

Introduction to Cinema

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE210 **3 Credits**

Contemporary Cinema

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

Theatre Performance/Production

THP112 **3 Credits**

Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisational, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

Telecommunications Technology

TLT141 **2 Credits**

Telecommunications Computer Operations

Telecommunications computer operation principles. Emphasis upon file management and workstation sharing considerations. Covers on-line training resource utilization, computer log-on procedures, and computer shortcut creation. Also includes specific computer software performance information. Prerequisites: None.

TLT143 **2 Credits**

Drop Service Initiation

Customer cable digital video signal reception establishment procedures. Emphasis on the connection of customer equipment to a Community Antenna Television (CATV) system. Covers system feature information, signal fault identification, and system and end-use equipment troubleshooting procedures. Also includes customer education information and diagnostic tool usage. Prerequisites: None.

TLT144 **2 Credits**

Drop Planning and Maintenance

Procedures for the planning and installation of Community Antenna Television (CATV) service to a customer address. Emphasis on drop connection location, configuration, and hardware component selection. Covers in home cable routing considerations and grounding, splitting, and directional tap/coupler component information. Also includes basic CATV system operation information. Prerequisites: None.

TLT145 **2 Credits**

Corrective Plant Maintenance

Community Antenna Television (CATV) plant maintenance procedures. Emphasis on the identification and correction of CATV plant equipment malfunctions. Covers map usage, electrical systems, headend passive devices, common plant malfunctions, and radio frequency isolation information. Prerequisites: None.

TLT147 **3 Credits**

Residential Cable Modem Installation

Residential cable modem installation and maintenance practices. Emphasis on coaxial cable modem installation and troubleshooting procedures for various operating systems. Covers installation tool usage and feature description information. Prerequisites: None.

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 **3 Credits**

Digital Phone Network Installation

Telephone network installation and maintenance procedures. Emphasis on multi dwelling unit, multiple broadband applications, and commercial telephone networks. Covers component connection, basic electrical, and troubleshooting information. Prerequisites: None.

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 television, 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.

Total Quality Management

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 ENG071. 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.

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 **2 Credits**

Project Management in Quality Organizations

Presents methods for quality organizations in how to plan and schedule a project in use of Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT) techniques and software to monitor and control projects. Prerequisites: None. TQM201 is recommended.

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, 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

TVL113 **2 Credits**

Introduction to the Travel Industry

Travel customer booking procedures. Includes communication skills, fare quotes and sale closure. Also covers special services and shipping procedures. Prerequisites: None.

TVL115 **2 Credits**

Car and Hotel Reservations

Procedure for making car and hotel reservations. Includes special programs and preferred properties as well as manual car and hotel segments. Prerequisites: None.

TVL117 **3 Credits**

Travel Industry Reservations

Ticketing and documentation procedures. Covers multiple Passenger Name Records, air modifications, reservations, and meeting management procedures. Also includes Spanish and non-employee reservations, procedures for special services, air shuttles and Amtrak. Prerequisites: Departmental approval.

TVL119 **3 Credits**

Travel Industry Reservations Lab

Customer service experience in the travel industry. Includes airline, car and hotel reservations as well as Amtrak. Also covers fare calculation, rule usage and documentation in addition to ticketing and special services. Prerequisites and/or Corequisites: TVL117.

TVL132 **3 Credits**

International Travel Reservations

Procedures for making international airline, hotel, and vehicle rental reservations. Covers travel industry software usage, available support resource utilization, and ticketing procedures. Also includes international geography, traveler documentation requirements, international fare construction, and quality assurance information. Prerequisites: None.

TVL134 **3 Credits**

International Travel Reservation Systems

Use of systems employed in making international travel reservations. Covers the application of international reservation system software in the provision of airline, hotel, and vehicle rental reservations, the utilization of support resources, and customer ticketing provisions. Also includes international fare and itinerary construction, quality assurance information, customer documentation requirements, and the application of services for the television industry. Prerequisites: None.

TVL140 **1 Credit**

Reservation Sales and Customer Service

Effective customer service skills and techniques as well as successful selling techniques. Includes communication skills, goal setting, and customer-hidden agenda. Prerequisites: None.

TVL141 **2 Credits**

Virtual Telecommunication Access Method

Overview of the Virtual Telecommunications Access Method (VTAM). Also covers elements of the New Application (NA) system as well as agency creation and maintenance procedures. Includes procedures for handling resources, information text and files searches. Prerequisites: None.

TVL142 **2 Credits**

Reservations Training: First Stage

Practical application of reservations training. Covers use of the Virtual Telecommunications Access Method (VTAM) system for reservations bookings and modifications. Also includes customer service and successful selling techniques. Prerequisites: None.

TVL143 **2 Credits**

Reservations Training: Second Stage

Practical applications of the step-by-step reservation process in addition to modification procedures. Covers agency creation and maintenance, Status O and broad request procedures as well as option confirmation, express payments and cancellation procedures. Prerequisites: TVL142.

TVL144 **2 Credits**

Charter/Bulk Reservations Training

Reservations training and procedures for land-based charter/bulk and add-on air processes, easy reservation system, and step-by-step reservations. Also covers Status O and broad request screens and procedures. Prerequisites: None.

TVL145 **2 Credits**

Reservation Modifications

Procedures for making account and reservation modifications. Includes option confirmation procedures as well as access and use of various displays. Also covers express payment screens and procedures. Prerequisites: None.

Utilities Customer Service

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 the public utility customer service operations. Emphasis on public utility workstation components and usage procedures. Covers customer service, documentation, and confidentiality policies. Also includes ergonomic, service area geography, hazardous material, and emergency procedure information. Prerequisites: None.

UCS108 **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.

UCS122 **3 Credits**

Public Utility Orders

Procedures for processing public utility customer requests. Emphasis on determining billing options, service plans, and payment procedures. Covers new account establishment and field activity order processing. Also includes meter exchange, rate change, trouble and outage order, and deregulation information. Prerequisites: UCS105.

UCS124 **3 Credits**

Public Utility Orders Lab

Practical application in processing public utility customer orders. Emphasis on using workstation and software applications. Covers shut-off, trouble, and outage orders, as well as, the creation of new accounts. Also covers order modification, payment options, service plan and deposit requirements, and meter reading provisions. Prerequisites or Corequisites: UCS122.

UCS126 **2 Credits**

Public Utility Service Practices

Application of public utility customer service practices. Covers account and service plan enrollment, modifications, and cancellations. Includes account handling exceptions and service area geography. Computer usage emphasized. Prerequisites or Corequisites: UCS124.

UCS130 **3 Credits**

Service Orders I

Fundamentals or processing service orders. Emphasis on customer service, making determinations of services required and placing appropriate orders. Prerequisites: None.

UCS132 **3 Credits**

Advanced Public Utility Processing

Procedures for processing public utility customer requests. Emphasis on collection procedures, customer service, and energy usage analysis. Covers payment plans, rebilling, and miscellaneous charge procedures. Also includes deregulation and energy saving tip provision information. Prerequisites: UCS124.

UCS134 **3 Credits**

Advanced Public Utility Processing Lab

Practical application in processing public utility customer requests. Includes collection and documentation procedures as well as consumption rate and deregulation. Meter reads and billing adjustments also covered. Prerequisites or Corequisites: UCS132.

UCS135 **2 Credits**

Service Orders II

Further examination of the processing of service orders. Emphasis on customer account data, account status, third party billings and placing appropriate orders. Prerequisites: UCS130.

UCS140 **2 Credits**

Service Order Procedures

Practical application of service order processing. Includes meter and trouble orders, requests for service, billings and rates. Prerequisites: UCS135.

UCS150 **2 Credits**

Metering Technician Safety

Electrical and hand tool usage safety for metering technicians. Emphasis on safety requirements associated with working with electricity and electrical equipment. Covers grounding, faults, electrical subsystems, and hand tool maintenance. Includes basic and electrical operation, of specific hand tools, Lockout/Tagout, and safety mandate compliance information. Prerequisites: None.

UCS152 **2 Credits**

Mathematics for Metering Technicians

Overview of the algebraic mathematical principles required for successful performance as an Electrical Metering Technician. Emphasis on algebraic calculation, number translation, ration, proportion, and percentage concepts. Covers basic mathematical operations, number reduction, algebraic operating system order, and scientific calculator usage. Prerequisites: None.

UCS154 **1 Credit**

Power System Fundamentals

Principles of power generation, transmission, and distribution for metering technicians. Emphasis on the physics associated with electric power and on the properties of alternating current. Covers generator paralleling, transformers, and power capacity issues. Prerequisites: None.

UCS156 **2 Credits**

Watt-hour Metering and Single Phase Systems

Principles of watt-hour metering and single phase system installation and maintenance. Emphasis on the principle components of various metering schemes and procedures for their connection to the service. Covers National Electrical Code requirements, meter socket construction, meter mounts, and service checks. Prerequisites: None.

UCS158 **4 Credits**

Meter Testing and Polyphase Metering Systems

Polyphase metering systems and meter testing operations for metering technicians. Emphasis on single and polyphase meter testing, polyphase meters and polyphase metering systems. Covers test switch, IT-rated meters, and Blondels' Theorem. Prerequisites: None.

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.

Wellness Education

WED156 **1 Credit**

Humor and Play

Physiological, psychological, emotional, and intellectual effects of humor and play, suggestions for planning periods of play and incorporating it into one's life. Prerequisites: None.

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Calendar 2004 - 2005

Rio Salado College will be closed on the following holidays:

Monday, May 31st
(Memorial Day)

Monday, July 5th
(Observance of Independence Day)

Monday, September 6th
(Labor Day)

Thursday, November 11th
(Veterans Day)

Thursday, November 25th
(Thanksgiving Day)

Friday, November 26th

December 25th
(Christmas Day)

Saturday, January 1st
(New Year's Day)

Monday, January 17th
(Martin Luther King, Jr. Day)

Monday, February 21st
(Presidents' Day)

Start Dates ■ **Holidays** ■

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Rio Salado College Sites

For more information on Rio Salado College, call 480-517-8540 or visit our home page at www.riosalado.edu.

Rio East Valley

480-517-8050
1455 South Stapley Drive, Suite 15
Mesa, AZ 85204
(just north of the Superstition Highway)

Testing Center
ABE/GED/ESOL classes
Advising by appointment
Counseling Hours: Wednesdays, 1:30pm - 4:30pm or Thursdays 9:30am - 12:30pm, or evenings by appointment
Computer Lab, **480-517-8055**

Rio Paradise Valley

480-517-8760
4550 East Cactus Road
Phoenix, AZ 85032
(above the food court)

Testing Center
ABE/GED/ESOL classes
Advising by appointment
Counseling Hours: Mondays, 2:00pm - 6:00pm or Fridays, 8:00am - 12:00pm
Computer Lab, **480-517-8765**

Rio Phoenix - 7th Avenue

480-517-8030
Adult Learning Center
619 North 7th Avenue
Phoenix, AZ 85007
(just south of I-10)

ABE/GED/ESOL/CIT classes

Rio Tempe/Administrative Offices

480-517-8540
2323 West 14th Street
Tempe, AZ 85281
(west of 52nd Street between University and Broadway)

Enrollment Services (Registration and Advising)
Financial Aid
Cashier
Testing Center
Counseling by appointment
Bookstore opening in Spring 2004
Computer Lab, **480-517-8455**

Rio Sun Cities Lifelong Learning Center 480-517-8770

12535 Smokey Drive
Surprise, AZ 85374
(just south of Bell Road)

Testing Center
ABE/GED/ESOL classes
Counseling Hours: Saturday morning by appointment
Computer Lab, **480-517-8775**

Rio West Valley - Luke AFB

480-517-8780
56th Mission Support Center, Room 3138
7383 North Litchfield Road
Glendale, AZ 85309
(two blocks north of Glendale Avenue on Luke Air Force Base)
Restricted access

Placement Testing: Wednesday and Thursday by appointment
Advising by appointment: Tuesday, Wednesday and Thursday
Career Counseling Hours:
Third Tuesday of the month, 9:00am - 5:00pm

Other Rio Salado College Sites

Rio School of Dental Hygiene

480-517-8020
1150 East Washington Street
Phoenix, AZ 85034

Sun Sounds of Arizona

480-774-8300
2323 West 14th Street
Tempe, AZ 85281

KJZZ/KBAQ Radio Stations

480-834-5627
2323 West 14th Street
Tempe, AZ 85281

Rio Salado College Bookstore

480-517-8355
Rio Conference Center
2323 West 14th Street
Tempe, AZ 85281

Other Classroom Sites

Dobson High School

1501 West Guadalupe Road
Mesa, AZ 85202

Mesa High School

1630 East Southern Avenue
Mesa, AZ 85204

Peoria High School

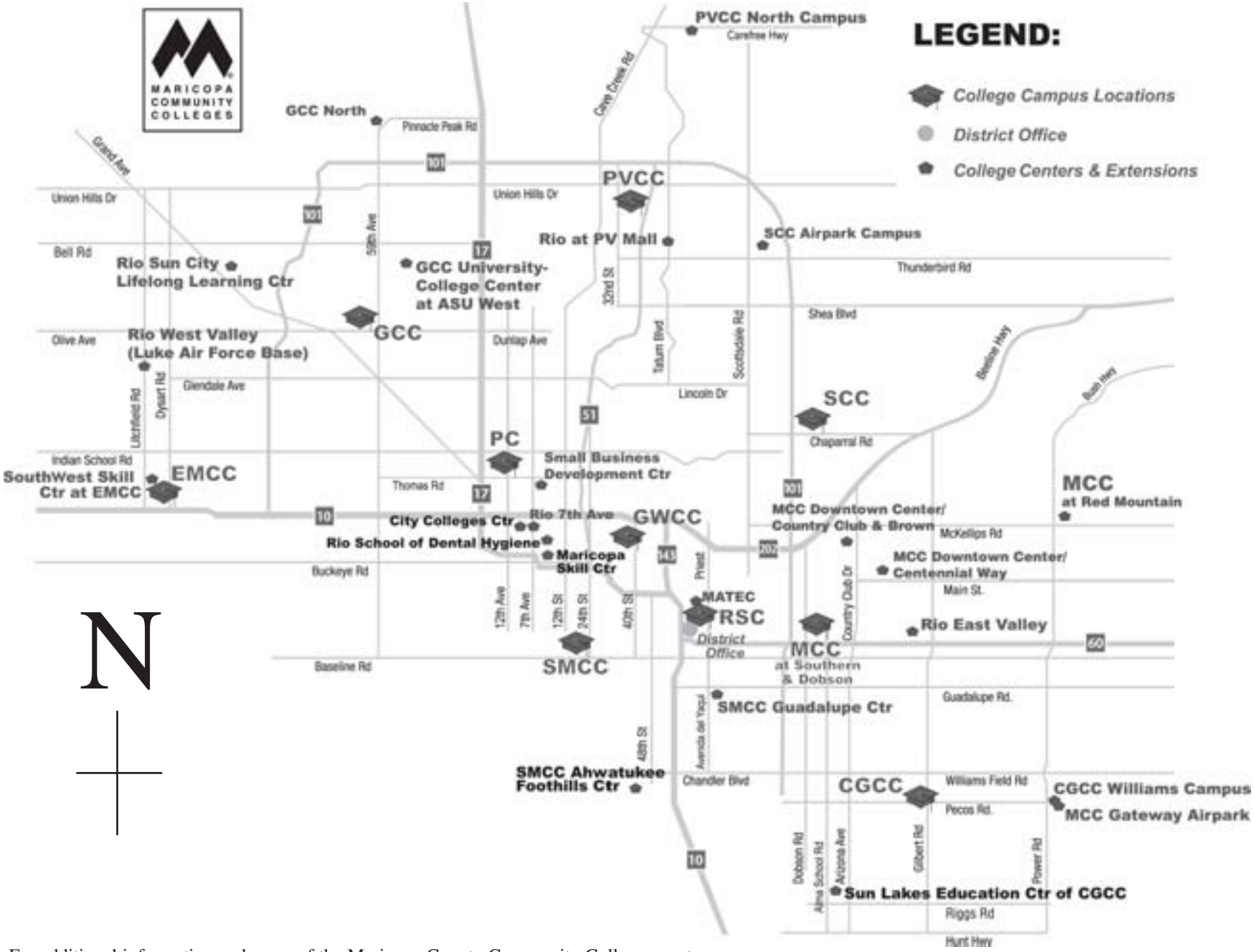
11200 North 83rd Avenue
Peoria, AZ 85345

Phoenix College

1202 West Thomas Road
Phoenix, AZ 85013

Red Mountain High School

7301 East Brown Road
Mesa, AZ 85207



For additional information and maps of the Maricopa County Community Colleges, go to: **www.dist.maricopa.edu** and type maps in the search field.
See a complete listing of Rio Salado sites on page 287.