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**.

President's Message

Rio Salado: The College Within Everyone's Reach

We all know a college degree can be the difference between a routine job and a high-paying, exciting career. If you are looking for a convenient, flexible and affordable way to earn your degree, then Rio Salado College is the right place for you.

According to the U.S. Department of Education, Rio Salado is one of the nation's fastest-growing colleges* and has become the college of first choice for working adults seeking a more efficient way to complete their education.

Instead of offering classes at a traditional campus, Rio Salado brings the college to you by offering courses when and where you need them. Rio Salado offers over 425 online courses, with most starting every two weeks, giving you the freedom to take classes anytime and anyplace you choose.

In addition to providing online courses, we offer onsite educational opportunities for employees of our many corporate and government agency partners. Employees become Rio Salado students and earn occupational certificates and credits they can apply toward degrees that fit their career paths.

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

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

We look forward to helping you achieve your educational goals!

Sincerely,

Dr. Linda M. Thor, President, Rio Salado College

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



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

Administration

Linda M. Thor, Ed.D.
President

Karen L. Mills, Ed.D.
Vice President, Academic Affairs

James Van Dyke, Ph.D.
Vice President, Applied Programs

Todd Simmons, M.Ed., C.P.A.
Vice President, Administrative Services

Chris Bustamante, Ed.D.
Dean, Academic Affairs

Carol Wilson, M.A.
Dean, Applied Programs

Sylvia Hantla, M.A.
Dean, Student Enrollment Services

Edward Kelty, M.Ed.
Director, Information Technology

Monica Zontanos, M.A.
Director, Adjunct Faculty Services

Mary Rodes, M.A.
Associate Dean, Sales and Marketing

Rick Kemp, M.Ed.
Associate Dean, Applied Programs

Jo Jorgenson, M.Ed.
Associate Dean, Applied Programs

Dana Reid, M.Ed.
Associate Dean, Instructional Technology and Production

Kishia Brock, M.Ed.
Associate Dean, Student Enrollment Services

Blair Liddicoat, M.Ed.
Associate Dean, Adult Basic Education

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

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

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

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Jenny Vargas, B.A., Brigham Young University; M.A., University of Arizona.

Lorelei Wood, B.S., M.A., Northern Arizona University.

Barry Wukasch, B.A., University of Texas; M.A., University of Houston; Ph.D., University of Arizona.

Emeritus Distinction

Julie A. Bertch, Ph.D.
Willie Minor, Ed.D.
Carol Scarafiotti, M.A.
Jean Tease, Ed.D.

Certificate and Degree Programs

Associate in Arts (AA) Degrees

AA: Associate in Arts
AA: Associate in Arts, Fine Arts-Dance (AAFA-Dance)
AA: Associate in Arts, Fine Arts-Art (AAFA-Art)
AA: Associate in Arts, Fine Arts-Theatre (AAFA-Theatre)
AGEC A: Arizona General Education Curriculum

Associate in 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 Management
Public Administration
Quality Customer Service
Retail Management

Certificates of Completion

Advanced Clinical Dental Assisting
Basic Clinical Dental Assisting
Chemical Dependency - Level I
Chemical Dependency - Level II
Computer Usage and Applications
Law Enforcement Technology
Nurse Assisting
Organizational Leadership
Pharmacy: Customer Service
Practical Nursing
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
Military Leadership
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
Automobile Policy: Customer Service
Basic Corrections
Computer Usage and Applications
Credit Counseling: Customer Service
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
Insurance Claims and Losses: Customer Service
Law Enforcement Field Training
Law Enforcement Technology
Military Leadership
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 **73**.

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 **2006-2007** Rio Salado College Catalog includes program requirements for new students enrolling in **the Summer I 2006 semester, Summer II 2006 semester, the Fall 2006 semester and the Spring 2007 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 168. 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 318.
- For a listing of all our **certificate and degree programs**, turn to page 2.
- 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 73-184. **Course numbers and descriptions** (on pages 231-317) are necessary to ensure proper course selection to satisfy degree requirements. To map out your educational goal with Rio Salado (online), please contact an **academic advisor** at **480-517-8580** or check out the web site at **www.riosalado.edu.**

The catalog is a helpful tool, detailing the many services available and the necessary information needed to make your college experience a rewarding one. You will find information on **Academic Advising** (page 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 185-229), 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 academic advisor to ensure that the most current information is available when making academic decisions. ***www.riosalado.edu***

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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

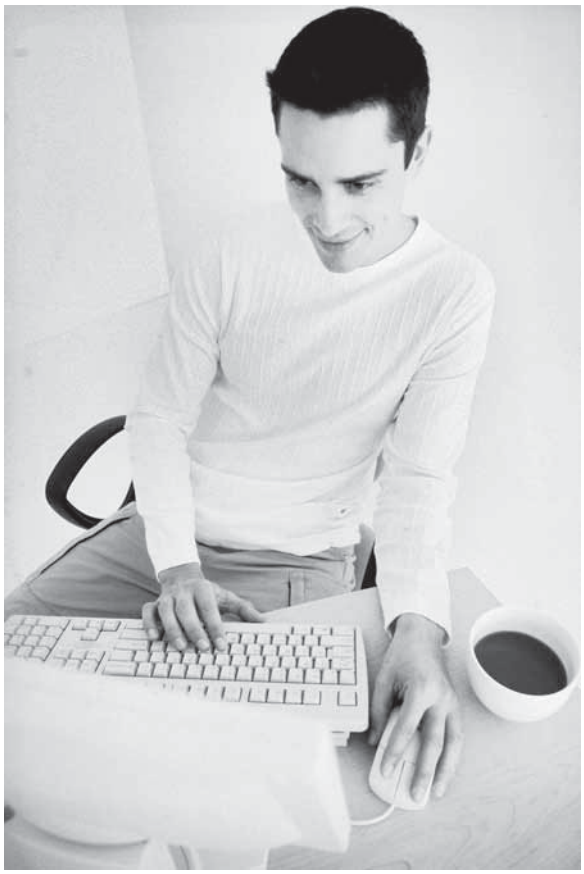
Balancing Work, Family and School

Vocabulary for College Survival

- Terms You Should Know

Who to Contact

- Have a concern? Here's who to contact.



Study Skills

How to be an Active Learner

1. Read Thoroughly

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

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

2. Check Your Course Calendar

Know your due dates and last dates for exams.

3. Ask Questions

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

4. Use the e-Guide

For a successful start, use the e-Guide that is available to prompt you to review critical "just in time" information about aspects of your learning experience and provide you with a big picture of information.

5. Stay on Track

Pace yourself so that you finish work by the due dates without stressing yourself.

6. Complete Learning Activities

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

7. Draft Assignments

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

8. Utilize Feedback

Read all feedback on assignments by clicking on the assignment in the gradebook. Use your instructor's feedback to improve your work on upcoming assignments.

How to Prepare for Exams

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

1. Organize

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

For online information 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
   - Services for students with disabilities
5. Connect with resources for financial support:
   - Financial aid
   - Scholarships
   - Your employer

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

Vocabulary for College Survival: Terms You Should Know

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

Adjunct Faculty: Part-time certified instructors.

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

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

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

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

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

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

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.

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.

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

Vocabulary for College Survival: Terms You Should Know

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.

Rio eGuide: The eGuide is an Internet tool for student success allowing review of critical "just in time" information about aspects of the student learning experience, and providing all of the "big picture" information up front. To utilize the eGuide, accept the invitation that will be sent to you via e-mail 48 hours after registration.

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

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 Services/Advising
Academic Appeal	480-517-8380	Instructional Helpdesk
Accident at Site	480-377-4555	Security
Adult Basic Education	480-517-8110	ABE/GED/ESOL
Books	480-517-8710	Bookstore
	1-800-584-8775	
Career Services	480-517-8540	Career/Counseling Services
Catalog	480-517-8580	Student Enrollment Services/Advising
Class Schedule	480-517-8540	Student Enrollment Services
Complaints & Grievances (staff)	480-517-8541	Dean of Student Enrollment Services
Complaints & Grievances (Grades/class/instructors)	480-517-8380	Instructional Helpdesk or Department Chair or Vice President, Academic Affairs
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 Services/Advising
Credit by Exam	480-517-8560	Testing and Assessment Center
Counseling	480-517-8540	Counseling Services
Degree Planning	480-517-8580	Student Enrollment Services/Advising
Disability Resources and Services	480-517-8562	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	480-517-8175	Human Resources Office
Job Hunting Skills	480-517-8540	Career/Counseling Services
Library	480-517-8424	Library
Lost and Found	480-377-4555	Security
Name Change	480-517-8540	Student Enrollment Services
Parking Tickets	480-377-4555	Security
Prior Learning Assessment	480-517-8580	Student Enrollment Services/Advising
Personal Problems	480-517-8540	Career/Counseling Services
Registration	480-517-8540	Student Enrollment Services
Scholarships	480-517-8310	Financial Aid
Sexual Harassment	480-517-8541	Dean of Student Enrollment Services
Technology Helpdesk	480-517-8600	Technology Helpdesk
Test Anxiety	480-517-8540	Career/Counseling Services
Testing Information	480-517-8560	Testing and Assessment Center
Transcript Evaluation	480-517-8580	Student Enrollment Services/Advising
Transcript Request	480-517-8540	Student Enrollment Services
Transferring Courses	480-517-8580	Student Enrollment Services/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

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 Academic Advisor online, by telephone, or in person. Academic 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

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

For more information, contact an academic advisor at **480-517-8580** or by e-mail at:

academic.advisement@mail.riosalado.edu

Student Course Placement Process (AR 2.2.7)

Rio Salado, like all of the Maricopa Community Colleges, uses placement testing to guide students into appropriate reading, math, and English courses. 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.

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

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.

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. Testing for Course Placement

1. Students will be required to complete a course placement test under any one of the following conditions:
   - The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
   - The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
   - The student does not have a high school diploma or GED, and is applying for federal financial aid.
   - The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
2. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
   - The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
   - The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.
3. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
   - The student has earned an associate or higher degree.
   - The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
   - The student has currently valid district approved course placement scores on file.

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

B. Course Placement

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

C. Implementation of Policy

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

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

D. Evaluation

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



Bookstore

480-517-8710

www.riosalado.edu/bookstore

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., Friday 9:00 a.m. - 5 p.m., and Saturday 10 a.m. - 2 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.



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

Full refunds can be approved in person or by mail within two weeks of the date of purchase or start date. Books must be in the same condition as purchased and must be accompanied by a receipt or invoice. After 14 days or at the end of your course, you can sell back books in person or by mail if books are in salable condition (no missing pages or water damage). You can receive a price quote in 1 to 2 business days by faxing a list of the author, title, and ISBN to **480-517-8719,** or e-mail list to rio@bkstr.com.

To return books via mail, complete the Textbook Return or Book Buyback Shipment Form and include your receipt. Package the books securely to prevent damage during transit.

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 **480-517-8540** or visit **www.riosalado.edu/career**

Need Help with Your Career Decisions?

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

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

- Jacque Beale, M.C.
  jacque.beale@riomail.maricopa.edu
- Beatriz Cohen, M.C.
  beatriz.cohen@riomail.maricopa.edu
- Melanie Abts, M.Ed.
  melanie.abts@riomail.maricopa.edu

Student Enrollment Services
at Rio Tempe
2323 West 14th Street
Tempe, AZ 85281
480-517-8540

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

Rio East Valley
1455 South Stapley Drive,
Suite 15
Mesa, AZ 85204
480-517-8050

Rio Salado Lifelong
Learning Center
12535 Smokey Drive
Surprise, AZ 85374
480-517-8770

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. Credit awarded through prior learning will be posted to a student's transcript upon completion of one or more credit hours (other than by prior learning) at the college granting credit. Exceptions may be granted at some MCCCD colleges for specifically approved programs.

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

For further information on Prior Learning Assessment, contact the Office of 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. Credit awarded through Credit By Evaluation will be posted to a student's transcript upon completion of one or more credit hours (other than by prior learning) at the college granting the credit. 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	*4 or 5*	*6 credit hrs/ ENG101, ENG100AA, AC, AD eligible for Honors ENG102*
English-Literature and Composition	*4 or 5*	*6 credit hrs/ ENG101 ENH110 eligible for Honors ENG102*

Math AP Recommendation:

Exam	Score	Credit for Course
Math-Calculus AB	*3, 4 or 5*	*MAT220 or MAT221*
Math-Calculus BC	*3*	*MAT220 or MAT221*
Math-Calculus BC	*4 or 5*	*MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241*
Computer Science A and AB	*4 or 5 `*	*CSC100*

2. College Level Examination Program

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

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

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

English Composition:

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

Foreign Languages:

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

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

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. Credit awarded through Departmental Credit By Examination will be posted to a student's transcript upon completion of one or more credit hours (other than by prior learning) at the college granting the credit.

College Level Examination Program (CLEP)			
Examination	**MCCCD**		
General	**Score**	**Semester Hours**	**Equivalency**
English Composition	50 (July 1, 2001 or later), 610 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences & History	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Subject			
Accounting, Principles of	ACE Score	6	ACC Elective credit
American Government	50	3	POS 110
American Literature	ACE Score	6	ENH241, 242
Analyzing & Interpreting Literature	ACE Score	3	Elective credit
Biology	ACE Score	8	BIO Elective Credit*
Calculus (Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	ACE Score	9	CHM Elective Credit*
College Algebra (1993) (replaces College Algebra [1979])	ACE Score	3	MAT152
College Algebra - Trigonometry	ACE Score	3	MAT152
English Literature	ACE Score	3	Elective credit
French Language	50-54	4	FRE101
French Language	55-61	8	FRE101, 102
French Language	62-65	12	FRE101, 102, 201
French Language	66-80	16	FRE101, 102, 201, 202
Freshman College Composition	ACE Score	3	With Essay ENG101
German Language	39-45	4	GER101
German Language	46-50	8	GER 101, 102
German Language	51-59	12	GER101, 102, 201
German Language	60-80	16	GER101, 102, 201, 202
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 credit
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	50	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Mathematics, College	ACE Score	3	MAT142
Macroeconomics, Principles of (replaces Introductory Macroeconomics)	ACE Score	3	ECN111
Management Principles of	ACE Score	3	MGT Elective Credit
Marketing, Principles of	ACE Score	3	MKT271
Microeconomics, Principles of (replaces Introductory Microeconomics)	ACE Score	3	ECN112
Spanish Language	50-54	4	SPA101
Spanish Language	55-65	8	SPA101, 102
Spanish Language	66-67	12	SPA101, 102, 201
Spanish Language	68-80	16	SPA101, 102, 201, 202
Trigonometry	ACE Score	3	MAT182
U.S. History I - Early Colonization to 1877	ACE Score	3	HIS103
U. S. History II - 1865 to the Present	ACE Score	3	HIS104
Western Civilization I - Ancient Near East to 1648	ACE Score	3	HIS100 or 101
Western Civilization II - 1648 to the Present	ACE Score	3	HIS102

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

Advanced Placement Credit

Examination	Score	MCCCD	Semester Hours
Art - History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art - Studio - Drawing	5	ART111, ART112	6
	4	ART111	3
Art - Studio - General	5	ART111, 112	6
	4	ART112	3
Biology	5 or 4	BIO181, BIO182	8
	3	BIO100 or Equivalent	4
Chemistry	5 or 4	CHM151/151LL and CHM152/152LL or CHM154/154LL	8 or 9
	3	CHM151, 151LL	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 and ENG101	6
English - Literature & Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
French - Language	5,4 or 3	FRE101, 102, 201, 202	16
French - Literature	5,4 or 3	FRE101, 102, 201, 202	16
German - Language	5,4 or 3	GER101, 102, 201, 202	16
German - Literature	5,4 or 3	GER101, 102, 201, 202	16
History - American	5 or 4	HIS103, HIS104	6
History - European	5 or 4	HIS101, HIS102	6
	3		3
Latin - Language	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Mathematics - Calculus AB	5, 4 or 3	MAT220 or MAT221	4 or 5
Mathematics - Calculus BC	5 or 4	MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241	8 to 10
	3	MAT220 or MAT221	4 or 5
Music	5 or 4	MTC105	3
Physics B	5	PHY111, PHY112	8
Physics C - Electricity & Magnetism	5	PHY116, with calculus and laboratory course work, or	5
		PHY112 - with laboratory course work	4
Physics C - Mechanics	5	PHY115 - with calculus and laboratory course work, or	5
		PHY111 - with laboratory course work	4
Political Science - American Government	5 or 4	POS110	3
Political Science - Comparative Government and Politics	5 or 4	POS140	3
Psychology	5 or 4	PSY101	3
Spanish - Language	5, 4 or 3	SPA101, 102, 201, 202	16
Spanish - Literature	5, 4 or 3	SPA101, 102, 201, 202	16
Statistics	5, 4 or 3	MAT206	3

6. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Community Colleges grant credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

International Baccalaureate Diploma/Certificate Credit

Examination	Score	Sem. Hrs.	Equivalency
Art/Design	7, 6, or 5	6	ART111, 112
	4	3	ART112
Biology	7, 6, or 5	8	BIO181, 182
	4	4	BIO181
Chemistry	7, 6, or 5	9	CHM151, 152
	4	4	CHM151
Economics	7, 6, or 5	6	ECN111, 112
	4	3	ECN111
English A	7, 6, or 5	6	ENG101, ENG100AB, AC, AD
	4	3	ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B*	7, 6, or 5	8	Foreign language 101, 102
	4	4	Foreign Language 101
History - American	7, 6, or 5	6	HIS103, 104
	4	3	HIS103
History - European	7, 6, or 5	6	HIS101, 102
	4	3	HIS101
Mathematics	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5	8	PHY111, 112
	4	4	PHY111

C. Health Care Integrated Educational System (HCIES) Credit for Prior Learning

National/Regional Credential Recognition

Students who have recognized credentials related to health care may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at **(480) 731-8924** or by e-mail at ican@domail.maricopa.edu, website: **http://healthcare.maricopa.edu/healthcarecourses.php** When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by 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 at*** **http://healthcare.maricopa.edu/healthcarecourses.php** Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (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 Student Enrollment Services from regionally accredited institutions of higher education may be granted credit for college-level courses in which a C (2.0 on a 4.0 scale) or higher grade has been received; but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or the Western Association of Schools and Colleges.

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

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

E. Servicemen's Opportunity College

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

Transfer Articulation Guidelines (Appendix B)

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

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



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

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

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

Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges 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/curricrpts.php** Select Tab labeled Curriculum Procedures Handbook-Programs, Select Academic Programs, Select AGEC Course Matrix.

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 Resources and Services

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

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

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



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. In 2004-05, the chapter ranked Third Runner-Up Internationally from nearly 1200 participating chapters in the United States, Canada, Germany, and Japan.

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 **480-517-8284.**

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
- 24x7 live chat and e-mail reference services
- 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.

There is a fee for this class and students must purchase a 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.

RISE Learning for Life

RISE Learning for Life is a locally-based program serving the Northwest Valley. RISE is an affiliate of EIN (Elderhostel Institute) and 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**.

Rio Salado Lifelong Learning Center

The Rio Salado Lifelong Learning Center, located at 12535 Smokey Drive in Surprise, Arizona, offers a variety of computer classes in a state-of-the-art learning lab and provides other non-credit classes to meet community needs. The center is also home to RISE Learning for Life. 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

Registration

- 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
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Change of Student Address or Telephone Number

Admission/Registration/Enrollment Policies

- Admission Policy
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- Criteria for Determining Residency
- Concurrent Enrollment
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- 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 the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid by the due date to secure enrollment. 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. Student Identification Number. (Note: See page 41 for more information regarding Social Security Numbers.)
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 MCCCD.

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 Office of Student Enrollment Services 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 Office of Student Enrollment Services. Failure to withdraw officially may result in a punitive grade on a transcript and responsibility for any unpaid tuition and fees. Call **480-517-8540** for withdrawal information.

Change of Student Address or Telephone Number

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

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

Admission/Registration/ Enrollment 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 Section B or C 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 Student Enrollment Services.

F. Admission of F-1 Nonimmigrant Students

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

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

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

1. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The Dean or Director of Student Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

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

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

2. Admission to the Intensive English Program

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

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

b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test) or 23 (on the internet-based test, known as the iBT);

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

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

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

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



3. Financial Support

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

The colleges estimate the student's average costs for 10 months to be:

Tuition and fees:	$ 6,400 [1]
Living Expenses:	8,700 [2]
Books:	800 [3]
Health Insurance:	950 [4]
Total	$16,850 [5]

4. Dependent Financial Guarantee

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

5. Health Insurance

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

Footnotes:

(1) Based on 2005-2006 tuition and fee schedule.

(2) Based on estimated living expenses for 2 semesters (10 months).

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

(4) Based on 2005-2006 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Insurance Plan.

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

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 Student Enrollment Services 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 Student Enrollment Services for clarification.

Implementation

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

Criteria for Determining Residency

In-State Student Status

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

B. A person is not entitled to classification as an in-state student until 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. The person's 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. The person 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. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, 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.

4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

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

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

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

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

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
   a. An Arizona driver license.
   b. Arizona motor vehicle registration.
   c. Employment history in Arizona.
   d. Arizona voter registration.
   e. Transfer of major banking services to Arizona.
   f. Change of permanent address on all pertinent records.
   g. Other materials of whatever kind or source relevant to domicile or residency status.
3. Filed an Arizona income tax return with the 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 in Section B above, or who were issued a visa of a type other than those listed in Section B above, 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 establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately proceeding the official starting date of the semester.

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 Student Enrollment Services. It is the student's responsibility to ensure that transcripts have been received and are complete.

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

D. Educational Assessment

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

Academic Load (AR 2.3.1)

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

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Office of Student Enrollment Services for clarification.

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

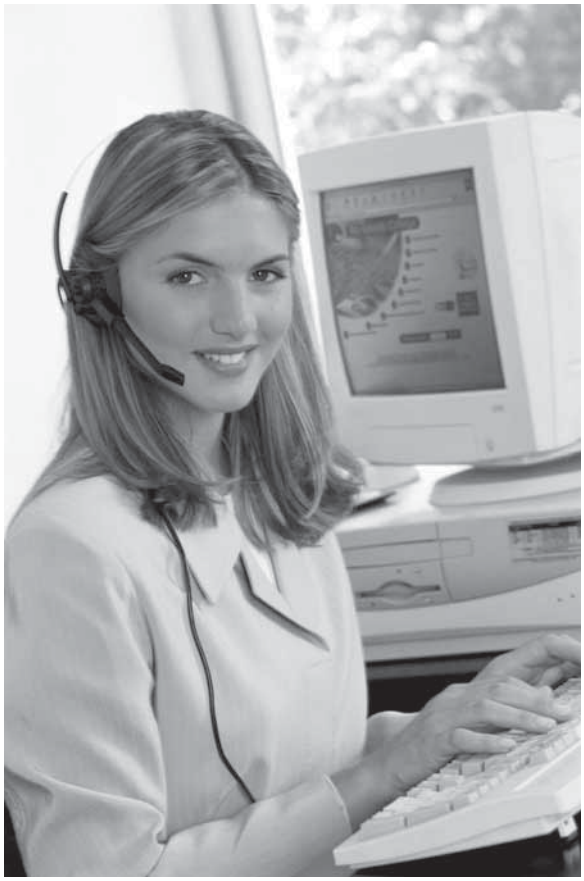
Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating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

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

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

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see 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 Student Enrollment Services Office will issue an ID number. Correct Social Security numbers are required to report information pertaining to potential education tax credit. Contact the Student Enrollment Services 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 Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

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

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

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

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

Veterans Affairs Office

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

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

Veterans must apply for benefits by completing an application packet. Please contact the VAO and request a packet. Once all forms are completed, submit them to the VAO. **Deferments** are temporary and the student is responsible for paying his/her tuition and fees on the date specified by the college. Deferments must be approved by the VA coordinator.

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

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

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
- Tuition Deferment Payment Agreements

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 and Saturday 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 and Saturday. 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.

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

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

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

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

I. Evaluation of Financial Aid Eligibility

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

B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for **2006-2007** academic year, academic progress will be evaluated on Spring **2006**, Fall **2005**, and Summer **2005**).

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

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

II. Eligibility

A. Students must meet the following criteria:

1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR
2. Students who have NOT attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of ALL credits attempted.

AND

B. All students must meet the following minimum credit hour/cumulative GPA requirement

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 Section V.

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

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

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

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

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

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

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

V. Appeal Process

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

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

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

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

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

E. The outcome of an appeal may include approval, a probationary period, or denial.

F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility

A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.

B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.

C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.

D. It is the student's responsibility to notify the Office of Student Financial Aid when this condition has been met.

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

Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix 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 fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

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.*

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

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

B. Refund Policy for Non-Credit Classes

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

C. Canceled Classes

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

D. Other Refunds

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

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- Serious illness or death of 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 partial 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 Student Enrollment Services for clarification.

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

A. Time of Payment

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

B. Tuition and Fees Schedule (Appendix D)

(effective **July 1, 2006** *for Fall, Spring and Summer Sessions)*

The following is a tuition and fees schedule for **2006-2007** and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Office of Student Enrollment Services for fees in effect at the time you intend to register.

Student Status

1. **County Resident - Resident Rate:** per credit hour
   General Tuition: $63.50 *plus* Fees: $1.50 $65.00
2. **County Resident - Audit Rate:** per credit hour
   Audit Fee Surcharge: $25.00 *plus*
   General Tuition: $63.50 *plus* Fees: $1.50 $90.00

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

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

   Out-of-County Surcharge: $198.00 (Applies only to counties with no community college) *plus* General Tuition: $58.50 *plus* Fees: $1.50 $258.00

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

   (including F-1 Non-Immigrants - 7 & more credit hours system-wide): per credit hour Out-of-State Surcharge: $215.00 (tentative) *plus* General Tuition: $63.50 *plus* Fees: $1.50 $280.00

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: $63.50 *plus* Fees: $1.50 $90.00

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: $32.50 *plus* General Tuition: $63.50 *plus* Fees: $1.50 $97.50

7. **Courses offered out of Arizona, including Distance Learning, to Non-Resident Out-of-State Students****

   Total tuition per credit hour $159.00

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: $63.50 *plus* Fees: $1.50 $141.00

9. **Corporate Contract - Out-of-State Non-Resident**

   Total tuition per credit hour $125.00

10. **Skill Center Tuition Rates**

    Hourly Tuition $4.10
    Nursing Asst & Practical Nursing Programs $5.10

11. **Credit by Examination & Credit by Evaluation**

    per credit hour - excludes HCIES courses

    Regular Rate: $63.50
    Contract Testing Rate: $31.75

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	$2.99
Faculty & Staff	$3.00
Drop in	$3.00
Registration per semester - Students	$20.00
Registration per semester - Staff & Faculty	$25.00
For each 15 minutes of late pick-up	$5.00
For every week payment is late	$5.00
PC	$2.25
For each 15 minutes of late pick-up	$15.00
PVCC	$3.00
Registration per semester	$15.00
Supply Fees	$10.00
For each 15 minutes of late pick-up	$5.00
SCC - Students	$3.50
Staff & Faculty	$4.50
Overtime Fee - Student	$3.75
Overtime Fee - Faculty & Staff	$4.75
Registration per semester - Students	$25.00
Registration per semester - Staff & Faculty	$40.00
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
College Level Examination Program (CLEP)	
(Paradise Valley)	$15.00
Course Materials Fee	actual cost
Dental Hygiene Skills Enhancement	
(Rio Salado): 4 hour block	$160.00
8 hour block	$320.00
Distance Learning Fees	actual cost

Electronic Health Record Student Access Fee	actual cost
Emergency Medical Technology (EMT)	
actual cost not to exceed	$400.00
Excessive Laboratory Breakage	actual cost
Field Studies	actual cost
Field Trips & Out-of-County/Country Tours	actual cost
Fitness Center	$20.00
GED	
First Test	$50.00
Test repeat (per section)	$10.00
Graduation Fees	
Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) non refundable - effective March 2006	$0.00
Commencement Fee (One time fee refundable up to 2 weeks prior to graduation)	$25.00
HCIES (Health Care Integrated Education System)	
Skills Demonstration Assessment Fee	actual cost
HESI-PN (Health Educ System)	
Practical Nurse for Advanced placement	actual cost
Library Fines - lost materials	(List price) + $5.00
NET - Nursing Entrance Test	actual cost
Nursing	
NUR181, NUR281	$30.00
NUR169, NUR189, NUR269, NUR289	$25.00
NUR167, NUR267	$25.00
NUR157	$25.00
NUR214OP Tutored NCLEX Review	$25.00
Parking Fines	
(All fines are doubled if not paid within 15 working days.)	
Displaying an altered or substituted permit	$50.00
Failure to register a vehicle and display a parking permit	$30.00
Falsifying information on vehicle registration application	$50.00
Improper display of parking permit (i.e. not affixed to window)	$15.00
Obstructing a properly parked/moving vehicle	$15.00
Parking in an unauthorized parking area	$25.00
Parking by a college employee or student in a visitor area	$15.00
Parking in a Fire Lane	$50.00
Parking on or blocking a pedestrian path	$15.00
Parking outside stall lines	$15.00
Parking beyond posted time limit	$15.00
Removing a barricade or failure to obey vehicle control device	$25.00
Violating disabled parking stall or access	$50.00
PED Special Course Charge	actual cost
Private Music Lessons	
Music Majors	
First 1/2 hr per wk/per semester	$0.00
Each additional 1/2 hr per wk/per semester	$90.00
Non-Music Majors	
First 1/2 hr per wk/per semester	$320.00
Each additional 1/2 hr per wk/per wk/per semester	$320.00
Registration Processing Fee	
(Assessed on a per student, per semester, per college basis) Refundable only if the student drops all credit classes at a particular college during the 100% refund period	$15.00
Skill Centers Material Fee- See schedule	
The Skill Centers do not operate bookstores. Instead, a standard Books/Lab/Materials Fee of $250 per section covers all books/lab cost, materials, and job-specific clothing and headwear issued to students. The standard $250 fee is prorated for students enrolled in a course of program less than 21 days long. The average training length of 5-7 months includes many courses in which the first $250 fee covers all books and materials. The additional assessment of the $250 fee for courses with high books and material costs is assessed as students pass into advance sections with new books and materials. It is also prorated when the cost are less than $250. Due to open-entry/open-exit scheduling and the changing costs of textbooks, the individual course totals for books/lab/materials are listed in campus and program-specific materials.	$250.00
Transcript Fee	$5.00

Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: **http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_10.htm**

Rio Salado College Specific Fees

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

Astronomy Courses		
AST102	Survey of Astronomy Lab	$50.00
Biology Courses		
BIO100	Biology Concepts Lab	$25.00
BIO105	Environmental Biology Lab	$25.00
BIO145	Marine Biology Lab	$25.00
BIO156	Human Biology for Allied Health Lab	$25.00
BIO162	Microbiology Concepts for Allied Health	$10.00
BIO201	Human Anatomy & Physiology I Lab	$42.00
BIO202	Human Anatomy & Physiology II Lab	$42.00
BIO205	Microbiology Lab	$10.00
Chemistry Courses		
CHM107LL	Chemistry and Society Lab	$50.00
CHM130LL	Fundamental Chemistry Lab	$25.00
CHM130LL	Fundamental Chemistry Lab (online)	$50.00

CHM138LL	Chemistry for Allied Health Lab	$50.00
CHM151LL	General Chemistry I Lab (hybrid)	$25.00
CHM151LL	General Chemistry I Lab (online)	$50.00
CHM152LL	General Chemistry II Lab	$25.00
CHM235LL	General Organic Chemistry I Lab	$100.00

Dental Assisting (Clinical) Courses

For information on CDA course fees, please call **480-517-8540**, or visit: **http://www/riosalado.edu/dental_assisting/**.

Dental Hygiene Courses

all DHE courses	$175.00
Skills Enhancement (4 hrs. block)	$150.00
Skills Enhancement (8 hrs. block)	$300.00

Early Education Courses

EED200	Foundations of Early Childhood Education	$10.00
EED212	Guidance, Management, and the Environment	$10.00
EED220	Child, Family, Community and Culture	$10.00
EED222	Introduction to the Exceptional Young Child	$10.00
EED260	Early Childhood Infant/Toddler Internship	$125.00
EED261	Early Childhood Preschool Internship	$125.00
EED278	Early Learning: Curriculum and Instruction	$10.00
EED280	Standards, Observation and Assessment in Early Education	$10.00

Education Courses

EDU207	Teaching Adolescents	$35.00
EDU208	Introduction to Structured English Immersion	$8.00
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 for Serving English Language Learners (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
EDU251	Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)	$35.00
EDU255AA	Intern Certificate Student Teaching Lab – Elementary Education	325.00
EDU255AB	Intern Certificate Student Teaching Lab – Elementary Education	650.00
EDU256AA	Intern Certificate Student Teaching Lab – Secondary Education	325.00
EDU256AB	Intern Certificate Student Teaching Lab – Secondary Education	650.00
EDU257AA	Intern Certificate Student Teaching Lab – Special Education	325.00
EDU257AB	Intern Certificate Student Teaching Lab – Special Education	650.00
EDU268	Secondary School Dynamic Instruction	$25.00
EDU270AA	Elementary Reading and Decoding	$25.00
EDU270AB	Secondary Reading and Decoding	$86.00
EDU271	Phonics Based Reading and Decoding	$111.00
EDU274	Understanding Adolescent Behavior in the Classroom	$35.00
EDU276	Classroom Management	$40.00
EDU277AA	Elementary Student Teaching	$450.00
EDU277AB	Secondary Student Teaching	$450.00
EDU277AC	Special Education Student Teaching	$450.00
EDU284	Dynamic Teaching in Secondary Schools	$25.00
EDU285AC	Education Perspectives	$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	$450.00
EDU288AB	Student Teaching Lab - Secondary	$450.00
EDU288AC	Student Teaching Lab - Special Education	$450.00
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

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

Geology Courses

GLG103	Introduction to Geology I - Physical Lab	$25.00
GLG104	Intro to Geology II - Historical Lab	$25.00
GLG110	Geologic Disasters and the Environment	$25.00
GLG111	Geologic Disasters & Environment Lab (at home online format)	$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	$37.00
LET226	Arrest & Defense Tactics Instructor Certification	$30.00
LET229	High Risk Situations/Instructor Training	$75.00
LET250	DUI Detection	$20.00

Nursing Courses

NUR111	Nursing Process and Critical Thinking I	$70.00
NUR117	Pharmacology and Medication Administration I	$40.00
NUR119	Nursing Science I	$30.00
NUR121	Nursing Process and Critical Thinking II	$70.00
NUR127	Pharmacology and Medication Administration II	$40.00
NUR129	Nursing Science II	$30.00
NUR157	Nurse Assisting Lab	$30.00
NUR231	Nursing Process and Critical Thinking III	$70.00
NUR237	Pharmacology and Medication Administration III	$40.00
NUR239	Nursing Science III	$30.00
NUR241	Nursing Process and Critical Thinking IV	$70.00
NUR249	Nursing Science IV	$30.00
NCE214OP	Tutored NCLEX Review	$25.00

Physics Courses

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

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.

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

In This Section

The College Within Everyone's Reach: Online Learning

- Discover the Rio Advantage!
- Discover Rio's Online Enhancements!
- Here's How It Works

Other Distance Learning Formats

- Hybrid Learning
- Mixed Media and Print-Based Learning

Look What's Online

- General Education @ Rio Salado
- Business Programs @ Rio Salado
- Education Program @ Rio Salado
- Healthcare Programs @ Rio Salado

You Have the Whole College Supporting You!

Education Programs

- Online Post-Baccalaureate Teacher Preparation Program
- Teacher-In-Residence Post Baccalaureate Program
- Professional Development Institute for Teachers
- Online Master's Degree Partnerships
- Online Baccalaureate Degree Partnerships
- Associate in Transfer Partnership Degree: K-12 Classroom Instructional Support
- Associate in Transfer Partnership Degree: Early Childhood Teacher Education
- Baccalaureate Degree Partnership with Charter Oak State College
- Baccalaureate Degree Partnership with Northcentral University
- "Bridge" to the Baccalaureate Program Partnerships
- Professional Development Institute

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
- Technology Requirements

What is eArmyU?

The College Within Everyone's Reach: Online Learning

What if you had the option of converting your home, office or favorite place into a college? We have made it possible by placing Rio Salado College online for your convenience. Since most classes start every two weeks, you can get started when you are ready.

Discover the Rio Advantage!

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

RioLearn

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

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

You can take more than 435 different, high quality college courses using RioLearn. This innovative, reliable, and cutting-edge online course management, support and delivery system was developed specifically for Rio Salado through a three-way partnership with The Microsoft Corporation and Dell Computers.

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

Once you have registered for a class, you can access RioLearn through:

elearning.riosalado.edu

Multiple Start Dates

Most courses start every two weeks, so you can get started when it is most convenient for you. With Rio Salado College's 26 start date schedule, you have the opportunity to enroll in and begin a course at multiple times throughout the year. In most cases, you have 14-weeks to complete the course. You may accelerate and complete the course in less time with instructor approval.

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

Anytime, Anyplace Education

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

Variety of Certificates and Degrees

Rio Salado's fully-accredited and highly-marketable online certificate and degree programs include the areas of business, education, healthcare, law enforcement and more. We also have programs designed for military service members and their families. Courses are taught by expert faculty with high academic standards and valuable work experience promoting a better learning environment.

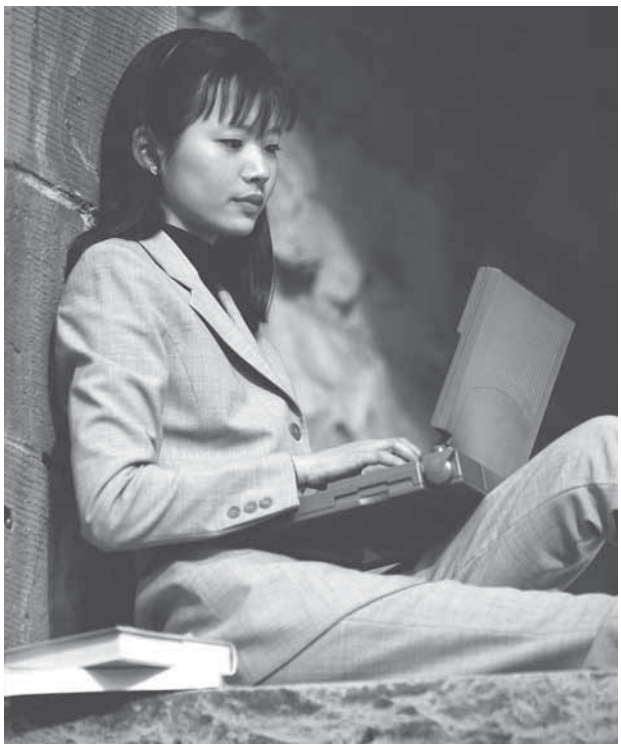
Over 435 Unique Online Courses

Rio Salado serves 24,000 online students each year through over 435 unique online courses. In addition to career pathways, Rio offers a number of transfer partnerships to Colleges and Universities.

And More!

To learn about more Rio Advantages, visit the Rio Advantage website at:

www.riosalado.edu/advantages



Discover Rio's Online Enhancements!

Online students using RioLearn have access to the following enhancements:

Rio eGuide

Upon registration for a new class, you can opt in to virtually attend Rio Salado's eGuide, a powerful communication tool that gives you the important information you need about online learning when you need it. Topics include paying tuition, buying books, preparing for an exam, and even mapping out your future.

Ask Rio?

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

RioCast

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

www.riosalado.edu/riocast

Chat@Rio

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

www.riosalado.edu/chat

Electronic Student File System (ESF)

ESF provides you a secure web-enabled tracking which houses your advisement records and includes contact notes, checksheets, program status and many other features online 24/7.

matrix.riosalado.edu

Student Software Purchase Program

Microsoft discounted software is available to Rio Salado students through a special license agreement – to enhance the learning experience!

www.riosalado.edu/ci/software_purchase

Some of the national awards presented to Rio Salado College:

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

TechCheck

To find out if your computer meets the current online requirements through our fully automated tech check, please visit:

www.riosalado.edu/techcheck

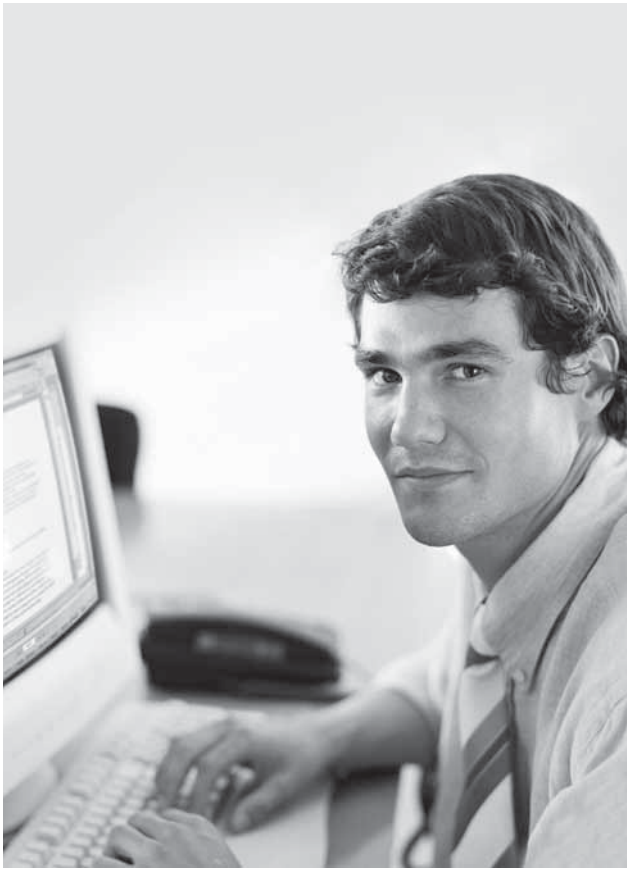
Here Is How It Works… Most Classes Start Every 2 Weeks

Enroll for your **online classes** well in advance so you have your books/materials and are ready to begin assignments on your course start date. Registration for flexible start classes must be completed by the Saturday before your scheduled start date. Once you have enrolled and paid for your classes:

1. You will receive a welcome message online as well as an invitation to opt in to view the Rio eGuide, where you can learn about the Rio Advantages and receive step-by-step guidance when you need it.
2. Purchase the required textbooks through the Rio Salado College Bookstore. Textbook information can be found in your course syllabus, or in the course mini syllabus online. To purchase your books in person, visit the bookstore at 2323 W. 14th Street in Tempe, Arizona, or by phone, call **480-517-8710** or **1-800-584-8775**. To purchase your books online, go to:
   www.riosalado.edu/bookstore
3. You may print your course materials from the web or at a local Kinko's print shop. For more information, call **480-517-8243**. If you live outside the Phoenix metropolitan area, please call **480-917-9600** for assistance. Once you have your textbooks and materials, you may begin your coursework as outlined in your course materials.

4. If you are enrolled in courses requiring media materials (tapes or CD's), these will be checked out and mailed to you automatically from the Rio Library once all tuition and fees have been paid. These materials need to be returned to the library when you complete your course.
5. You may contact your instructors by e-mail through your RioLearn portal.
6. Submit required assignments online. Due dates for assignments are noted on the course syllabus. Your instructor will grade assignments and provide feedback on your progress.
7. Take your exams at an approved testing site. Refer to your course syllabus for details of required exams. If you reside outside the Phoenix metropolitan area, inquire about proctored exams at **480-517-8560**. For testing site locations, go to:

   www.riosalado.edu/testing/



Other Distance Learning Formats

Hybrid Learning

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

Mixed Media and Print-Based Learning

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

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

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

If you are enrolled in a course requiring media materials (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.

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.

Look What's Online

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

General Education @ Rio Salado

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

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

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

www.riosalado.edu/gened

Business Programs @ Rio Salado

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

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

www.riosalado.edu/business

Education Programs @ Rio Salado

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

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

www.riosalado.edu/teachers

Healthcare Programs @ Rio Salado

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

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

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

www.riosalado.edu/healthcare

Dream. *Click!* Become.

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 **480-517-8710** or **1-800-584-8775** or visit the web site at:

www.riosalado.edu/bookstore

Counseling:

Assistance is available in the areas of career guidance, time management, test anxiety, study skills or personal problems interfering with your academic progress. For an appointment at Rio Tempe, call **480-517-8580** 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

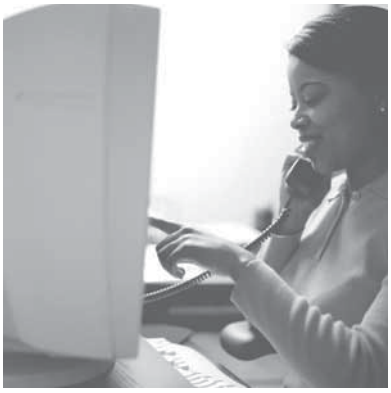
Instructional Helpdesk:

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)

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

E-mail: technology.helpdesk@mail.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.

Rio eGuide:

The Rio eGuide is an online tool that was designed to help first time online students navigate Rio. The Rio eGuide provides students with critical information on how to navigate their online courses and about the services that are available such as, tutoring, advisement, and career counseling. It is easy to sign up for Rio eGuide. Students will receive an e-mail with the subject line "Getting Started."

Tutoring:

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

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 Cross-Categorical 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 lab.

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

Program Description: 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: academic.advisement@mail.riosalado.edu

Visit: **www.riosalado.edu/teachers**

Note: Students should plan on attending a program orientation session and consult with a Student Enrollment Services Advisor regarding course and program requirements. For specific information, visit: www.riosalado.edu/teachers.

Elementary Education 45 credits

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU222	Introduction to the Exceptional Learner
EDU225	Foundations for Serving English Language Learners (ELL)
EDU270	Learning and the Brain
EDU270AA	Elementary Reading and Decoding
EDU271	Phonics Based Reading and Decoding
EDU272	Educational Psychology
EDU276	Classroom Management

Required Courses, Level II

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

Students must earn a grade of "B" or better in all Level II EDU courses and a GPA of 3.0 or better and successfully pass the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Provisional Certificate.

EDU285AC	Education Perspectives
EDU287AC	Master Teacher Seminar III
EDU251	Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
EDU290	Science Methods and Curriculum Development
EDU293	Math Methods and Curriculum Development
EDU295	Social Science Methods and Curriculum Development

Required Course, Level III

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

EDU288AA Student Teaching Lab - Elementary

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

Note: There are additional certification requirements for students planning to teach in Arizona beyond passing the AEPA. They include the US and AZ Constitution (students have three years from initial certification to complete this requirement except if you are certified in history, government, citizenship, social studies, law or civics; then they must be taken within one year).

Secondary Education

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

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU225	Foundations for Serving English Language Learners (ELL)
EDU270	Learning and the Brain
EDU272	Educational Psychology
EDU276	Classroom Management

Required Courses, Level II

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

Students must earn a grade of "B" or better in all Level II EDU courses and a GPA of 3.0 or better and successfully pass the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam administered by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Provisional Certificate.

EDU285AC	Education Perspectives
EDU287AC	Education Seminar III
EDU251	Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
EDU274	Understanding Adolescent Behavior in the Classroom
EDU284	Dynamic Teaching in Secondary Schools
EDU289	Secondary Methods & Curriculum Development AND one of the following methods course modules:
EDU289AA	Secondary Social Studies Methods & Curriculum Development*
	OR
EDU289AB	Secondary Mathematics Methods & Curriculum Development*
	OR
EDU289AC	Secondary Science Methods & Curriculum Development*
	OR
EDU289AD	Secondary English Methods & Curriculum Development*
	OR
EDU289AE	Secondary Methods & Curriculum Development in Special Topics* (for students planning on teaching subjects such as: music, art, computers, etc.)

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

Required Course, Level III

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

EDU288AB Student Teaching Lab - Secondary

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

Note: There are additional certification requirements for students planning to teach in Arizona beyond passing the AEPA. They include the US and AZ Constitution (students have three years from initial certification to complete this requirement except if you are certified in history, government, citizenship, social studies, law or civics, then they must be taken within one year).

Special Education — 48 credits

Required Courses, Level I

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

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU222	Intro to the Exceptional Learner
EDU271	Phonics Based Reading and Decoding
EDU272	Educational Psychology
EDU276	Classroom Management

Required Courses, Level II

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

Students must earn a grade of "B" or better in all Level II EDU courses and a GPA of 3.0 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
EDU251	Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
EDU293	Mathematics Methods and Curriculum Development

Required Course, Level III

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

EDU288AC Student Teaching Lab - Special Education

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

Note: There are additional certification requirements for students planning to teach in Arizona beyond passing the AEPA. They include the US and AZ Constitution (students have three years from initial certification to complete this requirement except if you are certified in history, government, citizenship, social studies, law or civics; then they must be taken within one year).

Teacher-In-Residence Post Baccalaureate Program

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

Rio Salado College (RSC) offers a specialized teacher preparation program that utilizes the Arizona Department of Education's (ADE) Intern Certificate. This **school district initiated** two year program requires that a student possess a baccalaureate degree from a regionally accredited institution and an ADE Intern Teaching Certificate that is

Professional Development Institute for Teachers

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

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

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

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



valid for two years from the start of the program. Since this is a **school district initiated** program, the district (not the student) is required to contact RSC to request program participation. District participation requires verification that the district has hired the prospective student to teach full time; that the district agrees to partner with Rio Salado College for the entire duration of the two year program; and that a Teacher in Residence Program Plan, signed by the school district, the student, and Rio Salado College, has been reviewed and approved. All required documentation must be on file at RSC before student formal admission to the program can be awarded. Please note that this program is intended to help school districts meet the **highly qualified portion** of the No Child Left Behind requirements.

For additional information, contact the Education Program at **480-517-8120.**

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

Online Master's Degree Partnerships

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

Through these special partnerships, 18 credit hours of the RSC State Approved Post Baccalaureate Teacher Preparation Program will be applied toward the Northcentral University 36 credit hour Master's Degree Programs, 18 credit hours toward Plymouth State University's 33 credit hour Master's Degree Programs, and up to 12 credit hours toward the 30 credit hour Master's Degree Programs at Walden University.

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

Northcentral University
Prescott, Arizona
General Admission @ **1-866-776-0331**
http://rsctep.ncu.edu/

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

Walden University
Rio Salado College Representative
1-888-627-1153
www.degree4teachers.net/rs2003.

Online Baccalaureate Degree Partnerships

Elementary, Secondary, and Special Education with Northcentral University

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

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

This collaborative agreement provides a flexible and non-traditional means of earning credits necessary for Arizona Elementary, Secondary, or Special Education Teacher Certification and a bachelor's degree as a requirement for the certification process. The specific components of this partnership are under development and will be available sometime during the **2006-2007** academic year. For more information, please visit: **www.riosalado.edu/teachers**, or phone: **480-517-8540**, or e-mail: academic.advisement@mail.riosalado.edu

For the latest information on Rio's Education Programs, visit:

http://www.riosalado.edu/teachers

OR

http://www.rio.maricopa.edu/ci/visitors%5Fcenter/education/

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

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

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

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

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

www.riosalado.edu/teachers

Required ATP Courses

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

General Education — 35 credits

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

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

Mathematical Studies & Computer Studies (9 credits)
MAT142 or MAT150 or MAT151 or MAT152 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 or equivalent. *Note: Students are encouraged to meet with an advisor to determine appropriate courses*

Social/Behavioral Requirements (6 Credits)
HIS103 or any United States approved general survey history course and HIS104 or GCU121 or GCU122 or 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 (9 credits)
6 credits in any Humanities and Fine Arts course, except for courses with the ENH prefix.

3 credits of any ENH course. *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. **Note: Students with intentions to continue taking EDU courses (Level II) through the Rio Salado/ Charter Oak State College Partnership to become a certified teacher must have received a "B" or better in all Level I EDU courses to gain entry into the program.**

EDU285AA	Education Program Seminar
EDU287AA	Master Teacher Seminar I
EDU204	Fine Arts in Educational Settings
EDU222	Introduction to the Exceptional Learner
EDU225	Foundations for Serving English Language Learners (ELL)
EDU230	Cultural Diversity in Education
EDU234	Role and Function of the Paraprofessional
EDU270	Learning and the Brain
EDU270AA	Elementary Reading and Decoding
EDU271	Phonics Based Reading and Decoding
EDU272	Educational Psychology
EDU276	Classroom Management

Associate in Transfer Partnership Degree: Early Childhood Teacher Education

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

The Associate in Transfer Partnership Degree (ATP) was developed in response to student requests, to the mandates in No Child Left Behind, and to address the new state requirement that by July 1, 2009, the Early Childhood Education Teacher Certification will be required of all individuals teaching in public school early childhood programs serving birth through kindergarten. Many of the general education requirements for this degree are currently available at RSC via e-learning in an Internet format. Other specific early childhood education courses required for this new degree will become available via e-learning at a later date. **All** courses contained in this ATP will apply directly toward a Bachelor's degree at Northern Arizona University, focusing on Early Childhood Education.

For additional information contact:

Rio Salado College Student Enrollment Services

Phone: **480-517-8580**

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

Visit: **www.riosalado.edu/teachers**

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

Required ATP Courses

Students must earn a grade of "C" or better in all General Education courses except English 101 or 107 and ENG 102 which must be completed with a 3.0 and MAT 156 & 157 which must be completed with a 2.5 GPA.

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

- Early Childhood Block Grant
- Family Literacy
- Title 1
- Community Education Programs
- Head Start only if the LEA is the Delegate Agency (has administrative and fiscal authority)
- Half-day or Full-day Kindergarten.

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

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

To link to the Arizona Certification Requirement sheets, go to:

http://www.ade.az.gov/certification/requirementss/default.asp

Baccalaureate Degree Partnership with Charter Oak State College

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, **with all Level I EDU courses completed with a "B" or better,** the student can choose to continue the educational pathway leading to a Bachelor's Degree.

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 "B" or better in all Level II EDU courses and a GPA of 3.0 or better and successfully pass the subject knowledge portion(s) of the Arizona Educator Proficiency Assessment (AEPA) during Level II of the Program and prior to being able to enroll for student teaching. The AEPA is a standardized exam given by the National Evaluation Systems, Inc. (NES). Arizona teachers must pass the subject knowledge portion of this exam to obtain a Provisional Certificate.

EDU285AB	Current Perspectives in Education
EDU287AB	Master Teacher Seminar II
EDU217	Methods for the Structured English Immersion (SEI)/ESL Student
EDU227	Social Studies Techniques and Methods
EDU229	Science Techniques and Methods
EDU231	Mathematics Techniques and 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 coordinated through Charter Oak State College.

Baccalaureate Degree Partnership with Northcentral University

The Baccalaureate Degree Partnership with Northcentral University is under development and will be available in the **2006-2007** academic year. For more information, please visit: **www.riosalado.edu/teachers**, or phone **480-517-8580**, or e-mail: academic.advisement@mail.riosalado.edu

"Bridge" to the Baccalaureate Program Partnerships

Charter Oak State College

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, regardless of the institution, 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 and Charter Oak State College. 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.

Northcentral University

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 and Northcentral University. Upon completion of a NCU baccalaureate degree, the student is eligible to submit an application for formal acceptance into Rio Salado College's Arizona Department of Education (ADE) approved Post-Baccalaureate Teacher Certification Program. Following program acceptance, students can enroll in Level II education methods courses that are required for Arizona teacher certification

For additional information regarding these two unique partnership programs, contact:

Rio Salado College Student Enrollment Services

Phone: **480-517-8580**

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

Visit: **www.riosalado.edu/teachers**

Professional Development Institute

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

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

K-12

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

Birth - Kindergarten

- Early Childhood Education Teacher*

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

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, Secondary and Cross-Categorical certification requirements.

Nursing

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

Rio Salado's Online Nursing Program

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

Courses available online at Rio Salado include:

HCR230	Culture and Health	3
HCR240	Pathophysiology	4
NCE214OP	Orientation to the Nursing Program	1
NCE276	Clinical Teaching in Nursing	1

RN Program:

NUR111	Nursing Process and Critical Thinking I	4
NUR117	Pharmacology and Medication Administration I	2
NUR119	Nursing Science I	5
NUR121	Nursing Process and Critical Thinking II	4
NUR127	Pharmacology and Medication Administration II	2
NUR129	Nursing Science II	5
NUR231	Nursing Process and Critical Thinking III	4
NUR237	Pharmacology and Medication Administration III	1
NUR239	Nursing Science III	5
NUR241	Nursing Process and Critical Thinking IV	4
NUR249	Nursing Science IV	6

Nursing Assisting:

NUR156	Nurse Assisting	2
NUR157	Nurse Assisting Lab	2

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 **85-88**. Currently, every course is offered through Rio Salado College. Student enrollment advisors are available to assist you with transcript evaluation and course enrollment.

Upon completion of the program, successful students will be eligible to sit for the NCLEX-RN exam. The estimated cost to complete the in-state program is $5000. The cost to complete the out-of-state program is estimated at $9000. Costs include tuition, fees, textbooks, uniforms, health physical, graduation fees, and nursing pin.



The Power of Education

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

To get started, call **480-517-8580** or **1-800-729-1197,** 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 chairside with dentists during patient treatments. Duties include:

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



The Right Choice

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

This affordable program will provide you with the skills, professional experience, and contacts you need to begin your career the day you graduate! Best of all, the entire program takes nine-twelve months to complete. And you can do it from the comfort of your own home through distance learning.

Convenient Classes

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

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

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

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

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

For more information:
Phone: **480-517-8540** or **1-888-729-1197**
Online: **www.riosalado.edu/dental_assisting**

This program is offered in partnership with the Arizona Dental Association (AzDA).

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

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**

Technology Requirements

The following Spanish courses require students to have voice recognition technology on their computers.

SPA101	Elementary Spanish I
SPA102	Elementary Spanish II
SPA201	Intermediate Spanish I

Please note that the technology required for this course is not compatible with Macintosh computers.

What is eArmyU?

The U.S. Army has created one of the most innovative programs of higher education in the world—eArmyU. This program provides access to quality education for enlisted soldiers across the globe, helping them further their professional and personal goals, and providing the Army with top preparation for its forces. eArmyU supports the objective of transforming the military into a more capable force responding to the diverse and complex demands of the 21st century.

Rio Salado, a Servicemembers Opportunity College (SOC), is proud to be one of eArmyU's Host Institutions!

Rio Salado College offers the following programs to eArmyU students:

Certificates

Certificate of Completion in:

- Computer Technology
- Desktop Publishing
- Networking
- Organizational Leadership
- Programming
- Quality Customer Service
- Technical Troubleshooting and A+ Preparation
- Technology Helpdesk Support
- Web Master

Degrees

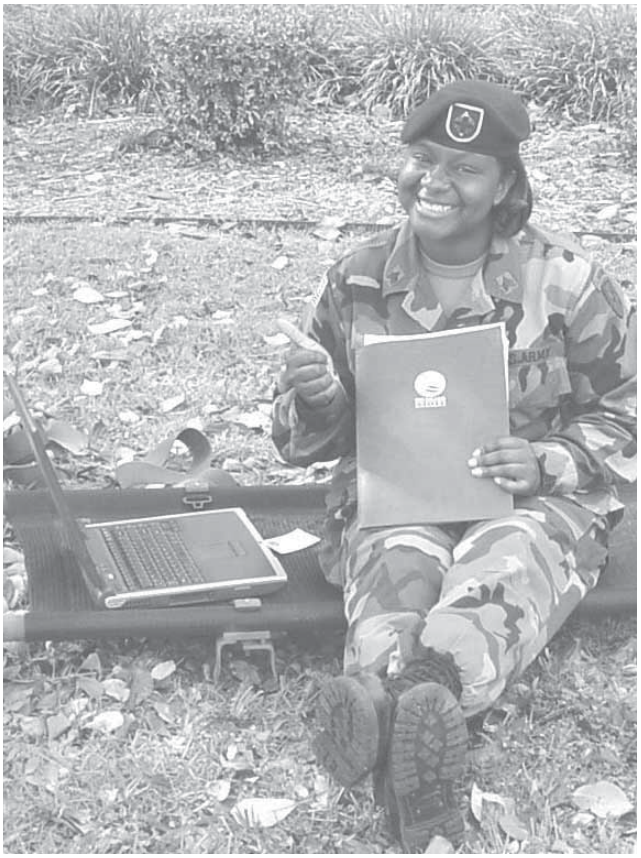
Associate in Applied Science in:

- Computer Technology
- Organizational Management
- Public Administration

Associate in Arts

Associate in Business, Special Requirements

Associate in General Studies



If you are an active duty soldier and would like more information on Rio Salado and eArmyU, please contact a Rio Salado eArmyU academic advisor at:

Toll-free: **1-800-517-8590**
Local: **480-517-8590**
E-mail: earmyu@riomail.maricopa.edu

Certificates and Degrees

In This Section

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

Computer Technology
- Certificate of Completion in Computer Usage and Applications
- Associate in Applied Science in Computer Technology

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

Dental Assisting
- Certificate of Completion in Basic Clinical Dental Assisting
- Certificate of Completion in Advanced Clinical Dental Assisting

Dental Hygiene
- Associate in Applied Science in Dental Hygiene

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

Nursing
- Certificate of Completion in Nurse Assisting
- Certificate of Completion in Practical Nursing
- Associate in Applied Science in Nursing

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

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

Quality Customer Service
- Certificate of Completion in Quality Customer Service
- Certificate of Completion in Pharmacy: Customer Service
- Associate in Applied Science in Quality Customer Service

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

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

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	2

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 also been designed to help professionals meet their educational requirements for state and/or national addiction certification requirements, as well as gain continuing education credits.

Program Prerequisites:

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

Required Courses: 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 Programs, 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 Sciences 3

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

Certificate(s) or Degree(s) Awarded:

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

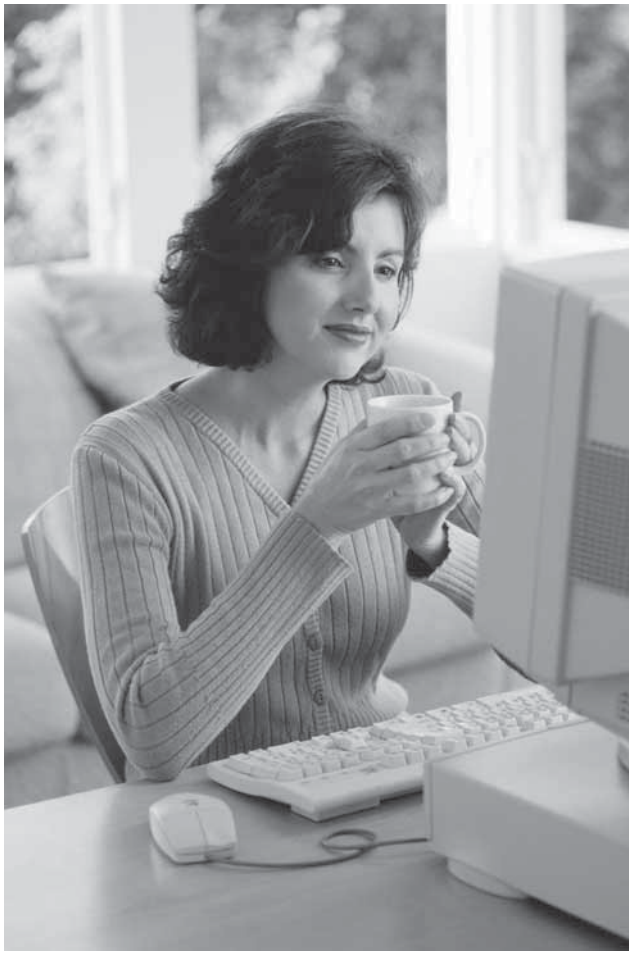
Associate in Applied Science in:
- Chemical Dependency (64 credits)

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 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	Internet/Web Development Level I-A (1)	
	AND	
CIS133BA*	Internet/Web Development Level I-B (1)	
	AND	
CIS133CA*	Internet/Web Development Level I-C (1)	
	OR	
CIS133DA	Internet/Web Development Level I (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.

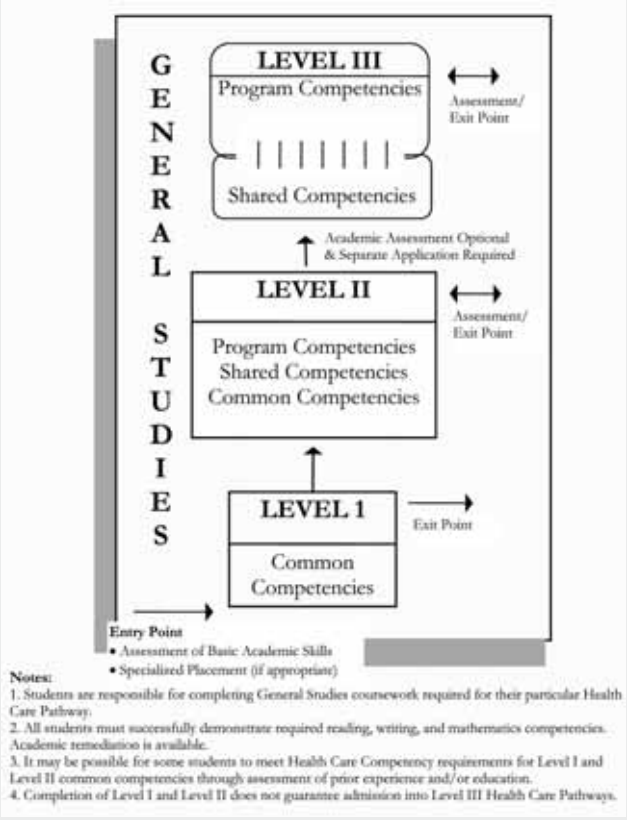
Minimum GPA 2.0

For additional Educational Service Partnership Programs in Computer Technology, see pages **101-104**.

** 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.***



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

HCIES Assumption of Risk/ Release of Liability

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

Use of Confidential Information

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

HCIES College of Attendance

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

Requirement of Background Check

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

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

Waiver of Licensure/Certificate Guarantee

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

The Maricopa Community Colleges Health Care Integrated Educational System

LEVEL I - Common Competencies — 2.0 Credits

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

HCC130AA	Health Care Today	.5
HCC130AB	Workplace Behavior in Health Care	.5
HCC130AC	Personal Wellness and Safety	.5
HCC130AD	Communication and Teamwork in Health Care Organizations	.5

LEVEL II - Common Competencies — Credits Vary

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

HCC130AE	Legal and Ethical Issues in Health Care	.5
HCC130AF	Decision Making in the Health Care Setting	.5
HCC145AA	Medical Terminology for Health Care Workers I	1.0
HCC145AB	Medical Terminology for Health Care Workers II	1.0
HCC145AC	Medical Terminology for Health Care Workers III	1.0

LEVEL II - Shared and Program Competencies

Credits Vary

Required of only certain health occupations program pathways. Refer to specific program pathway curriculum or check with a program advisor. Shared Competencies are shared by several health program pathways. Program Competencies are specific to individual health occupations program pathways.

Level III - Shared and Program Competencies*

Credits Vary

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

*Certain Health Care Pathways require satisfactory achievement of all Level I and II Common Competencies prior to being admitted and registering for courses in Level III. Admission into Level III Health Care Pathways is based on meeting additional requirements and involves a separate admission process. See your advisor for more information.

Examples of Level II Health Care Pathways **

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

Examples of Level III Health Care Pathways **

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

** subject to change

Chandler Gilbert (CGCC), Estrella Mountain (EMCC), GateWay (GWCC), Glendale (GCC), Mesa (MCC), Phoenix (PC), Paradise Valley (PVCC), Rio Salado (RSC), Scottsdale (SCC), South Mountain (SMCC), and the Maricopa Skill Center (MSC) and the Southwest Skill Center at EMCC (SWSC/EMCC) offer health care courses. Not all courses are offered at all sites. Please contact the specific college for more information regarding the availability of courses and course schedule information.

Dental Assisting

Certificate of Completion in Basic Clinical Dental Assisting

The Certificate of Completion in Basic Clinical Dental Assisting 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 clinical experience completed in partnership with a practicing dentist who is a member of the state Dental Association.

Graduates from the program will be eligible to take the following Dental Assisting National Board (DANB) Certification Examinations: Arizona State Certification in Radiation Health and Safety Exam, Arizona State Certification in Coronal Polishing Exam, DANB RHS—Radiation Health and Safety Exam, DANB ICE—Infection Control Exam.

Admission Criteria:

A high school diploma or GED equivalency is required.

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

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

Required Courses: 17

CDA105	Introduction to Clinical Dental Assisting and Dental Office Management	1
CDA110*	Infection Control and Hazard Communication	2
CDA115*	Dental Anatomy and Pathology	3
CDA120*	Dental Practice Emergencies and Patient Management	1
CDA125*	Dental Materials	3
CDA240*	Dental Radiographic Imaging	3
CDA242*	Clinical Dental Assisting I: Basic Skills	3
CDA245*	Fundamentals of Basic Clinical Skills	1

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

Certificate of Completion in Advanced Clinical Dental Assisting

The Certificate of Completion in Advanced Clinical Dental Assisting enables students to practice advanced expanded functions clinical dental assisting. The distance education format and frequent enrollment opportunities allow for flexibility in program completion. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Courses must be taken in specific chronological order with clinical experience completed in partnership with a practicing dentist who is a member of the state Dental Association.

Graduates from the program will be eligible to take the following Dental Assisting National Board (DANB) Certification Examinations: Arizona State Certification in Radiation Health and Safety Exam, Arizona State Certification in Coronal Polishing Exam, DANB RHS—Radiation Health and Safety Exam, DANB ICE—Infection Control Exam.

Admission Criteria:

A high school diploma or GED equivalency is required.

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

Required Courses: 30.5-31

Certificate of Completion in Basic Clinical Dental Assisting		17
BIO160	Introduction to Anatomy and Physiology	4
CDA252*	Clinical Dental Assisting II: Advanced Skills	3
CDA285*	Clinical Dental Assisting Seminar	1
CDA292*	Dental Specialties	2
ENG101*	First Year Composition (3) OR	
ENG107*	First Year Composition for ESL (3)	3
HCC109	CPR for the Health Care Provider (0.5) **OR**	
Proof of Current CPR Certification		0-0.5
HCC130AD	Communication and Teamwork in Healthcare Organizations	0.5

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Basic Clinical Dental Assisting (17 credits)
- Advanced Clinical Dental Assisting (30.5-31 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 (AAS) degree in Dental Hygiene prepares students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are employed in private dental offices, hospitals, schools, and clinics within their community.

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

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

Associate in Applied Science in Dental Hygiene

Program Notes

Students must earn a grade of "C" or better in all courses that will be applied towards the degree. 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

A high school diploma or GED equivalency is required.

Ability to fully participate in classroom, laboratory, or clinical setting program activities.

Submit current CPR card for Health Care Provider and maintain current status throughout the program.

Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.

Submit to a drug screening and demonstrate negative results.

Submit current fingerprinting clearance card.

Completion of program prerequisites.

Formal application and admission to the program is required.



Program Prerequisites: 34.5-38.5

Option 1:

Option 1 is available 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 of 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 OR professional rescuer level. 0.5

OR

Option 2:

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

BIO162	Microbiology Concepts for Allied Health	2
CHM138*	Chemistry for Allied Health	3
CHM138LL*	Chemistry for Allied Health Lab	1
HCC109	CPR for Health Care Provider (0.5)	

OR

Current CPR certificate at the health care provider OR professional rescuer level. 0.5

OR

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

Option 3:

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 OR professional rescuer level		0.5
HCC130	Fundamentals in Health Care Delivery (3)	
	OR	
HCC130AA	Health Care Today (0.5)	
	AND	
HCC130AB	Workplace Behaviors in Health Care (.5)	
	AND	
HCC130AC	Personal Wellness and Safety (0.5)	
	AND	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5)	
	AND	
HCC130AE	Legal Issues in Health Care (0.5)	
	AND	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1

AND

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 mathematics 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 and 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 Laboratory	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 Laboratory	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
DHE233*	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

Admission Criteria:

Must be a law enforcement officer and have departmental approval.

Required Courses: 39

LET106*	Patrol Procedures	2
LET109*	Criminal Law	2
LET110*	Fundamentals of Law Enforcement	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 Investigations	4
LET282*	Police Roles and Responsibilities	4
LET284*	Professionalism Within Policing	4
LET285BA	Current Issues in Law Enforcement Technology	2
LET286*	Modern Policing Strategies	4

Associate in Applied Science in Law Enforcement Technology

Required Courses: 39

Certificate of Completion in Law Enforcement Technology 39

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

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

Critical Reading 3

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

Mathematics 3

Any approved general education course in the Mathematics area.

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Law Enforcement Technology (39 credits)

Associate in Applied Science in:
Law Enforcement Technology (64 credits)

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

Minimum GPA 2.00

This open program was designed in response to the surveyed needs of Army students to provide them a pathway to a certificate and degree in law enforcement.

For additional Educational Service Partnership Programs in Law Enforcement Technology, see pages **109-110**.

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

Program Offerings:

This program is offered at the following sites:

Chandler Gilbert Community College	**480-988-8880**
Estrella Mountain Community College	**623-935-8953**
Gateway Community College	**602-286-8686**
Glendale Community College	**623-845-3210**
Mesa Community College	**480-461-7106**
Mesa Community College/Boswell	**623-974-7835**
Paradise Valley Community College	**602-787-7284**
Phoenix College	**602-285-7110**
Rio Salado College	**480-517-8580**
Scottsdale Community College	**480-423-6225**

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the 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 the Nursing Program:

1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit a 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 may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

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 in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, 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 Criteria:

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 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
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 Criteria:

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 Nursing Program.

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

Program Prerequisites: 18-31

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

BIO156	Introductory Biology for Allied Health (4)	
	OR	
BIO181	General Biology (Majors) I (4)	
	OR	
	One year of high school biology	0-4
BIO201*	Human Anatomy and Physiology I	4
BIO202*	Human Anatomy and Physiology II	4
BIO205*	Microbiology	4
CHM130*	Fundamental Chemistry (3)	
	AND	
CHM130LL*	Fundamental Chemistry Lab (1)	
	OR	
	One year of high school chemistry	0-4
CRE101*	Critical and Evaluative Reading I (3)	
	OR	
	Equivalent by assessment	0-3
ENG101*	First-Year Composition (3)	
	OR	
ENG107 *	First-Year Composition for ESL (3)	3
MAT120*	Intermediate Algebra (5)	
	OR	
MAT121*	Intermediate Algebra (4)	
	OR	
MAT122*	Intermediate Algebra (3)	
	OR	
	Higher Level Math Course	3-5

Required Courses: 26

HCC145AA	Medical Terminology for Health Care Workers I	1
NUR111*	Nursing Process and Critical Thinking I	4
NUR117*	Pharmacology and Medication Administration I	2
NUR119*	Nursing Science I	5
NUR121*	Nursing Process and Critical Thinking II	4
NUR127*	Pharmacology and Medication Administration II	2
NUR129*	Nursing Science II	5
PSY101	Introduction to Psychology	3

Total Credits: 44-57

Registered Nurse Pathway

Associate in Applied Science in Nursing
Major code: 3812

Admission Criteria:

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 Nursing Program.

Program Prerequisites: 18-31

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

BIO156	Introductory Biology for Allied Health (4)	
	OR	
BIO181	General Biology (Majors) I (4)	
	OR	
	One year of high school biology	0-4
BIO201*	Human Anatomy and Physiology I	4
BIO202*	Human Anatomy and Physiology II	4
BIO205*	Microbiology	4
CHM130*	Fundamental Chemistry (3)	
	AND	
CHM130LL*	Fundamental Chemistry Lab (1)	
	OR	
	One year high school chemistry	0-4
CRE101*	Critical and Evaluative Reading I (3)	
	OR	
	Equivalent by assessment	0-3
ENG101*	First-Year Composition (3)	
	OR	
ENG107 *	First-Year Composition for ESL (3)	3
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.*

Nursing

Required Courses: 46

HCC145AA	Medical Terminology for Health Care Workers I	1
NUR111*	Nursing Process and Critical Thinking I	4
NUR117*	Pharmacology and Medication Administration I	2
NUR119*	Nursing Science I	5
NUR121*	Nursing Process and Critical Thinking II	4
NUR127*	Pharmacology and Medication Administration II	2
NUR129*	Nursing Science II	5
NUR231*	Nursing Process and Critical Thinking III	4
NUR237*	Pharmacology and Medication Administration III	1
NUR239*	Nursing Science III	5
NUR241*	Nursing Process and Critical Thinking IV	4
NUR249*	Nursing Science IV	6
PSY101	Introduction to Psychology	3

General Education Requirements: 5

General Education Core: 3

First-Year Composition 3

Met by ENG101 or ENG107 in the Program Prerequisites area.

ENG102*	First-Year Composition (3)
	OR
ENG108*	First-Year Composition for ESL (3)

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 Required Courses area.

Total Credits 69-82

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

- Nurse Assisting (8 credits)
- Practical Nursing (44-57 credits)

Associate in Applied Science in:

- Nursing (69-82 credits)

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

Minimum GPA 2.00

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

Organizational Management

Certificate of Completion in Organizational Leadership

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

Required Courses: 17-18

BPC110	Computer Usage and Application (3)	
	OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS110	Human Relations in Business and Industry (3)	
	OR	
MGT251	Human Relations in Business (3)	3
GBS151	Introduction to Business	3
GBS233 *	Business Communication	3
MGT175	Business Organization and Management (3)	
	OR	
TQM240	Project Management in Quality Organizations (2)	2-3
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 economies. It provides the student quality management theories and skills to better serve both internal and external customers. The emphasis is on practical application of skills and knowledge.

Required Courses: 17

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

Restricted Electives: 3

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

Associate in Applied Science in Organizational Management

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

Required Courses: 17-18

Certificate of Completion in Organizational Leadership	17-18

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

Restricted Electives: 19-22

Students must choose 19-22 industry/job specific course credits from any MCCCD occupational program and have them approved by a department chair.

These industry/job specific course credits must include a minimum of 9 credits with a common subject.

General Education Requirements: 25-27

General Education Core: 15-17

First-Year Composition 6

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

Oral Communication 3

Any approved general education course in the Oral Communication area.

Critical Reading 3

Any approved general education course in the Critical Reading area.

Mathematics 3-5

Any approved general education course in the Mathematics area.

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

Quality Process Leadership (17 credits)
Organizational Leadership (17-18 credits)

Associate in Applied Science in:

Organizational Management (61 credits)

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

Minimum GPA 2.00

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 62-68.



** 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	1-4
LETxxx	Any Law Enforcement Technology course	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: 13-14

COM110	Interpersonal Communication	3
GBS175	Professional Development	3
TQM101	Quality Customer Service	3
TQM105*	Writing for Quality Results (2)	
	OR	
GBS233*	Business Communication (3)	2-3
TQM230	Teamwork Dynamics	2

Restricted Electives: 3

Choose 3 credits from the following:

BPCxxx	Any BPC Business-Personal Computer course	3
COM263	Elements of Intercultural Communication	3
MGT172	Organizations, Paradigms, and Change	1
SOC212	Gender and Society	3
TQM200	Leadership for Front-Line Employees	2
TQM205	Managing Diversity	2

Associate in Applied Science in Quality Customer Service

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

Required Courses: 16-17

Certificate of Completion in Quality Customer Service	16-17

Restricted Electives: 22-23

Students must choose 22-23 industry/job specific 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 22-23 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 9-10 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.*

Quality Customer Service

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

Critical Reading 3

CRE101* Critical and Evaluative Reading I (3)
OR
CRE111* Critical Reading for Business and Industry (3)
OR
Equivalent as indicated by assessment

Mathematics 3

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

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 (16-17 credits)

Associate in Applied Science:
- Quality Customer Service (64 credits)

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

Minimum GPA 2.00

For additional Educational Service Partnership Programs in Public Administration and Quality Customer Service, see pages **112-119.**

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

Retail Management

Certificate of Completion in Retail Management

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

Required Courses: 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 I (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

Associate in Applied Science in Retail Management

The Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

Required Courses: 39

ACC111	Accounting Principles I	3
ACC230*	Uses of Accounting Information I	3
ACC240*	Uses of Accounting Information II	3
BPC110	Computer Usage & Applications (3)	
	OR	
CIS105	Survey of Computer Information Systems (3)	3
COM110	Interpersonal Communication (3)	
	OR	
IND133	Speaking in Business (3)	3
GBS110	Human Relations in Business and Industry (3)	
	OR	
MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations (3)	
	OR	
GBS161*	Mathematics of Business (3)	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233*	Business Communication	3
MGT101	Techniques of Supervision (3)	
	OR	
MGT229	Management and Leadership I (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

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

Retail Management

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

ENG101* First-Year Composition (3)
OR
ENG107* First-Year Composition for ESL (3)
AND
ENG102* First-Year Composition (3)
OR
ENG108* First-Year Composition for ESL (3)
OR
ENG111* Technical Writing (3)

(Note: ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.)

Oral Communication 3

COM230* Small Group Communication

Critical Reading 3

CRE101* Critical and Evaluative Reading I (3)
OR

Equivalent as indicated by assessment

Mathematics 3

MAT102* Mathematical Concepts/Applications (3)
OR

Satisfactory completion of a higher level Mathematics course

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

SBU200 Society and Business (3)

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Retail Management (33 credits)

Associate in Applied Science in:
Retail Management (64 credits)

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

Minimum GPA 2.00

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

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.

In This Section

Airline Operations
- Certificate of Completion in:
  - Airline Operations: Reservations
  - Airline Operations: Passenger Services
  - Airline Operations: Vacations
  - Airline Operations: Initial Flight Attendant
  - Airline Operations: Ground Operations
- Associate in Applied Science in Airline Operations

Computer Technology
- Certificate of Completion in:
  - Computer Usage and Applications
  - Network Professional
  - Technology Helpdesk Support
  - Networking
  - Programming
  - Technology Troubleshooting and A+ Preparation
  - Web Master
- Associate in Applied Science in:
  - Computer Technology

Corrections
- Certificate of Completion in:
  - Basic Corrections
  - Advanced Corrections
- Associate in Applied Science in Corrections

Detention Services
- Certificate of Completion in Detention Services
- Associate in Applied Science in Detention Services

Fire Science
- Certificate of Completion in Fire Science
- Associate in Applied Science in Fire Science

Law Enforcement Technology
- Certificate of Completion in:
  - Law Enforcement Technology
  - Public Safety Technology
  - Law Enforcement Field Training
- Associate in Applied Science in Law Enforcement Technology

Military Leadership
- Certificate of Completion in:
  - Military Leadership
- Associate in Applied Science in Military Leadership

Public Administration
- Certificate of Completion in:
  - Public Administration
  - Public Administration: Legal Services
- Associate in Applied Science in Public Administration

Quality Customer Service
- Certificate of Completion in:
  - Quality Customer Service
  - Human Services - Assistance: Customer Service
  - Human Services - Specialist: Customer Service
  - Human Services - Long Term Care: Customer Service
  - Automobile Insurance: Customer Service
  - Automobile Policy: Customer Service
  - Insurance: Customer Service
  - Insurance Claims and Losses: Customer Service
  - Utilities: Customer Service
  - Credit Counseling: Customer Service
  - Travel Agency: Customer Service
  - Telecommunications: Customer Service
  - Digital Telecommunications: Customer Service
  - Pharmacy: Customer Service
  - Pharmacy Benefits Management: Customer Service
- Associate in Applied Science in Quality Customer Service

Modifications to programs and courses may occur throughout the academic year. For the most updated information on curriculum, see our web site at: **www.riosalado.edu/ci/programs/** To speak to an academic advisor, call **480-517-8580**.

Airline Operations

The Associate in Applied Science (AAS) in Airline Operations is designed to provide students with the opportunity to specialize in specific areas of airline operations while still meeting the rigid Federal Aviation Administration requirements. Students may choose to specialize in the areas of Reservations, 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 are 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 electronic environment. Courses focus on training the student in the basic use of software applications including the computer operating system, word processing, electronic worksheets, database management, presentation graphics, and the Internet.

Required Courses: 16

BPC135xx*	Word Processing (any module)	2
CIS105	Survey of Computer Information Systems	3
CIS114DE	Excel Spreadsheet	3
CIS117Dx	Database Management (any module)	3
CIS118AB	PowerPoint: Level I	1
CIS121AE	Windows Operating System: Level I	1
CIS133AA	Internet/Web Development Level I-A (1)	
	AND	
CIS133BA*	Internet/Web Development Level I-B (1)	
	AND	
CIS133CA*	Internet/Web Development Level I-C (1)	
	OR	
CIS133DA	Internet/Web Development Level I (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) **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 in Computer Usage and Applications		16
BPC125	Microcomputer Set Up and 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
CIS124AA	Project Management Software: Level I	1
CIS233AA*	Internet/Web Development Level II-A (1) **AND**	
CIS233BA*	Internet/Web Development Level II-B (1) **AND**	
CIS233CA*	Internet/Web Development Level II-C (1) **OR**	
CIS233DA*	Internet/Web Development Level II (3)	3
CIS280	Current Topics in Computing	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 in Computer Usage and Applications		16
BPC125	Microcomputer Set Up and Maintenance	1
BPC170*	Computer Maintenance I: A+ Prep	3
BPC225*	Computer Configuration and Enhancement	1
BPC278*	Software Installation - MS Windows	3
CIS109*	LAN Operations and Concepts	1
CIS122AE*	Windows Operating System: Level II	1
CIS124AA	Project Management Software: Level I	1
CIS124BA*	Project Management Software: Level II	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 in Computer Usage and Applications		16
CIS150*	Programming Fundamentals	3
CIS159*	Visual Basic Programming I	3
CIS162AB*	C++: Level I	3
CIS163AA*	Java Programming: Level I	3
CIS233AA*	Internet/Web Development Level II-A (1) **AND**	
CIS233BA*	Internet/Web Development Level II-B (1) **AND**	
CIS233CA*	Internet/Web Development Level II-C (1) **OR**	
CIS233DA*	Internet/Web Development Level II (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 configuration, customer service and technical support, advanced operating systems, LAN operations, and current topics in computing.

Required Courses: 35

Certificate of Completion in Computer Usage and Applications		16
BPC125	Microcomputer 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
CIS122AE*	Windows Operating System: Level II	1
CIS124AA	Project Management Software: Level I	1
CIS124BA*	Project Management Software: Level II	1
CIS225*	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	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 in 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
CIS124AA	Project Management Software: Level I	1
CIS140*	Survey of Multimedia Technology	2
CIS159*	Visual Basic Programming I	3
CIS233AA*	Internet/Web Development Level II-A (1)	
	AND	
CIS233BA*	Internet/Web Development Level II-B (1)	
	AND	
CIS233CA*	Internet/Web Development Level II-C (1)	
	OR	
CIS233DA*	Internet/Web Development Level II (3)	3
CIS235*	e-Commerce	3

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.

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

BPCxxx	Any Business-Personal Computers course	0.5-4
	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	0.5-4

(Students can choose any combination of BPC, CCT, CIS, or OAS courses to fulfill the Restricted Electives Requirement.)

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

COM100	Introduction to Human Communication

Critical Reading 3

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

Equivalent as indicated by assessment

Mathematics 3

MAT102*	Mathematical Concepts/ Applications (3)
	OR
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:

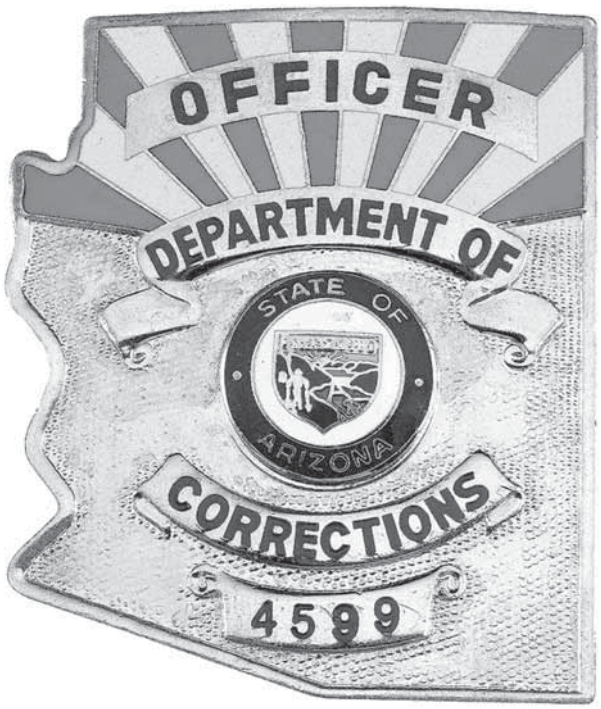
Certificate of Completion in:
- Computer Usage and Applications (16 credits)
- Network Professional (11 credits)
- Technology Helpdesk Support (32 credits)
- Networking (37 credits)
- Programming (37 credits)
- Technology Troubleshooting and A+ Preparation (35 credits)
- Web Master (34 credits)

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. The courses in the Certificate of Completion in Basic Corrections will cover ethics, management skills, conflict and crisis management techniques, and security procedures. The Certificate of Completion in Advanced Corrections will cover the areas of supervision, political science, communication, psychology, and sociology.

Certificate of Completion in Basic Corrections

The Certificate of Completion in Basic Corrections will prepare students for a career in the field of corrections. The courses are designed to prepare students with the skills needed to meet the challenges of working in a correctional facility. Courses cover the topics of inmate management techniques, ethics and professionalism, conflict and crisis management skills in addition to security procedures and weapons training.

Required Courses: 21

LET160*	Correctional System Ethics and Professionalism	1
LET162*	Introduction to Inmate Management	3
LET164*	Correctional Information Systems	1
LET166*	Correction Officers Safety and Weapons Training	2
LET168*	Inmate Security Procedures I	2
LET169	Inmate Security Procedures II	3
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 constitution of the United States and the State of Arizona. Officers will also study basic psychology principles and sociology concepts.

Required Courses: 36

Certificate of Completion in Basic Corrections 21

LET161	Correctional Sergeant's Leadership Procedures (3)	
	OR	
MGT229	Management and Leadership I (3)	
	OR	
PAD116	Supervisory Training for DOC Employees (3)	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: 3

CIS105	Survey of Computer Information Systems	3
CIS133DA	Internet/Web Development Level I	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 I	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

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

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:

- Basic Corrections (21 credits)
- Advanced Corrections (39 credits)

Associate in Applied Science in:

- Corrections (64 credits)

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

Minimum GPA 2.00

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

Detention Services

The Detention Services program is designed to prepare students who are interested in a career in the field of detention and will also upgrade the skills of those presently working in the field. Courses will examine the services and programs provided to inmates as well as legal issues affecting both the incarcerated person and those working within this setting. Courses also focus on management techniques, security and emergency procedures, and detention facility training. Students will study current issues dealing with different types of inmates, and the variety of problems encountered with these individuals.

Certificate of Completion in Detention Services

Required Courses: 18

LET130*	Detention Officer Training	2
LET132*	Introduction to Correctional Law	3
LET134*	Special Needs Issues and Communication	2
LET135*	Problem Solving and Crisis Management	2
LET136*	Detention Security Procedures	2
LET138*	Detention Officer Emergency Procedures	1
LET139*	Detention Facility Training	2
LET141*	Detention Defensive Tactics	4

Associate in Applied Science in Detention Services

Required Courses: 18

Certificate of Completion in Detention Services 18

Restricted Electives: 21

AJS101	Introduction to Criminal Justice	3
AJS112	Wellness for Law Enforcement Officers	3
AJS124	Correctional Institutions	3
AJS200	Current Issues in Criminal Justice	3
BPCxxx	Any Business-Personal Computer course	1-3
LET100*	Introduction to Law Enforcement Technology	1
LET125*	Legal Aspects of Law Enforcement	2
LET140*	R.I.S.C. Team Training	1
LET190*	Human Communications & Relations	1
LET230*	Cultural Awareness for Law Enforcement	3
PSY101	Introduction to Psychology	3
PSY125	Leadership and Group Dynamics	3
PSY211*	Crises Management	3
PSY245*	Psychology of Adult Development	3
PSY250*	Social Psychology	3
PSY266*	Abnormal Psychology	3
PSY270*	Personal and Social Adjustment	3
SOC110	Drugs and Society	3
SOC140	Racial and Ethnic Minorities	3
SOC245*	Social Deviance	3
SPA109	Law Enforcement Spanish I	4
SPA209*	Intermediate Spanish for Law Enforcement	3

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

COM230* Small Group Communication

Critical Reading 3

CRE101* Critical and Evaluative Reading I (3)
OR
CRE111* Critical Reading for Business and Industry (3)
OR
Equivalent as indicated by assessment

Mathematics 3

MAT122* Intermediate Algebra

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
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 Firefighters/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
PED101IH	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

Admission Criteria:

Must be a law enforcement officer and have departmental approval.

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*	Fundamentals of Law Enforcement	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 Investigations	4
LET282*	Police Roles and Responsibilities	4
LET284*	Professionalism Within Policing	4
LET285BA	Current Issues in Law Enforcement Technology	2
LET286*	Modern Policing Strategies	4

Associate in Applied Science in Law Enforcement Technology

Required Courses: 39

Certificate of Completion in Law Enforcement Technology 39

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

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

Oral Communication 3

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

Critical Reading 3

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

Mathematics 3

MATxxx*	Any approved general education course in the Mathematics area.

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

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

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.*

Military Leadership

The Military Leadership program is designed to provide active, guard, reserve, veteran or retired military personnel with leadership training that will develop and enhance their skills and professional opportunities. The coursework will cover communication methods, leadership styles, organizational behavior concepts, employee motivation, and the decision-making process. An emphasis is placed on leadership skills and current leadership challenges. The program includes a Certificate of Completion in Military Leadership and an Associate of Applied Science in Military Leadership.

Certificate of Completion in Military Leadership

Admission Criteria:

Student must be an active, guard, reserve, veteran or retired member of the military.

Required Courses: 18

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
GBS233*	Business Communications	3
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business (3) **OR**	
PAD122	Public Sector Human Resources Management (3) **AND**	3

Students must also choose 6 military specific American Council on Education (ACE) recommended credits and have them approved by the department chair.

Associate in Applied Science in Military Leadership

Admission Criteria:

Student must be an active, guard, reserve, veteran or retired member of the military.

Required Courses: 21

Certificate of Completion in Military Leadership		18
PAD170	Public Sector Organizational Behavior	3

Restricted Electives: 18

Students must choose 18 industry/job specific elective credits and have them approved by the department chair. These industry/job specific credits may include up to 18 military specific American Council on Education (ACE) recommended credits.

General Education Requirements: 25

General Education Core: 15

First-Year Composition 6

ENG101*	First-Year Composition (3) **OR**
ENG107*	First-Year Composition for ESL (3) **AND**
ENG102*	First-Year Composition (3) **OR**
ENG108*	First-Year Composition for ESL (3) **OR**
ENG111*	Technical Writing (3)

Oral Communication 3

COM100	Introduction to Human Communication (3) **OR**
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)

Mathematics 3

MAT122* Intermediate Algebra **OR**

Satisfactory completion of a higher level mathematics course.

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
Military Leadership (18 credits)
Associate in Applied Science in:
Military Leadership (64 credits)

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

Minimum GPA 2.00

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



Public Administration

Certificate of Completion in Public Administration

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

Required Courses: 15

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

Certificate of Completion in Public Administration: Legal Services

The Certificate of Completion in Public Administration: Legal Services is designed to provide students with the training needed for employment in the legal divisions of government agencies. Topics covered in the curriculum include the criminal justice system, court case assignments, criminal charging documentation, document security and ethical issues. An emphasis is placed on effective oral and written communication, interpersonal relationship skills, and time management skills as well as computer usage.

Required Courses: 16

BPC110	Computer Usage and Applications	3
BPC111AA	Computer Keyboarding I	1
BPC111AB*	Computer Keyboarding II	1
CIS118AB	PowerPoint: Level I	1
CIS118BB*	PowerPoint: Level II	1
OCS102	Office Career Preparation	1
OCS122	Office Orientation and Essential Skills	3
PAD110	Criminal Charging Administration	3
PAD112	Court Record Administration	2

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

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	1-4
LETxxx	Any Law Enforcement Technology course	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: 13-14

COM110	Interpersonal Communication	3
GBS175	Professional Development	3
TQM101	Quality Customer Service	3
TQM105*	Writing for Quality Results (2)	
	OR	
GBS233*	Business Communication (3)	2-3
TQM230	Teamwork Dynamics	2

Restricted Electives: 3

Choose 3 credits from the following:

BPCxxx	Any BPC Business-Personal Computer course	3
COM263	Elements of Intercultural Communication	3
MGT172	Organizations, Paradigms, and Change	1
SOC212	Gender and Society	3
TQM200	Leadership for Front-Line Employees	2
TQM205	Managing Diversity	2

Associate in Applied Science in Quality Customer Service

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

Required Courses: 16-17

Certificate of Completion in Quality Customer Service	16-17

Restricted Electives: 22-23

Students will choose one of the following Certificates of Completion for a total of 22-23 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 4-5 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

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

Certificate of Completion in Human Services - Specialist: Customer Service

This certificate is designed to provide students with the knowledge and skills to meet basic job requirements in federal and state assistance programs. Courses will cover case management techniques, job evaluations, dispute resolutions, and grievance procedures.

Required Courses: 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 11-12 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 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 (AHCCCS)	2
HSA202	Arizona Long Term Care System (ALTCS): Eligibility	2
HSA204	Arizona Long Term Care System (ALTCS): Advanced Eligibility	3
HSA206	Arizona Long Term Care System (ALTCS): Advanced Eligibility Topics	2
HSA208	Arizona Long Term Care System (ALTCS): Non-Financial Eligibility	2
HSA210	Arizona Long Term Care System (ALTCS): Resources and Income	3

Student must also choose 8-9 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. Courses cover eligibility guidelines, rating factors, policy rates and quotes, policy coverage adjustment, underwriting procedures, and contract stipulations. Additional topics include computer usage, customer service skills, and the responsibilities of the automobile insurance member acquisition services representative.

Required Courses: 21

CSR201	Insurance Operations	3
CSR202	Insurance Representative Services	3
CSR203	Insurance Representative Concerns	3
CSR204	Insurance Representative Procedures	3
CSR205	Automobile Insurance Provisions	3
CSR206	Insurance Rate Determination	3
CSR207	Automobile Policy Adjustment	3

Students must also choose 1-2 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Automobile Policy: Customer Service

This Certificate of Completion is designed to prepare students in the automobile insurance industry. The courses include insurance operation overview, account management techniques, policy cancellation, and reinstatement. The emphasis will be on customer service skills and policy endorsement knowledge.

Required Courses: 11

CSR251	Automobile Insurance Operations	3
CSR253	Automobile Policy Endorsement Coverage	3
CSR254	Automobile Policy Endorsement Provisions	2
CSR256	Automobile Insurance Policy Cancellation	2
CSR259	Automobile Insurance Policy Reinstatement	1

Students must also choose 11-12 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 Insurance: Customer Service

This certificate is designed to provide students with the training required for employment in the insurance industry. Courses will cover insurance coverage, rates and regulations, processing and rewriting applications, and the use of a computerized insurance system.

Required Courses: 14

CSR180	Insurance Regulations	3
CSR181	Insurance Rates and Coverage	3
CSR182	Insurance Application Processing and Rewrites	3
CSR185	Insurance Industry Direct Sales	3
CSR186*	Insurance Industry Direct Sales Lab	2

Students must also choose 8-9 industry/job specific elective credits from the 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 Claims and Losses: Customer Service

This Certificate of Completion is designed to provide students with the knowledge and skills to meet job requirements in the insurance claims and loss reporting industry. The courses cover basic insurance concepts, account handling procedures, and steps to record claims such as weather-related and glass loss. Additional topics include communications, listening, and customer service strategies.

Required Courses: 11

CSR245*	Introduction to Insurance Loss Reporting	3
CSR246*	Insurance Loss Reporting Customer Service	3
CSR247*	Insurance Claims and Losses I	3
CSR248*	Insurance Claims and Losses II	2

Students must also choose 11-12 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 Utilities: Customer Service

Service sector occupations require higher education and average pay levels are expected to grow. White collar, career-minded individuals will seek employment in the customer service area through this decade. This certificate is designed to provide students with training to meet requirements for employment in the customer service area of the utilities industry.

Required Courses: 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 6-8 industry/job specific elective credits from the core requirements of an AAS Degree program, Certificate, or a specialized program of study that has been approved by the department chair.

Certificate of Completion in Credit Counseling: Customer Service

This certificate is designed to provide students with the training required for employment in the credit counseling industry. Courses will cover types of bankruptcies, types of credit and types of account liabilities as well as legal issues and laws governing the credit industry. The training will also focus on 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 10-11 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.

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

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 11-12 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 8-9 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 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 9-10 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: 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 9-10 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 Benefits Management: Customer Service

This certificate is designed to provide students with the training needed to work in the field of pharmacy benefits management. Courses will cover topics such as database management, pharmacy benefits plans, claims analysis, and pharmacy benefits policy procedures. The courses will also emphasize strategies for quality customer service and information retention.

Required Courses: 12

CSR136	Pharmacy Benefit Member Service	3
CSR137	Pharmacy Benefit Database Management	3
CSR138	Pharmacy Benefit Service Provision	3
CSR139	Pharmacy Benefit Operations	3

Students must also choose 10-11 industry/job specific elective credits from the 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

Critical Reading 3

CRE101* Critical and Evaluative Reading I (3)
OR
CRE111* Critical Reading for Business and Industry (3)
OR
Equivalent as indicated by assessment

Mathematics 3

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

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

General Education Distribution: 10

Humanities and Fine Arts 3

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

Natural Sciences 4

Any approved general education course in the Natural Sciences area.

Social and Behavioral Sciences 3

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

Certificate(s) or Degree(s) Awarded:

Certificate of Completion in:
- Quality Customer Service (16-17 credits)
- Human Services - Assistance:
  - Customer Service (18 credits)
- Human Services - Specialist:
  - Customer Service (11 credits)
- Human Services - Long Term Care:
  - Customer Service (14 credits)
- Automobile Insurance: Customer Service (21 credits)
- Automobile Policy: Customer Service (11 credits)
- Insurance: Customer Service (14 credits)
- Insurance Claims and Losses: Customer Service (11 credits)
- Utilities: Customer Service (15-16 credits)
- Credit Counseling: Customer Service (12 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 Programs

In This Section

Arizona General Education Curriculum (AGEC), AGEC A, AGEC B, AGEC S
Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S
Associate in Arts (AA) Degree
Associate in Arts in Elementary Education (AAEE) Degree
Associate in Arts, Fine Arts - Dance (AAFA - Dance) Degree
Associate in Arts, Fine Arts - Art (AAFA - Art) Degree
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Associate in Business (ABus) Degree, General Requirements (GR)
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Districtwide Occupational Programs

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

Description

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

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

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

Purpose of the AGECs

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

http://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: **http://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] (3 credits) **AND**

NOTE: Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.

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

AGEC B requires:

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

NOTE: Requires a course in brief calculus (MAT212) or a higher level mathematics course (MAT216, MAT220, or MAT221 or any course for which these courses are prerequisites.)

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

AGEC S requires:

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

NOTE: Requires a calculus course (MAT220 or MAT221) or any course for which MAT220 or MAT221 are prerequisites.

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

4. Humanities and Fine Arts [HU] 6

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

5. Social and Behavioral Sciences [SB] 6

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

6. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

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

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

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

B. Awareness Areas:

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

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

AGEC Area Requirements Descriptions/Definitions

Core Areas

First-Year Composition (FYC) — 6 credits

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

Literacy and Critical Inquiry [L] — 3 credits

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

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

Mathematical Studies — 6 credits

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

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

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

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

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

- **Mathematics [MA] AGEC A**

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

- **Mathematics [MA] AGEC B**

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

- **Mathematics [MA] AGEC S**

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

Computer/Statistics/Quantitative Applications [CS]

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

Humanities and Fine Arts [HU] — 6 credits

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

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

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

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

Social and Behavioral Sciences [SB] 6 credits

A total of six semester credits must be completed with a grade of "C" or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose 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 MCCCD AGEC A, AGEC B and/or AGEC S

Arizona General Education Curriculum

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

AGEC Matrix

This Matrix of courses compliments and supports the AGEC A, B, and S information within the MCCCD college catalogs. Thus, courses that have been processed and have gained a general education designation will be listed on this Matrix for users to access in the processes of advising students for transfer and curricular purposes.

The Matrix lists single courses and the general education area(s) satisfied by each course. Courses that meet general education designations through course combinations and/or through a specific sequence are also listed with the combinations connected by ampersands. Special notes regarding the combinations are also provided. The general education area(s) satisfied by the combined courses is listed at the end of the combination.

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

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

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

Students should consult an MCCCD Academic Advisor to ensure appropriate course selection for general education purposes and transfer.

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

Maintenance of the Matrix

The MCCCD Curriculum Office maintains the Matrix on an ongoing basis. Action taken on MCCCD processed curriculum and changes to General Education Designations may impact the courses listed on the Matrix. When the Matrix is updated, the changes are communicated to MCCCD curriculum personnel as well as advisors as soon as the changes are approved. Future term updates are identified with a note immediately following the course listed on the Matrix.

Other Resources

Students seeking more detailed course information on any of the courses listed on the Matrix should access the Course Information, Quick Search or Advanced Search on the main page of the District Curriculum Office website, http://www.dist.maricopa.edu/academic/curric/

The AGEC Course Matrix - General Studies Designations

SB, C	**AFR110**	Introduction to African-American Studies (3 cr.)
SB, C, H	**AFR202***	Ethnic Relations in the United States (3 cr.)
		**Note: The AFR202 (SB, C, H) General Education designation will be effective Spring 2006.*
SB, C, H	**AFR203**	African-American History: The Slavery Experience (3 cr.)
SB, C, H	**AFR204**	African-American History: Reconstruction to the Present (3 cr.)
CS	**AGB139**	Agribusiness Computer Operations (3 cr.)
SQ-A&B, SG-A&B	**AGS164**	Plant Growth and Development (4 cr.)
SB, C, H	**AIS101**	Survey of American Indian Issues (3 cr.)
SB, C	**AIS105**	Introduction to American Indian Studies (3 cr.)
C	**AIS110**	Navajo Government (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.)
CS	**AJS119**	Computer Applications Justice Studies (3 cr.)
HU	**AJS123**	Ethics & Administration of Justice (3 cr.)
SB	**AJS162**	Domestic Violence (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	**ARH100**	Introduction to Art (3 cr.)
HU, G, H	**ARH101**	Prehistoric Through Gothic Art (3 cr.)
HU, G, H	**ARH102**	Renaissance Through Contemporary Art (3 cr.)
HU	**ARH115**	History of Photography (3 cr.)
HU, G	**ARH118**	Introduction 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	**ARH203**	Art of Ancient Egypt (3 cr.)
HU, H	**ARH217**	Mexican Art History (3 cr.)
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	**ASB220***	Archaeology Goes to the Movies (3 cr.)
		**Note: The ASB220 (HU) General Education designation will be effective Fall 2006.*
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.)

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

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 MCCCD AGEC A, AGEC B, and/or AGEC S

SB, SG-A&B, H	**ASM104**	Bones, Stones, and Human Evolution (4 cr.)
SG-A&B	**ASM265**	Laboratory Methods in Archaeology (4 cr.)
SG-A&B	**AST101** AND **AST102**	Survey of Astronomy (3 cr.) Survey of Astronomy Laboratory (1 cr.)
SQ-A&B, SG-A&B	**AST111** AND **AST113**	Introduction to Astronomy I (3 cr.) Astronomy I Laboratory (1 cr.)
SQ-A&B, SG-A&B	**AST112** AND **AST114**	Introduction to Astronomy II (3 cr.) 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**	Intro to Biotechnology (4 cr.)
SQ-A&B, SG-A&B, G	**BIO108**	Plants & Society (4 cr.)
SG-A&B	**BIO109***	Natural History of the Southwest (3 cr.) **Note: The BIO109 (SG-A&B) General Education Designation will be effective Fall 2006.*
SG-A&B	**BIO145**	Marine Biology (4 cr.)
SG-A&B	**BIO156**	Introductory 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.)
CS	**BIO219**	Geographic Information Systems & Global Positioning Systems in Environmental Investigations (4 cr.)
SG-A&B	**BIO241**	Human Genetics (4 cr.)
CS	**BPC110**	Computer Usage and Applications (3 cr.)
CS	**BPC217AM**	Advanced 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.)
G	**CHI202**	Intermediate Chinese II (5 cr.)
G	**CHM107**	Chemistry & Society (3 cr.)
SQ-A&B, SG-A&B, G	**CHM107** AND **CHM107LL**	Chemistry & Society (3 cr.) Chemistry & Society Lab (1 cr.)
SQ-A&B, SG-A&B	**CHM130** AND **CHM130 LL**	Fundamental Chemistry (3 cr.) Fundamental Chemistry Lab (1 cr.)
SQ-A&B SQ-S	**CHM150** AND **CHM151LL**	General Chemistry I (4 cr.) General Chemistry I Lab (1 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**CHM151** AND **CHM151LL**	General Chemistry I (3 cr.) General Chemistry I Lab (1 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**CHM152** AND **CHM152LL**	General Chemistry II (3 cr.) General Chemistry II Lab (1 cr.)
SQ-A&B, SQ-S, SG-A&B, SG-S	**CHM154** AND **CHM154LL**	General Chemistry II with Qual (3 cr.) General Chemistry II with Qual Lab (2 cr.)
SQ-A&B, SG-A&B	**CHM230** AND **CHM230LL**	Fundamental Organic Chemistry (3 cr.) 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	**CIS162AB** AND **MET105**	C++: Level I (3 cr.) Computer-Aided Drafting For Manufacturing (3 cr.)
CS	**CIS162AB** AND **MET105AA**	C++: Level I (3 cr.) Computer-Aided Drafting I: AutoCAD (3 cr.)
CS	**CIS162AC**	Visual C++: Level I (3 cr.)
CS	**CIS162AD**	C#: Level I (3 cr.)
CS	**CIS163AA**	Java Programming: Level I (3 cr.)
CS	**CIS163AA** AND **DFT105AA**	Java Programming: Level I (3 cr.) Computer-Aided Drafting I: AutoCAD (3 cr.)
CS	**CIS163AA** AND **MET105AA**	Java Programming: Level I (3 cr.) Computer-Aided Drafting I: AutoCAD (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.)

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

CS	**CIS259**	Visual Basic Programming II (3 cr.)
CS	**CIS262**	C Programming II (3 cr.)
HU, G, H	**CNS101**	Construction and Culture (3 cr.)
SB	**COM100**	Introduction to Human Communication (3 cr.)
SB	**COM100AA** AND **COM100AB** AND **COM100AC**	Introduction to Human Communication Part I (1 cr.) Introduction to Human Communication Part II (1 cr.) Introduction to Human Communication Part III (1 cr.)
SB	**COM110**	Interpersonal Communication (3 cr.)
SB	**COM110AA** AND **COM110AB** AND **COM110AC**	Interpersonal Communication Part I (1 cr.) Interpersonal Communication Part II (1 cr.) 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	**CSC110**	Introduction to Computer Science for Majors (3 cr.)
CS	**CSC110AA**	Introduction to Computer Science for Majors (3 cr.)
CS	**CSC110AB**	Introduction to Computer Science (Java) (4 cr.)
CS	**CSC150**	Programming in C/C++ (3 cr.)
CS	**CSC150AA**	Programming in C/C++ (4 cr.)
CS	**CSC180**	Computing for Scientists, Engineers and Medical/Health Specialists (3 cr.)
CS	**CSC180AA**	Computing for Scientists, Engineers and Medical/Health Specialists (3 cr.)
CS	**CSC180AB**	Computing for Scientists, Engineers and Medical/Health Specialists (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.)
CS	**CSC283**	Bioinformatics and Scientific Computing (3 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.)
CS	**DFT253**	Computer Aided Drafting IIA (3 cr.)
CS	**ECE102** AND **ECE103**	Engineering Analysis Tools and Techniques (2 cr.) Engineering Problem Solving and Design (2 cr.)
CS	**ECE102** AND **ECE103AB**	Engineering Analysis Tools and Techniques (2 cr.) Engineering Problem Solving and Design (2 cr.)
CS	**ECE102AA** AND **ECE103**	Engineering Analysis Tools and Techniques (2 cr.) Engineering Problem Solving and Design (2 cr.)
CS	**ECE102AA** AND **ECE103AB**	Engineering Analysis Tools and Techniques (2 cr.) Engineering Problem Solving and Design (2 cr.)
SB	**ECH176**	Child Development (3 cr.)

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

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

SB	**ECN111**	Macroeconomic Principles (3 cr.)
SB	**ECN112**	Microeconomic Principles (3 cr.)
SB, H	**ECN160**	Economic History of United States (3 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 for Serving English Language Learners (ELL) (3 cr.)
C	**EDU230**	Cultural Diversity In Education (3 cr.)
C	**EDU235**	Mexican-American Child in the 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** AND **ELE241**	Digital Logic & Circuits (3 cr.) Microprocessor Concepts (4 cr.)
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	**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	**ENH235***	Survey of Gothic Literature (3 cr.)
		**Note: The ENH235 (HU) General Education designation will be effective Fall 2006.*
HU	**ENH241**	American Literature Before 1860 (3 cr.)
HU	**ENH242**	American Literature After 1860 (3 cr.)
HU	**ENH250**	Classical Backgrounds in Literature (3 cr.)
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	**FON143***	Food and Culture (3 cr.)
		**Note: The FON143 (G) General Education designation will be effective Spring 2006.*
SG-A&B, SG-S	**FON241*** AND **FON241LL***	Principles of Human Nutrition (3 cr.) Principles of Human Nutrition Laboratory (1 cr.)
		**Note: The FON241 & FON241LL (SG-A&B, SG-S) General Education designation will be effective Spring 2006.*

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

SQ-A&B, SQ-S	**FOR105***	Forensic Science: Physical Evidence (4 cr.) **Note: The FOR105 (SQ-A&B, SQ-S) General Education designation will be effective Spring 2006.*
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 **GLG103**	Introduction to Geology I-Physical Lecture (3 cr.) Introduction to Geology I-Physical Lab (1 cr.)
H	**GLG102**	Introduction to Geology II-Historical Lecture (3 cr.)
SG-A&B, H	**GLG102** AND **GLG104**	Introduction to Geology II-Historical Lecture (3 cr.) 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 **GLG111**	Geologic Disasters and the Environment (3 cr.) 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 **GPH113**	Introduction to Physical Geography (3 cr.) 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 **GPH214**	Introduction to Meteorology I (3 cr.) Introduction to Meteorology Lab I (1 cr.)



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

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

SG-A&B, SG-S	**GPH213*** AND **GPH215***	Introduction to Climatology (3 cr.) Introduction to Climatology Lab (1 cr.) **Note: The GPH213 & GPH215 (SG-A&B, SG-S) General Education designation is retroactive to Summer I 2005.*
CS	**GPH220**	Introduction to Geographic Information Systems (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.)
HU, SB, H	**HIS101***	History Western Civilization Middle Ages-1789 (3 cr.) **Note: The HIS101 (HU) General Education designation will be effective Spring 2006.*
HU, SB, G, H	**HIS102***	History Western Civilization 1789 to Present (3 cr.) **Note: The HIS102 (HU) General Education designation will be effective Fall 2006.*
HU, SB, H	**HIS103***	United States History to 1870 (3 cr.) **Note: The HIS103 (HU) General Education designation will be effective Fall 2006.*
SB, H	**HIS104**	United States History 1870 to Present (3 cr.)
SB, H	**HIS105**	Arizona History (3 cr.)
SB, H	**HIS105AA** AND **HIS105AB** AND **HIS105AC**	Arizona History Part I (1 cr.) Arizona History Part II (1 cr.) 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.)
SB, C, H	**HIS109**	Mexican American History & Culture (3 cr.)
SB, G	**HIS110**	World History to 1500 (3 cr.)
HU, SB, G, H,	**HIS111***	World History 1500 to the Present (3 cr.) **Note: The HIS111 (HU) General Education designation will be effective Fall 2006.*
SB, G, H	**HIS113**	History of Eastern Civilizations to 1850 (3 cr.)
SB, G, H	**HIS114**	History of Eastern Civilization 1850 to Present (3 cr.)
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	**HIS204**	African-American History II (3 cr.)
SB, C, H	**HIS209**	The Chicano In 20th Century America (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, H	**HIS254***	History of Ireland 1603 to Present (3 cr.) **Note: The HIS254 (SB, H) General Education designation will be effective Spring 2006.*
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**	Cultural Perspective: Native-American Ideas/Values (1 cr.)
HU, C	**HUM105AC**	Cultural Perspective: Asian Ideas/Values (1 cr.)
HU, C	**HUM105AD**	Cultural Perspective: Hispanic Ideas/Values (1 cr.)
HU, C	**HUM105AE**	Cultural Perspective: Mid-Eastern Ideas/Values (1 cr.)
HU	**HUM107**	Humanities Through the Arts (3 cr.)
HU, H	**HUM108***	Contemporary Humanities (3 cr.) **Note: The HUM108 (HU) General Education designation will be effective Fall 2006.*
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.*

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

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, H	**HUM205**	Introduction to Cinema (3 cr.)
HU, H	**HUM205**	Introduction to Cinema (3 cr.)
	AND	
	TCM145	Introduction to Motion Picture Production (3 cr.)
	AND	
	THE205	Introduction to Cinema (3 cr.)
HU	**HUM206**	Introduction to Television Arts (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: Japanese (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	**IFS101**	Information Skills in the Digital Age (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**	Modern 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.)
G	**ITA226**	Intermediate Italian Conversation II (3 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.)
L	**JRN234**	Feature Writing (3 cr.)
HU	**LAT201**	Intermediate Latin I (4 cr.)
HU	**LAT202**	Intermediate Latin II (4 cr.)
MA-A	**MAT140**	College Mathematics (5 cr.)
MA-A	**MAT141**	College Mathematics (4 cr.)
MA-A	**MAT142**	College Mathematics (3 cr.)
MA-A	**MAT150**	College Algebra/Functions (5 cr.)
MA-A	**MAT150**	College Algebra/Functions (5 cr.)
	OR	
	MAT151	College Algebra/Functions (4 cr.)
	OR	
	MAT152	College Algebra/Functions (3 cr.)
	AND	
	MAT182	Plane Trigonometry (3 cr.)
MA-A	**MAT151**	College Algebra/Functions (4 cr.)
MA-A	**MAT151AA**	College Algebra/Functions I (1 cr.)
	AND	
	MAT151AB	College Algebra/Functions II (1 cr.)
	AND	
	MAT151AC	College Algebra/Functions III (1 cr.)
	AND	
	MAT151AD	College Algebra/Functions IV (1 cr.)
MA-A	**MAT152**	College Algebra (3 cr.)
MA-A	**MAT172**	Finite Mathematics (3 cr.)
MA-A	**MAT187**	Precalculus (5 cr.)
MA-A, CS	**MAT206**	Elements of Statistics (3 cr.)
MA-A, MA-B	**MAT212**	Brief Calculus (3 cr.)

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

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 MCCCD AGEC A, AGEC B, and/or AGEC S

MA-A, MA-B	**MAT213***	Brief Calculus (4 cr.) **Note: The MAT213 (MA-A, MA-B) General Education designation will be effective Fall 2006.*
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.)
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	**MAT251**	Calculus for Life Science (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.)
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.)
HU	**PHI212**	Contemporary Moral Issues (3 cr.)
HU	**PHI213**	Medical & Bio-Ethics (3 cr.)
HU, G	**PHI216**	Environmental 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.)
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, SG-AB	**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.)
SQ, 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**	University 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, L	**POS115***	Issues in American Politics (3 cr.) **Note: The POS115 (L) General Education Designation will be retroactive to Fall 2003.*
SB, G	**POS120**	World Politics (3 cr.)
SB, G	**POS125**	Issues In World Politics (3 cr.)
SB	**POS130**	State & Local Government (3 cr.)
SB, G	**POS140**	Comparative Government (3 cr.)
G	**POS180**	United Nations Study (3 cr.)
SB	**POS210**	Political Ideologies (3 cr.)
SB, C	**POS223**	Civil Rights (3 cr.)
SB	**POS285**	Public Policy (3 cr.)

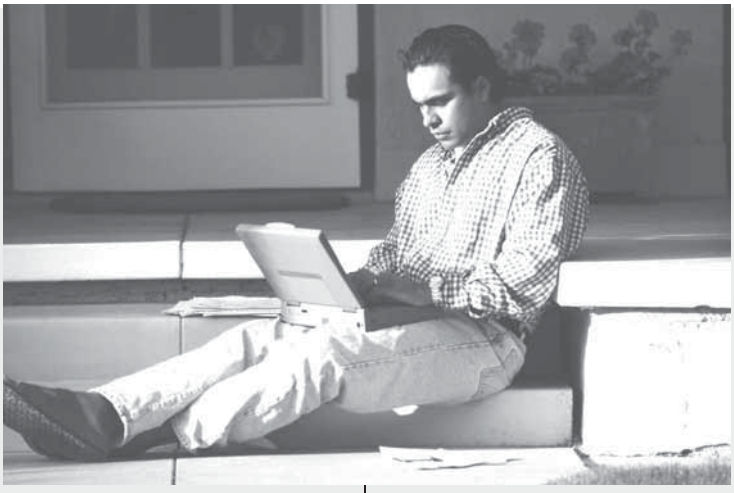
Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B, and/or AGEC S

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.)
SB, C, G	**PSY225**	Psychology of Religion (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-AB	**PSY290AB**	Research Methods (4 cr.)
L, SG-AB	**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**	Introduction 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.)
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, H	**REL250***	History of Religion in Ireland (3 cr.)
		**Note: The REL250 (HU, H) General Education Designation will be retroactive to Fall 2005.*
HU	**REL270**	Introduction to Christianity (3 cr.)
HU	**REL271**	Introduction to the New Testament (3 cr.)
HU, 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	**SMT150**	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.)
SB	**SOC210**	The Child in Society (3 cr.)
SB, C	**SOC212**	Gender and 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.)

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

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 MCCCD AGEC A, AGEC B, and/or AGEC S



G	**SPA202**	Intermediate Spanish II (4 cr.)
G	**SPA202AA**	Intermediate Spanish II (4 cr.)
G	**SPA203**	Spanish For Spanish Speaking Students I (4 cr.)
G	**SPA204**	Spanish For Spanish Speaking Students II (4 cr.)
HU, G	**SPA241***	Spanish and Spanish-American Film I (3 cr.)
		**Note: The SPA241 (G) General Education Designation will be effective Spring 2006.*
G	**SPA242***	Spanish and Spanish-American Film II (3 cr.)
		**Note: The SPA242 (G) General Education Designation will be effective Spring 2006.*
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 in Translation (3 cr.)
HU, C	**SPH245**	Hispanic Heritage in the Southwest (3 cr.)
HU, C	**STO292**	The Art of Storytelling (3 cr.)
HU, C	**STO294**	Multicultural Folktales (3 cr.)
SB, H	**SWU102**	Introduction to Social Work (3 cr.)
SB, H	**SWU171**	Introduction to Social Welfare (3 cr.)
SB, C	**SWU258**	Victimology & Crisis Management (3 cr.)
SB, C	**SWU292**	Effective Helping in a Diverse World (3 cr.)
HU	**TCM145**	Introduction to Motion Picture Production (3 cr.)
HU, H	**TCM145** AND **THE205**	Introduction to Motion Picture Production (3 cr.) Introduction to Cinema (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.)
HU, G	**WST290***	Women & Religion (3 cr.)
		**Note: The WST290 (HU) General Education Designation will be retroactive to Spring 2005.*
SB, C, H	**YAQ100**	Yaqui Indian History and Culture (3 cr.)

Associate in Arts (AA) Degree

Description

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

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

Purpose of the Degree

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

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

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: **http://www.dist.maricopa.edu/academic/curric/**
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:
http://www.dist.maricopa.edu/academic/curric/

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education — Credits

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

MCCCD AGEC-A

1. Core Areas: 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L] 3

c. Mathematical Studies [MA/CS] 6

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

1) Mathematics [MA] A (3 credits)

Note: Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre calculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.

AND

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

d. Humanities and Fine Arts [HU] 6

Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.

e. Social and Behavioral Sciences [SB] 6

Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.

f. Natural Sciences [SQ/SG] 8

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

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

2. Awareness Areas:

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

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



3. 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 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

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:



  - Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy more than one Core Area Requirement.
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: **http://www.dist.maricopa.edu/academic/curric/**

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, student should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or the Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts in Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

I. MCCCD General Education Requirements — Credits

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: MAT150, MAT151, MAT152, 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 (Life Science) and SG (Physical Sciences, Earth/Space Sciences) 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 COM230 taken for Literacy and Critical Inquiry Requirement

b. Critical Reading

CRE101

OR

exemption by testing

II. Elementary Education Requirements 25

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

A. Education Foundations 15

Complete the following courses to satisfy the Education Foundations requirements:

EDU221 Introduction to Education

EDU222 Introduction to the Exceptional Learner

EDU230 Cultural Diversity in Education

MAT156 Mathematics for Elementary Teachers I

MAT157 Mathematics for Elementary Teachers II

B. Electives for Arizona Professional Teacher Standards 10

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

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

1) Additional Education Course Requirement

   Select any EDU course (except EDU221, EDU222, EDU230, and EDU250) to satisfy this requirement.

2) Content Area Electives

   Select 7 credits from the following:

   Any ARH, ART, BPC, CIS, 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 MAT150, MAT151, MAT152, MAT156, and MAT157)

   Any Foreign Language **course(s)**

   Any Natural Science **course(s)**

   CFS/ECH176 Child Development

AAEE Total Credits: 60-63

Associate in Arts, Fine Arts - Dance (AAFA-Dance) Degree

Description

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

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

II. Fine Arts Requirements – Dance

Purpose of the Degree

The Associate in Arts, Fine Arts - Dance degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

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

Academic Policies that Govern the Associate in Arts, Fine Arts - Dance Degree

- Completion of the Associate in Arts, Fine Arts -Dance degree or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts-Dance Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

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

I. MCCCD General Education — Credits

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

MCCCD AGEC-A

1. Core Areas — 35

a. First-Year Composition (FYC) — 6

b. Literacy and Critical Inquiry [L] — 3

c. Mathematical Studies [MA/CS] — 6

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

1) Mathematics [MA] A (3 credits)

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

AND

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

d. Humanities and Fine Arts [HU] — 6

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

Select from the following options to complete three credits:

	Credits
DAH100 Introduction to Dance	3
DAH201 World Dance Perspectives	3

e. Social and Behavioral Sciences [SB] — 6

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

f. Natural Sciences [SQ/SG] — 8

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

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

Select from the following options to complete four credits:

		Credits
BIO160	Introduction to Human Anatomy and Physiology	4
BIO201	Human Anatomy and Physiology	4

2. Awareness Areas — 0

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G] OR
Historical Awareness [H]

MCCCD Additional Requirements — 0-6

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

a. Oral Communication: — 3

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

Select from the following options:

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L] (3 credits) **OR**

COM230 [L] [SB] (3 credits)

b. Critical Reading 3

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

Select from the following options to complete 3 credits:

CRE101 [L] (3 credits)

OR

equivalent as indicated by assessment

II. Fine Arts Requirements – Dance 29

A minimum of 29 credits are required to satisfy the Fine Arts Requirements – Dance.

Part I: 11

Select the following:

	Credits
DAN150 Dance Performance I	1
DAN210 Dance Production I	3
DAN221 Rhythmic Theory for Dance I	2
DAN264 Choreography I	3
DAN280 Dance Practicum	2

Part II: 9

Select from the following options to complete a minimum of nine semester credits. Students must attain Level III competency in ballet and modern dance courses:

	Credits
DAN120++ World Dance (any module)	1
DAN129 Musical Theatre Dance I	1
DAN130 Musical Theatre Dance II	1
DAN131 Ballet I	1
DAN132 Modern Dance I	1
DAN133 Modern Jazz Dance I	1
DAN134 Ballet II	1
DAN135 Modern Dance II	1
DAN136 Modern Jazz Dance II	1
DAN229 Musical Theatre Dance III	1
DAN230 Musical Theatre Dance IV	1
DAN231 Ballet III	1
DAN231AA Ballet III: Intensive	2
DAN232 Modern Dance III	1
DAN233 Modern Jazz Dance III	1
DAN234 Ballet IV	1
DAN234 Ballet IV: Intensive	2
DAN235 Modern Dance IV	1
DAN236 Modern Jazz Dance IV	1
DAN237 Ballet Pointe I	1
DAN290 Dance Conservatory I (any module)	1-3
DAN291 Dance Conservatory II (any module)	1-3
DAN292 Dance Conservatory III (any module)	1-3

Part III: Restricted Electives 9

The remaining credits from DAH and DAN prefixed courses should be selected as prescribed by the dance advisor. Only three of the remaining credits may be selected from the following DAN prefixed courses:

	Credits
DAH+++++ Any DAH prefixed course EXCEPT DAH100 or DAH201 if selected to satisfy the AGEC A Humanities and Fine Arts Area.	
DAN115++ Contemporary Dance Trends (any module)	1
DAN120++ World Dance (any module)	1
DAN125++ Social Dance (any module)	1
DAN129 Musical Theatre Dance I	1
DAN130 Musical Theatre Dance II	1
DAN133 Modern Jazz Dance I	1
DAN136 Modern Jazz Dance II	1
DAN140 Tap Dance I	1
DAN141 Dance Workshop	1
DAN150 Dance Performance I	1
DAN164 Improvisation	1
DAN230 Musical Theatre Dance IV	1
DAN231 Ballet III	1
DAN231AA Ballet III: Intensive	2
DAN232 Modern Dance III	1
DAN233 Modern Jazz Dance III	1
DAN234 Ballet IV	1
DAN234AA Ballet IV: Intensive	2
DAN235 Modern Dance IV	1
DAN236 Modern Jazz Dance IV	1
DAN237 Ballet Pointe I	1
DAN290++ Dance Conservatory I (any module)	1-3
DAN291++ Dance Conservatory II (any module)	1-3
DAN292++ Dance Conservatory III (any module)	1-3
DAN298++ Special Projects (any module)	1-3

Associate in Arts, Fine Arts – Dance Total Credits: 64

Associate in Arts, Fine Arts - Art (AAFA-Art) Degree

Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:

I. General Education:

Arizona General Education Curriculum for Arts (AGEC-A)

MCCCD Additional Requirements

II. Fine Arts Requirements – Art

Purpose of the Degree

The Associate in Arts, Fine Arts - Art degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

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

Academic Policies that Govern the Associate in Arts, Fine Arts – Art Degree

- Completion of the Associate in Arts, Fine Arts - Art degree or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: **http://www.dist.maricopa.edu/academic/curric/**
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine - Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts – Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

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

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education — Credits

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

MCCCD AGEC-A

1. Core Areas — 35

a. First-Year Composition (FYC) — 6

b. Literacy and Critical Inquiry [L] — 3

c. Mathematical Studies [MA/CS] — 6

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

1) Mathematics [MA] A (3 credits)

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

AND

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

d. Humanities and Fine Arts [HU] — 6

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

Select the following:

		Credits
ARH101	Prehistoric Through Gothic Art	3

e. Social and Behavioral Sciences [SB] — 6

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

f. Natural Sciences [SQ/SG] — 8

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

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

2. Awareness Areas — 0

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G] **OR**

Historical Awareness [H]

MCCCD Additional Requirements — 0-6

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

a. Oral Communication — 3

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

Select from the following options:

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L] (3 credits) **OR**

COM230 [L] [SB] (3 credits)

b. Critical Reading — 3

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

Select from the following options to complete 3 credits:

CRE101 (3 credits)

OR

equivalent as indicated by assessment

II. Fine Arts Requirements – Art Credits: 28

A minimum of 28 credits are required to satisfy the Fine Arts Requirements – Art.

Foundations 16

Select the following:

	Credits
ADA/ART112 Two-Dimensional Design	3
ADA/ART115 Three-Dimensional Design	3
ARH102 Renaissance Through Contemporary Art	3
ART111 Drawing I	3
ART113 Color	3
ART255AB The Portfolio	1

Restricted Electives 12

Select from the following options to complete a minimum of twelve semester credits:

ART116 Life Drawing I	3
ART122 Drawing and Composition II	3
ART131 Photography I	3
ART132 Photography II	3
ART151 Sculpture I	3
ART161 Ceramics I	3
ART165 Watercolor Painting I	3
ART167 Painting I	3

Associate in Arts, Fine Arts – Art Total Credits: 63

Associate in Arts, Fine Arts - Theatre (AAFA-Theatre) Degree

Description

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

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

II. Fine Arts Requirements – Theatre

Purpose of the Degree

The Associate in Arts, Fine Arts - Theatre degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Theatre will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:

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

Academic Policies that Govern the Associate in Arts, Fine Arts - Theatre Degree

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

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

Degree Requirements

The 60-64 semester credits required for the Associate in Arts, Fine Arts -Theatre follow. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:
http://www.dist.maricopa.edu/academic/curric/

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education Credits

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

MCCCD AGEC-A

1. Core Areas 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L] 3

Select the following :

	Credits
THE220 Modern Drama	3

c. Mathematical Studies [MA/CS] 6

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

1) Mathematics [MA] A (3 credits)
   Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.

AND

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

d. Humanities and Fine Arts [HU] 6

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

Select the following:

	Credits
THE205 Introduction to Cinema	3

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences [SQ/SG] 8

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

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

2. Awareness Areas 0

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G] OR
Historical Awareness [H]

MCCCD Additional Requirements 0-6

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

a. Oral Communication 3

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

Select from the following options:

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L] (3 credits) **OR**

COM230 [L] [SB] (3 credits)

b. Critical Reading 3

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

Select from the following options to complete 3 credits.

CRE101 [L] (3 credits)

OR

equivalent as indicated by assessment

II. Fine Arts Requirements – Theatre 25-29

A minimum of 25 credits are required to satisfy the Fine Arts Requirements – Theatre.

Foundations 13

Select the following:

		Credits
THE111	Introduction to Theatre	3
THP112	Acting I	3
THP115	Theatre Makeup	3
THP201	Theatre Production I	1
THP213	Introduction to Technical Theatre	3

Restricted Electives 12-16

Students may choose from the following courses to specialize in Acting, Technical Theatre, Teacher Education, or Cinema. Students should consult with the theatre advisor for the restricted electives recommended for each specialization track.

Select from the following options to complete a minimum of 12 semester credits:

		Credits
HUM/THE206	Introduction to Television Arts	3
HUM/THE210	Contemporary Cinema	3
THP120AB	Audition Techniques: Cold Readings	1
THP130	Stage Combat **OR**	
THP131	Stage Movement	3
THP210	Acting: TV/Film	3
THP211	Creative Drama	3
THP212	Acting II	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP217	Introduction to Design Scenography	3
THP219	Introduction to Puppetry	3
THP267	Painting Techniques for Film, TV and Theatre	3
THP271	Voice and Diction	3

Associate in Arts, Fine Arts - Theatre Total Credits: 60-64

Associate in Science (AS) Degree

Description

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

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

Purpose of the Degree

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

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

Academic Policies that Govern the Associate in Science Degree

- 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:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website:
  http://www.dist.maricopa.edu/academic/curric/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

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



I. MCCCD General Education — 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 course **MAT220 / or MAT221**, or any mathematics course for which **MAT220 or MAT221** is a prerequisite.

AND

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

d. Humanities and Fine Arts [HU] — 6

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

e. Social and Behavioral Sciences [SB] — 6

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

f. Natural Sciences [SQ/SG] — 8

To complete the Natural Sciences requirement:

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

OR

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

OR

Eight (8) semester credits of general biology, BIO181 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 (GR)

Description

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

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

Purpose of the Degree

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

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

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

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better
- Uses the following policies to help students complete the 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.

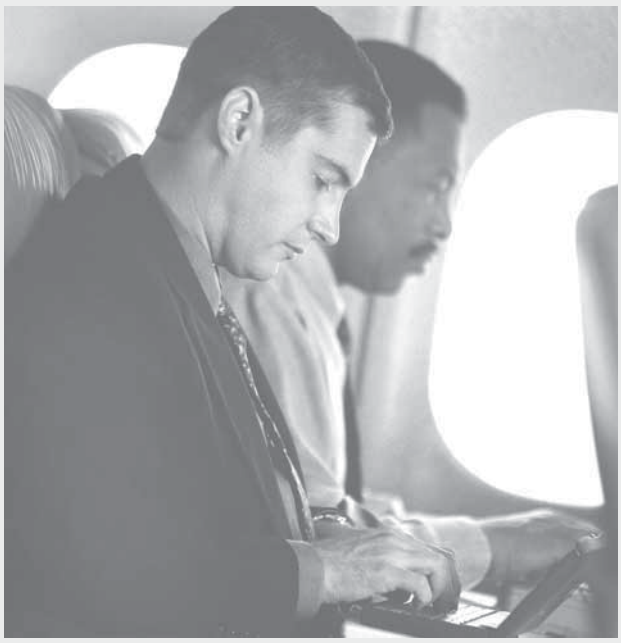
- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation 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:
http://www.dist.maricopa.edu/academic/curric/

- Select Tab labeled Curriculum Procedures Handbook-Programs.
- Select Academic Programs.
- Select AGEC Course Matrix.

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



I. MCCCD General Education — Credits

MCCCD AGEC B

1. Core Areas: 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L] 3

c. Mathematical Studies [MA/CS] 6

To complete the Mathematical Studies requirement select one course to satisfy 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
CIS162AD - C#: Level I
CIS163AA [CS] - Java Programming: Level I
GBS151 - Introduction to Business
GBS233 [L] - Business Communication
MGT251 - Human Relations in Business
MGT253 - Owning and Operating a Small Business
REA179 - Real Estate Principles I

III. General Electives

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

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

ABus GR Degree Total Credits: 62-63

Associate in Business (ABus) Degree, Special Requirements (SR)

Description

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

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

Purpose of the Degree

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

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

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

Academic Policies that Govern the Associate in Business Special Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits.

  Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements).
- Follows the general education policy below:

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

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

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

Degree Requirements

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

- Select Tab labeled Curriculum Procedures Handbook-Programs.
- Select Academic Programs.
- Select AGEC Course Matrix

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

I. MCCCD General Education — Credits

MCCCD AGEC B

1. Core Areas: 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L] 3

c. Mathematical Studies [MA/CS] 6

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

1) Mathematics [MA] B (3 credits)

   MAT212, Brief Calculus, or a higher level mathematics course

   AND

2) Computer/Statistics/Quantitative Applications [CS] (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 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 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:

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

Click on Program Information to access ATPs.

Exemption From Arizona University Admission Requirements

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

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

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

Elements of The Associate in Transfer Partnership (ATP) Degree

Element	Credits
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
Computer Information Systems
Construction
Early Childhood Teacher Education
Exercise and Wellness
General Business
Global Business
Housing & Urban Development
K-12 Classroom Instructional Support
Kinesiology
Molecular Biosciences/Biotechnology
Nursing
Nutrition
Psychology
Recreation
Social Work

Associate in General Studies (AGS) Degree

Description

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

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

Academic Policies That Govern the Associate in General Studies Degree:

- Requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- Uses the following policies for course(s) satisfying multiple program areas;
    1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are **bold print** and underscored in the Core areas and Distribution areas.
    2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
    3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses;
- Provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements

General Education Core

(16 credits - grade of "C" or better)

First-Year Composition (6 credits)

ENG English [101/107] & [102/108]

Oral Communication (3 credits)

COM Communication **100/100AA & 100AB & 100AC/110/110AA &110AB & 110AC/225/230**

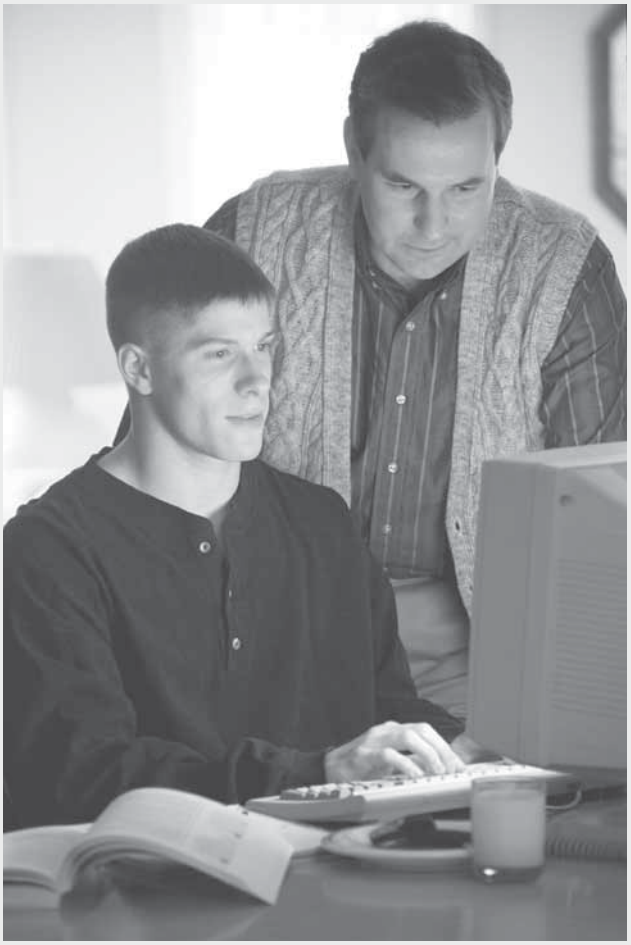
Critical Reading (3 credits)

CRE Critical Reading **101**/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics102/105/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/216/220/221/225/226/227/230/231/236/240/241/251/261/262/equivalent course
Satisfactory completion of a higher level Mathematics course.

GBS General Business 220



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
ARC	Architecture 243/244/245
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
BIO	Biology 219
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/150/251/any 251 module/253/any 253 module/any 254 module/any 256 module
ECE	Engineering Science 102/102AA/103/103AB/139
ECH	Early Childhood Education 238
EEE	Electrical Engineering 120
ELE	Electronic 115/131/150/181/241/243/245/281
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 219/**220**
HRM	Hotel Restaurant Management 126
JRN	Journalism 133
LAS	Legal Assisting 229
LBT	Library Technology 106
MAT	Mathematics 206
MET	Manufacturing Technology 105AA/140/264
MTC	Music Theory/Composition 191
NET	Networking Technology 181/181AA/181AB/247
OAS	Office Automation Systems 111AA/111AB/113/113AA&113AB/119/130/any 130 module/any 135 module/any 235 module
PSY	Psychology 230
QCT	Quality Control Technology 274
SBS	Small Business 211
SMT	Semiconductor Manufacturing Technology 131/131AA/131AB/150
TCM	Telecommunications 106
TVL	Travel Agent Technology 203/205
VPT	Video Production Technology 106



General Education Distribution Areas (28-29 Credits)

Humanities and Fine Arts (9 credits)

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

AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
ASB	Anthropology 211/220/222/223
COM	Communication 241
DAH	Dance Humanities 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 101/102/103/109/111/243/254
HUM	Humanities Any HUM course(s)
INT	Interior Design **105**/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 241/242/265/266
SPH	Spanish Humanities 150/151/245
STO	Storytelling 292/294
SWU	Social Work 102/171/258/292
TCM	Telecommunication 145
THE	Theater 111/205/206/210/220/260
THP	Theater/Performance/Production 241
WST	Women's Studies 209/284/285

Social and Behavioral Sciences (9 credits)

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

AIS American Indian Studies 101/105/140/141/160/170
AFR African American Studies 110/202/203/204
AJS Administration of Justice Studies 101/**119**/200/225/258/259/270
ASB Anthropology 100/102/202/211/214//222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communication **100/100AA&100AB&100AC/110/110AA&110AB&110AC/230**/250/263
ECH Early Childhood Education 176
ECN Economics Any ECN Course(s)
EDU Education 221/222
FUS Future Studies 101
GBS General Business 280
GCU Cultural Geography 102/121/122/141/221/223/253
HES Health Science 100
HIS History any HIS Course(s)
IBS International Business 109
MCO Mass Communications 120
PHI Philosophy 243
POS Political Science Any POS course(s)
PSY Psychology101/123/132/156/157/215/218/225/235/240/245/250/258/259/260/266/270/277/280/281/292
REC Recreation 120/160
REL Religious Studies 243
SBU Society and Business 200
SOC Sociology Any SOC course(s) (EXCEPT 242)
SWU Social Work 102/271/292
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 100/101/102/105/107/108/109/145/149AF/149AH/149AI/149AJ/149AK/149AL/149AM/AN/150/156/160/181/182/201/205/241/247
CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
FON Food and Nutrition 241 and 241LL
FOR Forensic Science 105
GLG Geology Any GLG course(s)
GPH Physical Geography 111/112/113/210/211/212 and 214/213 and 215
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
IFS Information Studies 101
IGS Integrated Studies 290AA&290AB/291/293
JRN Journalism 201/212/234
MCO Mass Communications 220
MHL Music History/Literature 140
PHI Philosophy 103/106/225
POS Political Science 115
PSY Psychology 290AB/290AC
REL Religious Studies 101/203/205/225
THE Theater 220
THP Theater Performance/Production 241

Elective Courses (15-16 credits)

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

Associate in Applied Science (AAS) Degree, General Education Requirements

Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

Academic Policies that Govern the AAS Degree:

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.



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

  Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

  A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

  Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses;
- Provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

General Education Core

(15 credits - grade of "C" or better.)

Demonstrate college-level skills in the following areas:

First-Year Composition (6 credits)

ENG English [101/107] & [102/108/111]

Oral Communication (3 credits)

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)

CRE Critical Reading 101/111/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics102/105/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/216/220/221/225/226/227/230/231/236/240/241/251/261/262/ equivalent course/ Satisfactory completion of a higher level mathematics course
GBS General Business 220

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 211/220/222/223
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 101/102/103/111/243
HUM Humanities Any HUM course(s)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/141/142/143/145/146/147/153/155
PHI Philosophy Any PHI Course(s) (EXCEPT 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 241/242/265/266
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 101/105/140/141/160/170
AFR African American Studies 110/202/203/204
AJS Administration of Justice Studies 200/258/259/270
ASB Anthropology 100/102/202/211/214/222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communications 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/230/250/263
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 102/121/122/141/221/223/253
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 101/123/125/132/156/157/215/218/225/235/240/245/250/258/259/260/266/270/277/280/281/292
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 100/105/110/120/160/161
YAQ Yaqui Indian History & Culture 100

Natural Sciences (4 credits)

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

AGS Agricultural Science 164
ASB Anthropology 231
ASM Anthropology 104/265
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/145/149AN/150/156/160/181/182/201/205/241/247
CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
FON Food and Nutrition 241/241 and 242
FOR Forensic Science 105
GLG Geology Any GLG course(s) (EXCEPT 140/251MC/275)
GPH Physical Geography 111/112/113/212/214/213 and 215
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 (area of emphasis)

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

Academic Policies that Govern the Academic Certificate (area of emphasis):

- Generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;
- Requires a cumulative GPA of 2.0 or better for completion;
- Follows the graduation policies within the general catalog;
- Accepts one of the courses that is cross-referenced with other courses;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- Does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- May have admission criteria established by the college if and when appropriate;
- Is for the most part college specific.

General Graduation Requirements

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

1. be credited in the Office of Student Enrollment Services with not fewer than:

   60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degree. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

   Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.
2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate.
3. have filed an application for the degree or certificate with the Office of Student Enrollment Services 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.

Graduation Grade Point Average

Students must meet all requirements for graduation. Graduation requires a minimum grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements. For more information, see the General Graduation Requirements section.

Graduation with Honors

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

Students who have the following grade point averages will graduate with the following distinctions:

3.50 to 3.69 "with distinction"

3.70 to 3.89 "with high distinction"

3.90 to 4.0 "with highest distinction"

Graduation - Honors Program

Students who meet all the requirements of the Honors Program at the district college granting the degree will be designated as Honors Program Graduates.

Certificates/Degrees

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

(1) Certificate of Completion (Career Program Specified);
(2) Academic Certificate;
(3) General Education Certificate;
(4) Associate in Arts;
(5) Associate in Science;
(6) Associate in Business;
(7) Associate in General Studies;
(8) Associate in Transfer Partnership;
(9) 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.

Maricopa Community Colleges General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

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

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

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

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

Catalog Under Which A Student Graduates

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	F '92	(Active)
Nonattendance	S '93	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Su '93	(Active)
Nonattendance	F '93, S '94	(Inactive)
Transferred to a University	F '94	(1992 or Any Subsequent Catalog)

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

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

EXAMPLE:

Admitted & Earned Course Credit at a Public Community College or University	Su '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	Su '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.

Teacher Education: Maricopa Community College District-Wide Offerings

In direct response to the ever growing need for highly qualified P-12 teachers and in support of the many communities it serves, the Maricopa Community College District has made a strong commitment to contributing to the recruitment and training of early childhood, elementary, secondary, and special education school teachers. With quality curriculum and excellent instruction as the primary focus of its faculty, the Maricopa colleges are well positioned to provide state and national leadership in the quality and nature of instruction thus helping students to become excellent teachers through the offering of current and responsive teacher education course work.

The District also supports professional development for certified teachers through the offering of course work, seminars, workshops and specialized training. This includes Bilingual Education, Computer Science, English as a Second Language (ESL), Math Specialist, Middle School, Reading Specialist, and Structured English Immersion (SEI).

In support of this commitment, the Maricopa Community College District offers teacher education course work, degrees, and /or programs at all 10 Maricopa Colleges.*

Teacher Education Options Available To Students

Instructional Aide/Associate/Paraprofessional Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program (also Special Education) at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all 10 Maricopa Community Colleges)
- **Associate in Applied Science (AAS) in Teacher Assisting:** prepares students for employment as an assistant to the classroom teacher in grades K-12. It provides foundation work, which will allow the aide to pursue a higher degree in the field of education. (Offered at EMCC & GWCC)

- **Associate of Applied Science (AAS) in Instructional Assistance:** prepares students to work as instructional assistants. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching children. Students develop knowledge and skills required of the instructional assistant through a combination of courses in methodology and practicum experience (Offered at MCC & PC)
- **Associate in Transfer Partnership (ATP) in K-12 Classroom Instructional Support:** designed for students planning on becoming an Instructional Associate/Paraprofessional in K-12. Transfers as a block without loss of credit to Charter Oak State College. (Offered at EMCC, MCC, and RSC)
- **Certificate of Completion (CCL) in Instructional Assistance:** provides coursework which focuses on meeting the educational needs of learners. All Certificate Program requirements can be used toward completion of the Instructional assistance AAS Program. (Offered at MCC & PC)

Elementary Education Teacher Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program (also Special Education) at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all 10 Maricopa Community Colleges)
- **Associate in Transfer Partnership (ATP) in Elementary Education:** designed for students planning to transfer into Elementary Education at Arizona State University Main and Arizona State University West. Transfers as a block without loss of credit. (Offered at all 10 Maricopa Community Colleges)
- **Baccalaureate Partnership Program with Charter Oak State College:** designed for students in elementary education who will transfer to Charter Oak State College after completing 90 credits at the community college. (Offered at RSC)

Elementary and Special Education Teacher Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program and Special Education at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all 10 Maricopa Community Colleges)
- **Urban Teacher Corps:** a teacher development program that supports urban classified school district employees in Phoenix to successfully complete a bachelor's degree in Education and return to their school districts as teachers. After completion of lower division courses, UTC participants transfer to the initial Teacher Certification program at Arizona State University, Tempe. (Offered at PC)

Elementary, Secondary & Special Education Teacher Preparation

- **Aztec/Education:** housed in the Office of Program Articulation, this program assists and supports students throughout the first two years of their bachelor's degree in elementary, secondary, or special education. (Offered at GCC)
- **Dynamic Learning Teacher Education Program:** a four-semester cohort model designed to prepare future teachers to transform inner city schools. It is based on current research on teaching and learning and utilizes a team-taught interdisciplinary curriculum with strong partnerships with community schools and Arizona State University. (Offered at SMCC)
- **inspire.teach:** a program that supports and encourages the choice of teaching as a profession. It reflects a commitment among secondary, community college, and university partners to inspire students from under-represented groups to explore, pursue and excel in teaching careers. (Offered at EMCC)
- **The Teacher Connection:** designed to identify, connect, and support individuals as they work toward careers in teaching. It reflects a commitment among Cave Creek Unified School District, Paradise Valley Unified School District, Paradise Valley Community College, and ASU West's College of Education to inspire a diverse population of students to explore, pursue, and excel in teaching careers. (Offered at PVCC)
- **Teaching and Learning Communities (TLC) Education Program:** a student support program structured in a 4-semester plan with courses selected to enhance students' knowledge of teaching as a career and to prepare for certification. (Offered at MCC)
- **Teachers Today and Tomorrow (T3):** this two-semester interdisciplinary learning community combines English, Education, and Technology. After two semesters, education courses along with technology courses designed for teacher education majors compliment the general education courses required for university transfer. (Offered at CGCC, Williams Campus)

- **General Studies and Subject Matter Courses:** designed to fulfill lower division general education requirements for students planning to transfer to public or private community colleges or universities. (Offered at all Maricopa Community Colleges)
- **Post Baccalaureate Teacher Prep Programs:** prepares students with a baccalaureate degree to become a certified Elementary (K-8), Secondary (7-12), or Special Education (K-12) teacher. The programs are approved by the Arizona Department of Education. (All programs offered online at RSC; elementary (K-8) offered on campus at SCC).

Master's Degree Partnerships for Students who complete the Rio Salado College and Scottsdale Community College Teacher Prep Programs

- **Master's Degree Partnership with Northcentral University:** 18 credits of the post baccalaureate teacher prep program can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)
- **Master's Degree Partnership with Plymouth State University:** 18 credits of the post baccalaureate teacher prep program can apply toward the 33 credits required for an online MS in Education Degree. (Offered at RSC, SCC)
- **Master's Degree Partnership with Walden University:** Up to 12 credits of the post baccalaureate teacher prep program can apply toward the 30 credits required for an online MS in Education Degree. (Offered at RSC, SCC)

Professional Development for Certified Teachers

- **Certificate of Completion (CCL) in Bilingual Endorsement:** designed for certified teachers pursuing bilingual endorsement. Includes all coursework required for state issued Bilingual Endorsement as specified by the Arizona Department of Education. Valid Arizona teaching certificate is required for state endorsement. (Offered at MCC, PC)
- **Certificate of Completion (CCL) in English as a Second Language (ESL) Endorsement:** designed for certified teachers pursuing ESL endorsement. Includes all coursework required for state issued English as a Second Language Endorsement as specified by the Arizona Department of Education. Valid teaching certificate is required for state endorsement (Offered at MCC, PC)
- **Certificate of Completion (CCL) in Reading Specialist Endorsement:** qualifies certified teachers for the Reading Specialist Endorsement as specified by the Arizona Department of Education. Includes all coursework required for those with valid Arizona teaching certificates to qualify for the Reading Specialist Endorsement in Arizona. (Offered at MCC, PC)
- **Professional Development Endorsement Courses for K-12 Teachers:** courses have been designed and are accepted by the Arizona Department of Education and lead to endorsements in Computer Science, Structured English Immersion (SEI), English as a Second Language (ESL), Math Specialist, Reading Specialist, and Middle School. (All courses offered online at RSC; MCC offers Reading and ESL on campus)

***Note: (1) Refer to specific college catalog for degree, program and course information. (2) Students are strongly encouraged to seek academic advisement prior to enrolling.**

Early Childhood Education & Family Studies Options Available To Students

It is important to note that there is a wide range of difference in educational requirements for early childhood education teachers both locally and nationally. Given this, it is important that you check with the contact person at the college you are planning to attend prior to enrolling in course work.

Associate Degrees

- **Associate of Applied Science (AAS) in Early Childhood Education:** prepares individuals to work with children in early childhood programs, with a specialization in either center-based, family childcare, or administration of early childhood programs. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC)
- **Associate in Applied Science (AAS) in Early Childhood Education:** designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)
- **Associate in Applied Science (AAS) in Early Childhood Development:** designed to meet the needs of individuals who are interested in working in early childhood. The program emphasizes working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)

- **Associate in Applied Science (AAS) in Early Childhood Development:** prepares individuals to assume entry-level positions within nursery schools, pre-schools, and day care centers. (Offered at SCC)
- **Associate in Applied Science (AAS) in Child Development:** includes a sequence of interactive classes and a variety of field experiences. Unique student teaching opportunities are offered in the Evelyn H. Warren Child Development Lab, a multi-age preschool that is accredited by the National Association for the Education of Young Children. (Offered at MCC)
- **Associate in Applied Science (AAS) in Family Life Education:** prepares individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. (Offered at GCC, MCC, SCC)
- **Associate in Applied Science (AAS) in Family Resources:** prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. Includes skills in assessing and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. (Offered at PC)
- **Associate in Transfer Partnership (ATP) in Early Childhood Education:** designed for students planning on becoming a certified teacher in Early Childhood Education (Birth through 3rd grade). Transfers as a block without loss of credit to Northern Arizona University. (Offered at GCC, MCC, PC, PVCC, RSC, and SCC)

Certificates of Completion

- **Certificate of Completion (CCL) in Early Childhood Education:** designed for those who are interested in studying and working with young children. It prepares individuals to work with children in early child programs, with a specialization in either center-based or family child care. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC)
- **Certificate of Completion (CCL) in Early Childhood Education:** designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)
- **Certificate of Completion (CCL) in Early Childhood Development:** prepares individuals to assume entry-level positions within nursery schools, pre-schools, and day care centers. (Offered at SCC)
- **Certificate of Completion (CCL) in Early Childhood Development:** designed to meet the needs of individuals who are interested in working in early childhood. Emphasis on working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)
- **Certificate of Completion (CCL) in Child Care:** designed to increase understanding of the education and care of young children. (Offered at MCC)
- **Certificate of Completion (CCL) in Classroom Management for Infants, Toddlers, and Preschool Children:** designed for understanding infants, toddlers & preschool children and managing their early childhood classroom settings. Focuses on key areas related to early childhood. (Offered at PC)
- **Certificate of Completion (CCL) in Family Support:** designed to enhance the education and career of individuals interested in working with families or in agencies that provide services to families, or in agencies that provide services to families, or those who are presently involved with families or their supporting agencies. (Offered at PC)
- **Certificate of Completion (CCL) in Infant Toddler Development:** prepares individuals to serve children from birth through age three years and their families. (Offered at SCC)
- **Certificate of Completion (CCL) in Parent Education:** prepares individuals to enter the family life education with a focus on parent education. (Offered at GCC, MCC, SCC)
- **Certificate of Completion (CCL) in Adolescent Studies:** designed to prepare individuals preparing to work or those who are employed in professions that require interaction with adolescents and/or adolescent-related issues such as school personnel, parents, health educators, etc. (Offered at PC)

***Note: (1) Refer to specific college catalog for degree, program and course information. (2) Students are strongly encouraged to seek academic advisement prior to enrolling.**

College Contact Information

Chandler Gilbert Community College (CGCC)

--- Teacher Education: Sharon Fagan (Pecos Campus)
sharon.fagan@cgcmail.maricopa.edu
480-732-7124
Dr. Brenda Larson (Williams Campus)
brenda.larson@cgcmail.maricopa.edu
480-988-8804

Estrella Mountain Community College (EMCC)

--- Teacher Education: Marsha Carlen
marsha.carlen @emcmail.maricopa.edu
623-935-8479
--- Early Childhood Education: Marsha Carlen
marsha.carlen@emcmail.maricopa.edu
623-935-8479

Gateway Community College (GWCC)

--- Teacher Education: Elizabeth Skinner
602-286-8736

Glendale Community College (GCC)

--- Teacher Education: Nancy Oreshack
nancy.oreshack@ gcmail.maricopa.edu
623-845-3265
--- Early Childhood Education: Dr. Carlos Nunez
623-845-3178

Mesa Community College (MCC)

--- Teacher Education: Transfer Services
480-461-7452, or **480-654-7600**
Dr. Richard Malena (Red Mountain Campus)
richard.malena@mcmail.maricopa.edu
480-461-7890
--- Early Childhood Education: Dr. Diana Abel
diana.abel@mcmail.maricopa.edu
480-461-7305 or
Dr. Christine Osgood
osgood@mail.mc.maricopa.edu
480-461-7938

Paradise Valley Community College (PVCC)

--- Teacher Education: Dr. Barbara Carlile
barbara.carlile@ pvmail.maricopa.edu
602-787-6659
--- Early Childhood Education: Christie Colunga
christie.colunga@pvmail.maricopa.edu
602-787-7731

Phoenix College (PC)

--- Teacher Education: Ofelia Canez
602-285-7657
--- Early Childhood Education: Alverta McKenzie
602-285-7292

Rio Salado College (RSC)

--- Teacher Education:
academic.advisement@mail.rio.maricopa.edu
480-517-8580
--- Early Childhood Education:
academic.advisement @mail.rio.maricopa.edu
480-517-8580

Scottsdale Community College (SCC)

--- Teacher Education: Dr. Bobbie Sferra
480-423-6217
--- Early Childhood Education: Dr. Rosanne Dlugosz
480-423-6204

South Mountain Community College (SMCC)

--- Teacher Education: Dr. Eufemia Amabisca
eufemia.amabisca@smcmail.maricopa.edu
602-243-8019
Dr. Yvonne Montiel
yvonne.montiel@smcmail.maricopa.edu
602-243-8023
--- Early Childhood Education: Joy Mills
480-305-5783

College of Attendance

Completion of teacher education course work for the various degrees, certificates, and programs available can be met through the completion of teacher education course work taken at any Maricopa Community College. Refer to specific college catalogs and course schedules for available offerings.

Common College Requirements for Students Enrolled in Teacher Education Course Work

Students taking Teacher Education Courses are expected to:

- Receive a grade of "C" or better in all course work.
- Participate in site-based practicums, field experiences or service learning. This may include observation, tutoring, and some basic teaching. Work with the person identified by the college to coordinate the site-based school placements.
- Be fingerprinted, if required. Some school districts require this before students are allowed to participate in a site based school experience. The cost of fingerprinting is the sole responsibility of the student. Contact each individual college for specific information.
- Pay course fees. Refer to specific college course schedules and catalogs.

University Transfer Students

Students planning to transfer to a college/university **other than** Arizona State University (ASU), University of Arizona (UOA), or Northern Arizona University (NAU) to obtain a teacher education degree may also take their prerequisite course work at any Maricopa College. For information on transferability of course work that meets the universities' requirements for admission into their teacher preparation baccalaureate programs, students **must** contact an adviser at that college/university.

Teacher Education Scholarship Availability

The National Center for Teacher Education (NCTE) has created scholarships for teacher education students attending the Maricopa Community Colleges. Currently there are four (4) $500 scholarship awards available for each of the 10 Maricopa colleges. Visit **http://www.dist.maricopa.edu/academic/teachered/scholarship.html** for additional information.

The National Association of Community College Teacher Education Programs (NACCTEP) has a national scholarship program. The purpose of the NACCTEP National Scholarship Program is to provide financial assistance to community college students who are studying to become teachers. This scholarship is promoted through the National Association of Community College Teacher Education Programs and is facilitated by the National Center for Teacher Education. Awards are $1000 over the course of two semesters and will be made available through college financial aid institutions. Visit **http://www.nacctep.org/Scholarship/05-06scholarship.php** for additional information.

The Professional Career Pathway Project (PCPP) is sponsored by the Arizona Department of Economic Security Child Care Administration. This program offers Family Child Care and Center-based caregivers the opportunity to apply for funding to cover the cost of the tuition/fees for college coursework. The PCPP offers students a seamless pathway to meet the requirements for the Child Development Associate (CDA) Credential, the National Association for Family Child Care (NAFCC) Accreditation, and the Certificate of Completion. (EMCC, GCC, MCC, PVCC, SCC, SMCC)

Early Childhood Education Scholarship Opportunities information is available at each college. Make contact with the designated college Early Childhood contact person directly. Scholarship opportunities vary with each program.

Districtwide Occupational Programs

AGRICULTURE

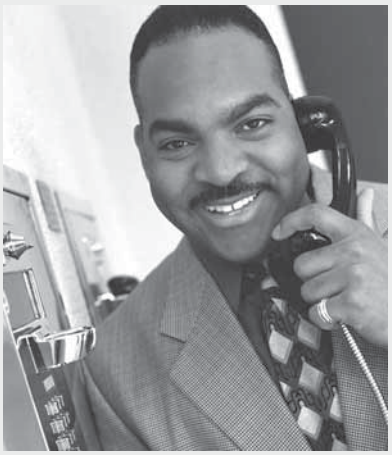
COLLEGES	AREAS & PROGRAMS
	Agribusiness Sales and Service
MC	Pest Management Aide
	Agricultural Production and Management
GC, MC	Agribusiness
	(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)
MC	Ranch and Livestock Management Aide
MC	Ranch and Livestock 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 General Business
PC, PV *(See Management and Finance section for additional programs and related areas)*
GW, MC, PV Import / Export Trade
GW, MC, PV, SC International Business



Computer Science

EM Computer Applications Technology
MC Computer Applications: Microsoft Office Specialist/Advanced
MC Computer Applications: Microsoft Office Specialist/Basic
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
PV Computer Networking Technology
SM Computer Programming and Analysis
PV Computer Systems Maintenance
RS Computer Technology
RS Computer Usage and Applications
SC Database Development
EM Desktop Publishing
GW Education Technology
MC Geographic Information Systems
GC Helpdesk Specialist
MC Information Assurance
CG, EM, GC, GW, SM Information Security
CG, EM, GC, GW, PC, SM Information Security Administration
EM, GC, GW, SM Information Security Forensics
CG, EM, GC, GW, PC, SM Information Security Technology
CG, EM, GC, GW, SM Information Security Wireless
GW, SM Networks
CG, SM Information Technology
SM Internet Design and Development
CG, 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
SM Linux Systems Administration
GC Microcomputer Applications
(See Office Occupations section for additional programs and related areas)
CG Microcomputer Applications: Office Specialist/Core Level
(See Office Occupations section for additional programs and related areas)
CG Microcomputer Applications: Office Specialist/Expert Level
(See Office Occupations section for additional programs and related areas)
CG, GC Microcomputer Business Applications
(See Office Occupations section for additional programs and related areas)
SM Microsoft Applications Specialist
CG Microsoft Database Administration
CG, EM, GC, GW, MC, PV, SC Microsoft Desktop Support Technology
CG, EM, GC, GW, PV, SC Microsoft Networking Technology
PV Microsoft Office Specialist
CG, EM, GC, GW, PC, PV, SC Microsoft Product Specialist
CG, GW, MC, PV, SC Microsoft Applications Development
CG, EM, GC, GW, 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: Microsoft Windows
MC Network Administration: Novell
MC Network Administration: UNIX-Solaris
RS Network Professional
MC Network Security
RS Networking
CG, EM, GC, GW, SM Networking Administration: Cisco
MC Networking System Administration
CG, EM, GC, GW, SM Networking Technology: Cisco
EM, GC Oracle Database Administration
CG Oracle Database Operations
SC Personal Computer Applications
RS Programming
CG, EM, GC, GW MC, PC, PV, SC Programming and System Analysis
MC Programming Methodology
SC Software Development
RS Technology Helpdesk Support
MC Technology Support Analyst Level I
MC Technology Support Analyst Level II
RS Technology Troubleshooting and A+ Preparation
GC, GW, PV, SC Web Design
MC Web Designer Assistant
MC Web Designer
EM, GC, GW, MC, PC, PV Web Developer
SC Web Development
RS Web Master
MC Web Server Administrator
MC Web Technology

Finance

PC Banking and Finance
PC General Business – Insurance Level I
PC General Business – Insurance Level II
PC General Business – Insurance
GC, MC Real Estate
PC Real Estate: Prelicense
PC Home Inspection: Basic Inspector
PC Home Inspection: Business Owner Operator Inspector

Journalism

GC, PC, PV, SC Journalism

Management

SM Business Management
PC Credit Union Management
PC General Business
PC Management I
PC Management II
PC, MC, SC Management
GC, PV Middle Management
MC Project 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, SC, SM Retail Management
SC Retail Management and Marketing
MC Retail Sales Manager
GC, SM Small Business Entrepreneurship
EM, SC Small Business Management
MC Small Business
SM Supervision and Management I
SM Supervision and Management II
GC Supervision
GW Supply Chain and Operations Management
SC Tribal Development

Marketing

MC, PC, SC Marketing
PC Marketing I
PC Marketing II
MC Salesmanship

Media Technology

SC Broadcast Production
PC Digital Photography
SC Editing
SC Film Analysis and Criticism
SC Film Production
CG, MC, PC, PV Media Arts: Computer Art/Illustration
MC, PC Media Arts: Desktop Publishing
MC, PC Media Arts: Digital Animation
CG, MC, PC Media Arts: Digital Imaging
MC, PC Media Arts: Web Page Design
SC Motion Picture/Television Production
GC Multimedia
GC Multimedia Imaging and Animation
GC Multimedia Web Design
SC Screenwriting
GC Video Production Technology

Middle Management

MC Public Relations

(See Management section for additional programs and related areas)

Office Occupations

PV Administrative Office Professional
GC Administrative Office Coordinator
PC Computer Application
PV Customer Service: Information Professional
EM, GC Data Entry Clerk
EM, GC General Office Secretary
PC Legal Secretarial
PC Medical Office Support
PC Medical Office Support: Basic Clerical
PC Medical Office Support: Basic Transcription
GW, PV, SC, SM Office Automation Systems
GC Office Coordinator
SC Office Fundamentals
GW Office Specialist: Computer Applications
PC Office Support I
PC Office Support II
GW, PC Office Support
PC Paralegal Studies
GW Realtime Reporting Scoping
GW Realtime Reporting-Broadcast Captioning
GW Realtime Reporting-CART
GW Realtime Reporting-Judicial
EM, GC Receptionist
SC Word Processing

Total Quality Management

RS Automobile Insurance: Customer Service
RS Credit Counseling: Customer Service
GC Customer Service Agent
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
CG, EM, GW, MC, PV, RS Organizational Leadership
CG, EM, GW, MC, RS Organizational Management
RS Pharmacy Benefits Management: Customer Service
RS, SM Pharmacy: Customer Service
GW, RS Quality Customer Service
GW, RS Quality Process Leadership
RS Telecommunications: Customer Service
EM Total Quality Management
RS Travel Agency: Customer Service
RS Utilities: Customer Service



HEALTH OCCUPATIONS

Allied Health

SM Advanced Behavioral Health Sciences/ Recovery
GC, SM Advanced Behavioral Health Sciences
GC, SM Basic Behavioral Health
MC, SC Community Health Advocate, Diabetes

GW Computed Topography
CG, GC Developmental Disabilities Specialist
GW Diagnostic Medical Ultrasound
MC Direct Care Practice
GW Electroneurodiagnostics
PC Health Information Technology
PC Health Information
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 Radiation Therapy
SM Recovery
GW Respiratory Care
GW Surgical Technologist First Assisting
GW Surgical Technology

Dental

RS Clinical Dental Assisting
MC, PC Dental Assisting
MC, 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
PC Secondary Basic Emergency Medical Technology

Nursing

GW Fast Track Practical Nursing
CG, GC, GW, MC, PC, PV, SC, RS Nursing
CG, GC, GW, MC, PC, PV, SC, RS Nurse Assisting
CG, GC, GW, MC, PC, PV, SC, RS Practical Nursing

HOME ECONOMICS

Early Childhood Education

GC, MC Adolescent Development
PC Adolescent Studies
GC, MC Child and Family Organizations Management and Administration
MC Child Care
PC Child Care Administration
MC Child Development
PC Classroom Management for Infants, Toddlers and Preschool Children
SC, SM Early Childhood Development
GC, PV Early Childhood Education
GC, MC, SC Family Life Education
PC Family Resources
PC Family Support
SC Infant/Toddler Development
GC, MC, SC Parent Education

Education

MC, PC Bilingual Endorsement
MC, PC English as a Second Language (ESL) Endorsement
MC, PC Instructional Assistance
MC Reading Specialist 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

MC, PC Advanced Interior Design
PC Apparel Construction

MC Costume Design and Production
PC Fashion Design
PC Fashion Design Level I
PC Fashion Design Level II
PC Fashion Illustration Level I
PC Fashion Illustration Level II
PC Fashion Illustration Level III
GC, MC, PC Home Furnishing and Materials
MC Image Consultant
MC, PC, SC Interior Design
MC Interior Design: Advanced
SC Interior Design: Professional Level
PC Pattern Design Level I
PC Pattern Design Level II

Merchandising

MC Apparel Merchandising
PC Fashion Merchandising

SERVICE OCCUPATIONS

Administration of Justice

EM, GC, PC, PV Administration of Justice
PC Administration of Justice-Comprehensive
PC Administration of Justice-Fundamentals
CG, MC, SC Administration of Justice Studies
RS Advanced Corrections
RS Basic Corrections
PC Community Emergency Response Team (CERT): Level I
RS Corrections
PC Crime and Accident Scene Photography
CG Crime and Intelligence Analysis
SC Crime Scene Investigation
SC Crime Scene Technology
MC Cyber Forensics Technician
RS Detention Services
CG, PC Evidence Technology
PC Fingerprint Classification and Identification
MC Forensic Investigation
SC Forensic Science: Crime Lab
CG Homeland Security
MC Information Assurance
MC Judicial Studies
MC, PC Justice and Government Agency Administration Level I
MC, PC Justice and Government Agency Administration Level II
MC, PC Justice Agencies Support
CG, SC Justice Studies
RS Law Enforcement Field Training
GC Law Enforcement Investigator
RS Law Enforcement Technology
SC Law Enforcement
GC Law Enforcement Training Academy
RS Military Leadership
SC Police Academy Preparation Level I
MC, SC Police Science
GC Police Supervision
RS Public Safety Technology
MC Victomology



Fire Science

MC, PV Basic Firefighter
MC Driver Operator
CG, GC, GW, MC, PV, SM Emergency Management
GC, SC Fire Academy
MC Fire Officer I
GC, PC, RS Fire Science
GC, MC, PV, SC Fire Science Technology

Hospitality

SC Advanced Professional Culinary Arts
RS Airline Operations
RS Airline Operations: Ground Operations
RS Airline Operations: Initial Flight Attendant
RS Airline Operations: Passenger Services
RS Airline Operations: Reservations
RS Airline Operations: Vacations
SC Culinary Arts

(See Food & Nutrition section for additional programs and related areas)

SC Hospitality and Tourism/Golf Management
SC Hospitality and Tourism/Hotel Management
SC Hospitality and Tourism/Restaurant Management
EM Hospitality/Hotel Management

Library Media Technology

MC Library Information Technician
MC Library Information Technician: Advanced
MC Library Information Technician: Basic

Mortuary Science

MC Mortuary Science

Music

GC, MC, PC, PV Audio Production Technology
SC Dance Technology
CG, GC, GW, MC, PC, PV, SC, SM Music Business

Parks, Recreation, Leisure and Fitness Studies

PC, MC, SC Recreation Management
PC Recreational Resources and Facilities Management
PC Recreational Resources and Facilities Management: Equipment Maintenance and Repair
PC Recreational Resources and Facilities Management: Horticulture
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

MC, GC Group Fitness Instructor
MC, GC Personal Trainer
CG, EM, GC, GW, MC, PV, SC, SM Strength and Conditioning Personal Trainer
PV Teaching, Healing, Meditation, & Stress Management
CG, PC Therapeutic Massage
SC Yoga Instruction

Social Sciences

RS Chemical Dependency Level I
RS Chemical Dependency Level II
RS Chemical Dependency
GW Clinical Research Coordinating
PC Interpreter Preparation
RS Professional Addictions Counseling
PC Deaf Studies

Social Services

GC, MC Adult Development and Aging
PC Assisted Living: Directed Care Services
PC Assisted Living: Management
PC Assisted Living: Personal Care Services for Certified Nursing Assistants
PC Assisted Living: Personal Care Services
PC Assisted Living: Supervisory Care Services
PC Fiduciary Practices
PC Gerontology
PC Gerontology: Aging Services Management
PC Gerontology: Eldercare
PC Gerontology: Foundations
PC Gerontology: Generalist
PC Gerontology: Program Development
GC Human Services
PC Social Service Aide
PC Social Service Aide: Basic
PC Social Service Aide: Intermediate

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

GW Aerospace Manufacturing Technology
CG Aircraft Construction Technology
CG Aircraft Maintenance Technology (Part 147)
CG Aircraft Maintenance Technology
CG Airframe Maintenance (Part 147)
CG Airway Science Technology, Flight Emphasis
CG Aviation Electronics Maintenance Technology
CG Avionics Technology
CG Composite Technology
CG Flight Technology
CG Powerplant Maintenance (Part 147)
CG Sheet Metal Structures Technology

Automotive Technology

GW Air Conditioning and Electrical Accessories
MC Air Conditioning
GC Automotive Chassis
GW Automotive Drive Trains
MC Automotive Electrical Systems
GC Automotive Engines and Drive Trains
GC Automotive Engine Performance Diagnosis & Air Conditioning
MC Automotive Performance Technology
GW Automotive Suspension, Steering and Brakes
GC, GW Automotive Technology
MC Brakes, Alignment, Suspension and Steering
MC Caterpillar Technician Training
GW, MC Engine Performance and Diagnosis
MC Transmissions and Power Trains

Building and Construction

SC Building Safety & Planning Technology
PC Building Safety and Construction Technology
SC Building Safety Technology
GW Carpentry
PC Civil Engineering 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)
SC Graphic Design

Drafting Technology

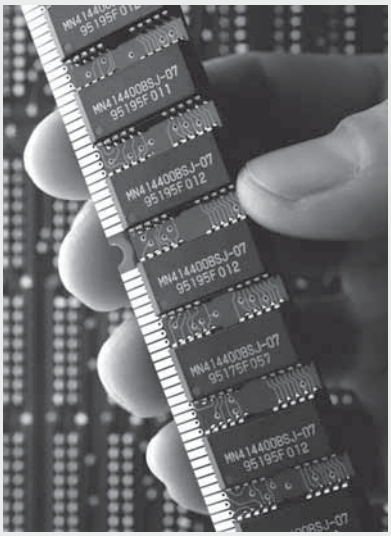
PC Architectural Drafting
SC Architectural Technology
MC Architecture
GC Basic CAD
GC CAD Application
GC CAD Technology
MC, PC Computer Aided Drafting
MC Construction Drafting I
MC Construction Drafting II
MC Construction Drafting III
MC Construction
MC Electro/Mechanical Drafting
MC Mechanical Drafting
MC Micro Circuit Mask Design
GC Microcomputer Servicing

College Acronyms/Name:

CG: Chandler-Gilbert Community College
EM: Estrella Mountain Community College
GC: Glendale Community College
GW: GateWay Community College
PC: Phoenix College
PV: Paradise Valley Community College
RS: Rio Salado College
MC: Mesa Community College
SC: Scottsdale Community College
SM: South Mountain Community College

Electronics/Electrical Technology

- SM Cable Telecommunications
- GC Computer and Networking Technology
- CG Electric Utility Technology
- GW Electrical Technology
- MC Electromechanical Automation Technology
- MC Electronics Engineering Technology
- GC Electronics Manufacturing Technology
- MC Electronics Technology
- EM, GW Industrial Operations Technology
- GC Local Area Networks Servicing
- SM Telecommunications Technology: General
- SM Telecommunications Technology: Networking



Environmental Technology

- MC Biotechnology
- GC Biotechnology and Molecular Biosciences
- PV Environmental Health and Safety Technology
- PC Hazardous Materials Response
- GW Hydrologic Studies
- GW Occupational Safety and Health Technology
- GW Wastewater Treatment
- GW Water Distribution and Collection
- GW Water Purification Technology
- GW Water Technologies
- GW Water Treatment

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 Manufacturing Productivity
- GW Manufacturing Productivity: CNC CAD/CAM Programming
- GW Manufacturing Productivity: CNC Operation
- GW Manufacturing Productivity: Conventional Machines Level I
- GW Manufacturing Productivity: Conventional Machines Level II
- GW Manufacturing Productivity: Engineering Graphics
- GW Manufacturing Productivity: Process Improvement
- GW Manufacturing Productivity: Quality Assurance
- GW Manufacturing Productivity: Team Leadership
- 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

- PC Welding
- MC Welding Certification

(See Manufacturing section for additional programs and related areas)

- MC Welding Technology

Maricopa Skill Center

Areas / Programs / 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 Special Projects
- Industrial Spray Painter

Computer Technology Programs

Accounting
- Accounting/Payroll Associate
- Accounting/Payroll Clerk
- Accounts Receivable/Payable Clerk
- Accounts Receivable Clerk
- Accounting Clerk
- Introductory Accounting Skills

Administrative Assistant
- Administrative Assistant
- Administrative Assistant w/Prior Skills
- Administrative Clerk
- Introductory Administrative Skills

Banking/Retail
- Banking Operations Specialist
- Banking Operations Clerk
- Bank Teller
- Cashier

Computer Aided Drafting
- Drafting with AutoCAD Level 3 Advanced
- Drafting with AutoCAD Level 2 Intermediate
- Drafting with AutoCAD Level 1 Beginning
- Drafting with AutoCAD Introduction
- Computer Literacy with Microsoft Office Basics
- Mechanical Drafting using AutoCAD
- Architectural Drafting using AutoCAD
- Civil Drafting using AutoCAD

Customer Service
- Customer Service Specialist
- Customer Service Representative
- Call Center Operator

Graphic Communications
- Digital Graphic Designer
- Digital Pre-Press Technician
- Desktop Publisher

Information Processor
- Information Processor Specialist
- Data Entry Operator
- Data Input Clerk

Repair/Networking
- PC/Network Technician
- PC Technician
- Residential Structured Cable Installer

Specialized/Individual Courses
- Adobe Illustrator
- Adobe In-Design
- Adobe PageMaker
- Adobe Photoshop
- Business & Computer Technology Special Projects
- Computer and Software Skills
- Computer Literacy
- Data Entry Upgrade
- Internet Explorer
- Keyboarding Skills
- Macromedia Studio MX
- Microsoft Access – Basic Level
- Microsoft Access – Basic through Expert
- Microsoft Access – Basic through Intermediate
- Microsoft Excel – Basic Level
- Microsoft Excel – Basic through Expert
- Microsoft Excel – Basic through Intermediate
- Microsoft FrontPage
- Microsoft Office – Basic Level
- Microsoft Office – Basic through Expert Level
- Microsoft Office – Basic through Intermediate Level
- Microsoft Outlook
- Microsoft PowerPoint – Basic Level
- Microsoft PowerPoint – Basic through Expert
- Microsoft Publisher
- Microsoft Word – Basic Level
- Microsoft Word – Basic through Expert
- Microsoft Word – Basic through Intermediate
- Peachtree Accounting
- Quark Xpress
- Ten-Key Skills
- Windows

Travel
- Travel & Tourism Specialist
- Travel & Tourism Coordinator
- Travel & Tourism Representative
- SABRE/WorldSpan

Facilities Maintenance
- Facilities Maintenance with Introduction to HVAC
- Facilities Maintenance Worker II
- Maintenance Electrician Worker with Introduction to HVAC
- Facilities Maintenance Worker I
- Maintenance Electrician Worker

Maintenance Carpentry Worker
Maintenance Plumbing Worker
Facilities Maintenance Overview/City of Phoenix
Facilities Maintenance Special Projects

Health Care Services
Health Core Curriculum

Medical Administrative Assistant
Medical Administrative Assistant
Medical Transcriber
Medical Biller/Coder

Medical Assistant
Medical Assistant/Front & Back Office
Medical Assistant Back Office
Medical Assistant Front Office
Medical Insurance Billing and Coding
Medical Assistant Special Projects

Nursing
Nursing Assistant
Practical Nursing

Introduction to Culinary Arts
Cook's Apprentice
Kitchen Helper
Baker's Helper
Cook's Helper
Pantry Goods (Salad) Maker

Machine Trades
Automated Manufacturing Program
CNC Turning and Machining Center Operator with FANUC Control
CNC Turning and Machining Center Operator
Manual Machine Operator
CNC Machining Center Operator
CNC Turning Center Operator
Manual Milling Machine Operator
Manual Lathe Operator
Drill Press Operator
Saw Operator
Machine Trades Special Projects
Upgrade to CNC

Meat Cutting
Apprentice Meat Cutter
Self-Service Meat Wrapper
Meat Department Helper
Meat and Deli Counter Person
Portion Control Cutter
Meat Room Cleanup
Meat Cutting Special Projects

Printing Trades
Advanced Press Operator
Offset Press Operator
Bindery/Finisher
Printing Trades Special Projects

Welding
Combination Welder (Arc, MIG, Flux Core)
Combination Welder – Any two-Arc, MIG, FLUX Core, TIG
Combination Welder with Arc, MIG, FLUX Core w/ TIG
Combination Welder – Arc, MIG, Flux Core with Introduction to Pipe Welding
Arc Welder
MIG Welder
Flux Core Welder
TIG Welder/TIG Fingertip Welder
Welder Fitter-Helper
Welding Special Projects

South West Skill Center at EMCC Certificates

The South West Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training.

Our Programs are listed below and reference any certificate issued by that program:

Business Technology Programs (Certificate Programs)
Introduction to Computers
File Clerk
Data Entry Clerk
Introduction to the Internet
Office Clerk
Microsoft Office Suite
Receptionist
Office Assistant

Medical Assistant Program (Certificate Programs)
Medical Assistant Front/Back Office
Medical Assistant Front Office
Medical Assistant Back Office

Medical Transcription Program (Certificate Programs)
Medical Transcription Program

Nurse Assistant Program (Certificate Programs)
Nurse Assistant Program

Practical Nurse Program (Certificate Programs)
Practical Nurse Program

Policies & Procedures

Vision

A Community of Colleges…Colleges for the Community

… working collectively and responsibly to meet the life-long learning needs of our diverse students and community.

IN THIS SECTION

Mission
Values
Administration Regulations
General Regulations
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Copyright
Grading
Instructional Grievance Process
Non-Instructional Complaint Resolution Process
Grade Point Average
Scholastic Standards
College Environment
Hazing Prevention Regulation
Student Insurance
Student Employment
Student Governance
Attendance
Withdrawal
Student Records

Maricopa County Community College District

Governing Board

Scott Crowley, A.A.S., President
Ed Contreras, B.S., Secretary
Donald R. Campbell, Ph.D.
Linda B. Rosenthal, M.A.
Jerry D. Walker, M.S.

Chancellor

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

Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

Values

The Maricopa Community Colleges are committed to:

Community

We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and integrity

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

Innovation

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.



Administrative Regulations

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD website **http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm**

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "A.R.S." followed by a reference number.

General Statement (AR 2.4.1)

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at **480-731-8876**.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Services at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

MCCCD Administrative Review Process:

Request for Reconsideration

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment.

Upon receipt of the Report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.

External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: **303-844-5695**
Fax: **303-844-4303**
TDD: **303-844-3417**
E-mail: OCR_Denver@ed.gov

Equal Opportunity Statement (AR 2.4.3)

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Affirmative Action Statements

Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will 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.

Procedimientos de Quejas de Discriminación para Estudiantes

Este procedimiento provee un medio para resolver quejas hechas por estudiantes que creen que han sido afectados negativamente por discriminación de MCCCD ilegal o prohibida por el colegio/centro, MCCCD, o sus estudiantes o empleados.

Quejas pueden ser introducidas bajo este procedimiento por discriminación basada en raza, color, religión, origen sexual, edad, estado de veterano de la era-vietnamesa e incapacidad física o mental.

Estudiantes que creen que están experimentando acosamiento sexual pueden utilizar el proceso de Reporte (como descrito a continuación) además de los Procesos de Resolución Formales e Informales.

Todos los tiempos de vencimiento prescritos para el Reporte, Resolución Informal y Procesos de Resolución Formal pueden ser extendidos por el Vice Presidente de Asuntos Estudiantiles por buena razón, tal como (pero no limitado a) cuando las clases no están en sesión o cuando los partidos están en mutuo acuerdo.

Información relacionada al Procedimiento de Quejas de Discriminación para Estudiantes también es disponible de parte de la Oficina del Cónsul General al **480-731-8876**.

Resolución Informal de Quejas de Discriminación

Antes de archivar una queja formal bajo este procedimiento, un estudiante puede intentar resolver el problema por medio de pláticas informales con la persona declarada de ser responsable por la acción discriminatoria y el supervisor de esa persona o el ejecutivo de ese departamento. El estudiante puede pedirle al Vice Presidente de Asuntos

Estudiantiles a que le asista en el proceso de resolución informal. El Vice Presidente de Asuntos Estudiantiles puede modificar o rechazar una resolución informal de una queja de conducta discriminatoria bajo este proceso si, de acuerdo al juicio del Vice Presidente de Asuntos Estudiantiles, la resolución propuesta no está en los mejores intereses de ambos estudiante y la institución. El Vice Presidente de Asuntos Estudiantiles tomará tal acción a no más tardar (15) días del calendario después de recibir la noticia de resolución informal.

Intentos de resolver informalmente discriminación declarada debe de ocurrir dentro de noventa (90) días del calendario después del acto de discriminación declarado.

Si la queja no puede ser resuelta informalmente para la satisfacción del demandante, el demandante tiene el derecho de archivar una queja escrita dentro de 300 días del acto discriminatorio más recientemente declarado y de proceder bajo procedimientos de resolución formal.

Resolución Formal de Quejas de Discriminación

Un estudiante que contiende que ha ocurrido discriminación de MCCCD ilegal o prohibida, puede archivar una queja formal al comunicarse con el Vice Presidente de Asuntos Estudiantiles en cada colegio respectivo o centro. El Vice Presidente de Asuntos Estudiantiles aceptará quejas archivadas dentro de 300 días del calendario de la ocurrencia más reciente del declarado acto discriminatorio.

Una queja debe de ser firmada por el estudiante y archivada en la forma prescrita por la oficina del Cónsul General. Un estudiante también puede comunicarse con la oficina del Cónsul General para obtener el nombre y el número de teléfono del oficial del recinto del colegio designado para responder a quejas de discriminación.

La queja debe de identificar la acción, decisión, conducta, u otra base que constituya un acto declarado o práctica de discriminación prohibida o ilegal por MCCCD. La queja también debe de declarar que la acción, decisión u ocurrencia fue hecho o basado de acuerdo a la raza, color, religión, sexo, orientación sexual, origen nacional, ciudadanía, edad (mayor de 40) incapacidad física, estado de era de Vietnam, o cualquier ora causa de discriminación ilegal.

Al recibir una queja, el oficial notificará al presidente del colegio o el director y la oficina del Cónsul General. La Oficina del Cónsul General asignará un número de caso a la queja.

Una copia de la queja será compartida con el demandado dentro de cinco (5) días de trabajo de recibir la queja por el Vice Presidente de Asuntos Estudiantiles. El demandado será advertido que represalias contra el demandante o testigo oficial no serán toleradas y que una investigación será conducida.

El demandado debe de proveer una respuesta por escrito a la queja dentro de quince (15) días del calendario después de recibir la queja.

Después de aceptar una queja, el Vice Presidente de Asuntos Estudiantiles conducirá una investigación para encontrar los hechos que incluirá, por lo mínimo, un resumen de la evidencia escrita (incluyendo la queja y la respuesta), y entrevistas con los empleados y estudiantes apropiados. El Vice Presidente de Asuntos Estudiantiles puede servir como investigador de quejas. Dentro de noventa (90) días del calendario después de recibir la queja, el investigador de quejas, le entregará al Vice Presidente de Asuntos Estudiantiles los resultados escritos y los resultados de la investigación. Dentro de diez (10) días de trabajo al recibir los resultados de la investigación de investigador de quejas, el Vice Presidente de Asuntos Estudiantiles le entregará al presidente o Director del Colegio los resultados escritos del investigador y las recomendaciones del Vice Presidente de Asuntos Estudiantiles en cuanto a la disposición de la queja.

El presidente o director aceptará, rechazará, o modificará las recomendaciones y proveerá una notificación por escrito de su acción a los partidarios dentro de quince (15) días del calendario al recibir los resultados y recomendaciones del Vice Presidente de Asuntos Estudiantiles.

Cuando la investigación confirme las alegaciones, acción correctiva apropiada será llevada a cabo. Evidencia que sea colateral a las alegaciones de discriminación y/o de acosamiento sexual y que fue obtenida durante una investigación bajo estos procedimientos, puede ser usada con quejas subsecuentes o en procedimientos de disciplina.

Proceso de Resumen Administrativo de MCCCD:

Solicitud de Reconsideración

Un demandante o demandado/a que no esté satisfecho/a con la decisión del presidente o director tiene diez (10) días de trabajo para hacer petición, por escrito, un resumen administrativo de la decisión, por su presidente o director del colegio. La petición para resumen administrativo debe declarar razones específicas porque el demandante o el/la demandado/a cree que el resultado fue impropio. El presidente o el director hará resumen de los resultados de la investigación y de los hallazgos escritos y responderá a la petición dentro de diez (10) días de trabajo después de recibir la petición. Si el presidente o el director determina que la decisión no es apoyada por la evidencia, el archivo de caso será abierto de nuevo y asignado para investigación adicional. Si el presidente o el director determina que la investigación fue entera y completa, y que la decisión es apoyada por la evidencia, el o ella negará la petición para resumen administrativo. A este nivel, el demandante ha agotado el Procedimiento de quejas de Discriminación Interna.

Mantenimiento de Documentación

Documentación resultando de cada nivel en el Proceso Formal de Resolución (incluyendo declaraciones de testigos, notas investigadoras, etc.) será enviada a y mantenida por la oficina de MCCCD del Cónsul General. Documentos Investigadores no serán mantenidos con o considerados como parte de los archivos del estudiante. Documentación con respecto a acción correctiva es considerada parte del archivo del estudiante.

Derecho a ayuda

Un/Una demandante o demandado/a puede recibir la ayuda de un abogado u otra persona durante cualquier periodo de la queja archivada bajo este Procedimiento de Queja de Discriminación. Tal persona puede asistir a cualquier entrevista y aconsejar al demandante o demandado pero no podrá de otra manera participar en la entrevista. El investigador del demandante hará comunicaciones directamente al demandante y al demandado, y no por medio del abogado del individuo o por otra persona proveyendo asistencia.

Confidencialidad de Procedimientos

Cada esfuerzo se hará por el colegio y MCCCD para proteger la confidencialidad de los grupos durante el procesamiento de quejas bajo este procedimiento. Los archivos serán mantenidos en una manera confidencial al extremo permitido por ley hasta el punto en que no intervengan con la obligación legal de MCCCD de investigar y resolver asuntos de discriminación.

Represalia prohibida

Represalia contra una persona quien ha archivado una queja o contra cualquier testigo interrogado durante una investigación está estrictamente prohibido. Cualquier acto de represalia por instructores, supervisores, gerentes, profesionales académicos, administradores, u otros empleados quienes tienen la autoridad para llevar a cabo acción adversa contra un demandante o testigo, está prohibido, y puede ser motivo para acción disciplinaria

Declaraciones Falsas Prohibidas

Cualquier individuo que al saber provee información falsa después de archivar un cargo de discriminación o durante la investigación de un cargo de discriminación será sujeto a disciplina apropiada.

Archivando un Reporte de Acosamiento Sexual

Un estudiante que cree que él o ella es, o ha sido la víctima de acosamiento sexual según prohibido por los reglamentos de MCCCD, puede Reportar (oralmente o por escrito) el acosamiento al Vice Presidente de Asuntos Estudiantiles en cada colegio o centro. El Reporte debe ser hecho dentro de 180 días del calendario a partir del incidente más reciente del acosamiento sexual.

Al recibir el Reporte, el Vice Presidente de Asuntos Estudiantiles o designado tendrá una junta con el acosador implicado. La junta incluirá: identificar el comportamiento como descrito en el Reporte, avisando al acosador declarado en cuanto a la percepción del impacto de su comportamiento, proveyendo al individuo con una copia de los Reglamentos de Acosamiento Sexual de MCCD, animando el completar el Seminario de Acosamiento Sexual usando la red que es patrocinado por la Oficina de Cónsul General y animando más atención a los comportamientos que puedan llevar a uno a percepciones de acosamiento sexual. Ni el Reporte o la junta con el acosador implicado de cualquier manera constituirá un hallazgo de acosamiento sexual. El nombre del acosador no será identificado al demandado durante el proceso del Reporte; pero, los acusadores deben de darse cuenta que podrán ser llamados testigos en procedimientos disciplinarios subsecuentes o proceso legal, tanto como en litigación. La junta con el acosador implicado debe de ser conducida dentro de diez (10) días de trabajo después del recibimiento del Reporte.

Archivo Externo de Queja de Discriminación

MCCCD anima a estudiantes a usar los Procedimientos de Quejas de Discriminación de MCCCD para que los estudiantes puedan resolver asuntos de discriminación. Los estudiantes también tienen el derecho de archivar quejas de derechos civiles con las agencias externas apropiadas. No habrá represalia contra una persona que archive una queja con una agencia externa. La siguiente agencia acepta cargos de discriminación archivados por, o a favor de, estudiantes:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: **303-844-5695**
Fax: **303-844-4303**
TDD: **303-844-3417**
E-Mail: OCR_Denver@ed.gov

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 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for 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 Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the Vice President of Student Affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Disability Resources & Services - Eligibility For Accommodations & Required Disability Documentation (AR 2.8)

Purpose--- to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act.

General Eligibility Requirements

Each applicant with a disability must meet MCCCD admissions requirements, or be enrolled as an MCCCD student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

Specific Eligibility Requirements

Physical Disabilities -- Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

The Written Diagnostic Report Must Include:

a. A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.

b. The procedures used to diagnose the disability.

c. A description of any medical and/or behavioral symptoms associated with the disability.

d. A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.

e. A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.

f. A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

Specific Learning Disabilities-Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures In Each of the Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples of Measures

a. Wechsler Adult Intelligence Scale-Revised (WAIS-R)

b. Wechsler Adult Intelligence Scale-Third Edition

c. Stanford Binet Intelligence Scale-Fourth Edition

d. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

e. Kaufman Adolescent And Adult Intelligence Test

Achievement

a. Wechsler Individual Achievement Tests (WIAT)

b. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)

c. Stanford Test of Academic Skills (TASK)

d. Scholastic Abilities Test for Adults (SATA)

Information Processing

a. Subtests of The Wais-R Or Wais-Third Edition

b. Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.

4. A diagnostic summary statement with the following information:
    a. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.
    b. A clear statement specifying the substantial limitations to one or more major life activities.
    c. A psychometric summary of scores.
    d. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD) -- Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
    a. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis.
    b. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
    c. A recommendation regarding medications or medical evaluation(s).
    d. A recommendation for accommodations, including rationale.

Psychological Disabilities -- Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
    a. A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis.
    b. A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
    c. A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation).
    d. A recommendation for essential accommodations relative to the diagnosed disability, including rationale.

e. The duration for which these accommodations should be provided based on the current assessment.

f. A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.

2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCD will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

Academic Misconduct (AR 2.3.11)

A. Definitions

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.

2. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

3. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

B. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: (Note: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

1. Warning - A notice in writing to the student that the student has violated the academic code.

2. Grade Adjustment - Lowering of a score on a test or assignment.

3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.

4. Course Failure - Failure of a student in the course where academic misconduct occurs.

5. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

6. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

Disciplinary Standards

A. Disciplinary Probation and Suspension (AR 2.5.1)

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents--the chancellor, administration and faculty--are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism); falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.
4. Use of college computer resources such as the internet in violation of **TECHNOLOGY RESOURCE STANDARDS (AR4.4)** which may result in notification of law enforcement authorities.

B. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student 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 vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, 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 and Community Affairs.

Technology Resource Standards (AR 4.4)

Introduction

The Maricopa County Community Colleges District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other legal mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive these Standards.

Acceptable Use

Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board, all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of technology resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa's technology resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Violation of any provision of the Standards could result in immediate termination of a user's access to Maricopa's technology resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

Prohibited Conduct

The following is prohibited conduct in the use of Maricopa's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.

Disclaimer

The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

Copyright

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.)Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

B. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

C. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.

D. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.

E. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.

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 Student Enrollment Services.

Students must complete the requirements within the time period agreed to - maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT 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 Student Enrollment Services 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 Student Enrollment Services.

In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

E. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students."

Important Deadlines for Students

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 an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to take:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process.

   A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
4. If the grievance is not resolved at this level within ten working days, the student should forward to the vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Non-Instructional (outside the classroom) Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

Steps for students to take:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center vice president or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the vice president or designee do not resolve the complaint, the student may forward 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 Equal Employment Opportunity/Affirmative Action Office **480-731-8885.** If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.14)

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with Maricopa Community Colleges' legal obligation to investigate and resolve issues of sexual harassment.

Violations of Law (AR 5.1.15)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.16)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. Maricopa Community Colleges will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

Petition Signature Solicitation (AR 2.4.8)

A. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.

B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Solicitation (AR 2.4.9)

A. Definitions

A "solicitor" is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

B. Requirements

1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.



3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

   By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

   The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

   A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

   a. Such product or service presents low risk of harm to a potential user;

   b. The product or service is not food or food-related and;

   c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

4. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Children on Campus (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness and Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

Campus Safety Policies and Annual Crime Statistics Disclosure Summary

The information contained in this document was prepared under the guidelines established by **20 United States Code, section 1092 (f),** known as the "Jeanne Clery, Disclosure of College Security Policy and Campus Crime Statistics Act," and the **Code of Federal Regulations.** The information represents a general description of Rio Salado College security/safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years; however, the information is not intended to serve as a contractual agreement between the college and the recipient.

Introduction

Rio Salado College enjoys good relations with its neighbors and maintains a highly visible College Safety Program (CSP) that provides for the safety of the college community. However, no community can be totally risk free in today's society. To lessen the chances of crimes occurring within the college community, everyone's cooperation and vigilance is needed. All members of the college community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to the CSP staff at the 1st floor reception desk.

College Safety Program

College Safety: The CSP is housed in the 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 **480-377-4555**. The Tempe location is closed only if there are no classes or activities scheduled on Sundays or designated holidays.

The CSP staff maintains a visible presence and proactively patrol college parking lots and buildings on a regular basis. The department's telephone number is **480-377-4555.**

Security and Access to College Facilities

Rio Salado College strives to maintain a safe and secure college environment for students, staff and visitors. This includes the monitoring of cameras, and assisting in the locking of offices, departments and classrooms when not in use. When staff discovers defective doors or locks, interior/exterior lighting problems, or other safety hazards, they immediately author an M&O helpdesk report so that the maintenance department can correct the problem. To further improve safety, the college encourages all of its community members to take an active part and immediately report any observation of a suspected crime, unusual or suspicious activity, emergency, or hazardous condition to **480-377-4555.**

The college does not own, maintain or control: a) dormitories or other residential facilities; b) off site facilities for recognized student organizations; and c) non-college buildings or properties that are used for educational purposes.

The college is open Monday through Friday between 6:00 a.m. - 9:00 p.m. and on Saturday between 7:00 a.m. - 4:00 p.m. If no classes or college functions are scheduled, the college is closed on Sundays and on designated holidays. During the summer months, the college is open the same hours.

Reporting Crime and Emergencies

Crime or other emergency in progress: Students, employees and others are encouraged to report all criminal activity and emergencies occurring on college property. A report may be filed with the CSP staff by either visiting the 1st floor reception desk or calling **480-377-4555**. In emergency situations, 9-1-1 may be called first, followed by an immediate notification to the CSP staff at **480-377-4555.**

Reports of a past crime or incident may be made to any of the following:

1. Law Enforcement Authority:
   a. The College Dispatch Desk: In person or by calling **480-377-4555.**
   b. The Tempe Police Department: In person at a local precinct or by calling **480-966-6211.**
2. Security Authority:
   Director of College Safety **480-377-4555**

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 **480-377-4555.**
   b. The Tempe Police Department: In person at a local precinct or by calling **480-966-6211**.
2. Security Authority:
   Director of College Safety **480-377-4555**

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 web pages):

1. When you go to a party, go with a group of friends.
2. Arrive together, watch out for each other, and leave together.
3. Don't leave your beverage unattended or accept a drink from an open container.
4. Don't allow yourself to be isolated with someone you don't know or trust.
5. Be aware of your surroundings at all times.
6. Trust your instincts.
7. Think about the level of intimacy you want in a relationship, and clearly state your limits.

Prevention programs: College Staff Development will conduct presentations relating to crime prevention and safety policies during orientations and at other times, when requested by staff or students. Crime prevention materials are made available to all incoming students.

College response to a sexual assault: Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties in state and federal courts. Besides the sanctions that can be imposed in court, Rio Salado College will respond administratively if a sexual assault or other criminal offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures, including policies prohibiting sexual harassment. Sanctions may include suspension or expulsion for student offenders or termination of employment for employees.

Victims may commence a disciplinary action by submitting a written, signed statement detailing the incident to the Director of the College Safety Department at **480-377-4555.** 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, College Safety Department and sent electronically to Administration of the College. In addition, the CSP staff maintains a **Daily Crime Log** that contains the date, time, location, nature and disposition of all crimes occurring at the college and on adjacent public property. Entries in the log are made within two business days of the incident report.

Crime statistics: Statistics and security policies, collated in accordance to the guidelines established in the Clery Act (20 USC 1092 (f)), are published and distributed annually to all current students and employees, and when requested, to any applicant for enrollment or employment at the college. A copy will also be provided to anyone, upon request to the Director, College Safety Department at **480-377-4555.**

Escort service: An escort service is available to the students, faculty and staff of Rio Salado College. A request may be made to the 1st floor reception desk at **480-377-4555.** A staff member will respond and accompany you to your vehicle.

Policies Regarding Weapons, Smoking and Children

Weapons: The possession or use of a firearm at the college is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911 C. Anyone violating the policy is subject to arrest under ARS 13-2911 C and/or subject to applicable college disciplinary procedures.

Smoking: Smoking is prohibited inside college buildings and within 25 feet of any entrance or exit door. College community members are requested to utilize the designated smoking areas for smoking. The designated areas are conveniently located and clearly marked.

Children on college property: Children, under 18 years of age, may not attend a class unless they are officially registered for the class. Unregistered children are not allowed on college property unless participating in an authorized college program or under immediate supervision of an adult.

Annual Disclosure of Crime Statistics

Preparing the annual disclosure: The CSP staff has the responsibility of gathering the data used to prepare the annual college crime statistics. The data is obtained from reports made to the CSP staff, the Tempe Police Department, college security authorities and the college Counseling Department. In the case of the college departments, the data is gathered the same day that it's reported. Data is obtained annually from the Tempe Police Department and compared with the data gathered at the college. The resulting data is used to prepare the annual crime statistics report.

Rio Salado College's Annual Crime Statistics

The following statistics were gathered in accordance to the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, were utilized in compiling the numbers.

	On College Property			On Public Property		
	2003	2004	2005	2003	2004	2005
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	6	0	0	0	0	0
Arson	0	0	0	0	0	0
Motor Vehicle Theft	0	1	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, College Safety Department at **480-377-4555.** If you need more information about security policies and safety at Rio Salado College, please contact the Director, College Safety Department at **480-377-4555** or the Associate Dean of Students at **480-517-8541.** A college official will be glad to discuss your concerns.

Uniform Crime Reporting - Offense Definitions

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act (Forcible Rape, Forcible Sodomy, Sexual Assault With An Object, Forcible Fondling) or an attempted sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

Non-Forcible Sex Offense: Unlawful non-forcible sexual intercourse (Incest, Statutory Rape).

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Weapons Law Violations: The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws of ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

Workplace Violence Prevention (AR 2.4.12)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

Student Right To Know (AR 2.4.13)

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of 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 vice president of student affairs office for investigation by any member of the college community. The vice president of student affairs office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

   Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

   The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs office for investigation by any member of the college community. The vice president of student affairs office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

   Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the vice president of student affairs office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:

    a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs office.

    b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs office.

    c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

    d. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

    a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.

    b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation:

    "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Student Insurance

All students taking credit or non-credit courses are covered by a college accident insurance policy, with certain benefit limitations. The premium is included in the activity fee that is paid at registration. The college policy covers students directly on their way to and from classes, while in class, or while attending official college functions.

For an additional fee, there is a 24-hour health insurance policy available. For a brochure on the health insurance, contact Rio Salado's Human Resources office at **480-517-8175** or visit **http://www.renaissance-inc.com/Schools/D_S/Maricopa%20Colleges/Maricopa.htm**

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

   Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

2. Philosophy and Workload for Student Employees

   a. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.

   b. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.

   c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

3. Student Employee Benefits

   As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance.

   Students will, however, be covered under Worker's Compensation Insurance.

4. Student Employment Records

   Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.

5. Student Compensation

   The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

6. Employee Contracts and Forms

   See Appendix N.

7. Student Employee Grievance Procedure

   Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5).

B. Student Security Guards

1. Introduction and Philosophy

   Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

2. Workload of Student Security Guards

   a. 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 7:00 a.m. and 11:00 p.m.

3. Students not in Administration of Justice Program

   a. Use of student other than those in Administration of Justice Program:

      1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.

2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

b. Recommended program for students other than those in Administration of Justice programs:

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

1. Wearing of the uniform, general appearance, and demeanor
2. The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods
3. Public relations methods used on the campus
4. Crime prevention methods used on the campus; patrol methods used in buildings and grounds.
5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
7. Basic first aid

4. Student Security Guards Employee Benefits

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

5. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e.,directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

A. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance constitutions shall prescribe that all person selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters.

Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

   Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
3. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $200.00.
4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board General Counsel.

H. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Attendance (AR 2.3.2)

Attendance Policy

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to 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 vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. 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." Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

Withdrawal Procedures (Appendix G)

A. Withdrawal from Specific Courses

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 (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade) 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

Students electing to withdraw from the college must contact the Office of Admissions and Records no later than two weeks before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

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.

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Accounting (ACC)

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 (AJS)

AJS101 **3 Credits**

Introduction to Criminal Justice

An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

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: Permission of Program Director or instructor.

AJS298AB **2 Credits**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

AJS298AC **3 Credits**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

Advertising Arts (ADA)

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 lay-out, composition methods, proofing and correction, color process, image carrier preparation. Prerequisites: None.



Airline Operations (AIR)

AIR101 **2 Credits**

Reservations and Sales Overview

Overview concepts of reservations and sales for airline booking agents. Includes guidelines on dealing with people with disabilities, reservations for cabin pets, and military fares. Examines pricing for international flights. Prerequisites: None.

AIR102 **3 Credits**

Reservations/Sales Training I

Basic orientation to Reservations/Sales Training. Includes overview of product knowledge, computer familiarization, the Passenger Name Record, sales, and fares. Prerequisites: None.

AIR103 **3 Credits**

Basic Reservations Procedures

Basic orientation to Reservation/Sales training. Includes product knowledge, computer system, seat assignment, and baggage restriction information. Emphasis on transit item classifications, automated check-in and passenger acceptance procedures. Prerequisites: None.

AIR104 **3 Credits**

Reservations/Sales Training II

Concepts and techniques of specialty faring, special sales tools, miscellaneous functions, and the Passenger Name Record. Prerequisites: AIR102.

AIR105 **3 Credits**

Automated Ticketing

Introduction to automated ticketing procedures. Payment procedures also included. Overview of baggage processes and checking in passengers. Prerequisites: AIR104.

AIR106 **3 Credits**

Reservations/Sales Training III

Expands on concepts and techniques of reservations/sales. Includes expanded miscellaneous functions and introduces advanced seat assignments, phone operation, and ticketing. Prerequisites: AIR104.

AIR107 **3 Credits**

Reservations and Sales Customer Service

Customer service and communication skills for airline booking agents. Includes selling, listening, and appropriate language usage. Covers emergency communication procedures and retention skills. Prerequisites: None.

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 for airline employees. Topics include ramp environment, engine safety, equipment malfunctions, vehicle operations and Foreign Object Damage (FOD) control. Procedures for arrival, turnaround and departure conditions and hazards covered. Hand signals and other non-verbal communications as well as back injury prevention and hearing conservation techniques included. Prerequisites: Departmental approval.

AIR142 **3 Credits**

Aircraft Dynamics

Overview of ground procedures for airline employees. Covers aircraft familiarization, engine safety, ramp servicing and baggage handling as well as prearrival, arrival, predeparture and departure procedures. Rules for handling air cargo, human remains and U.S. Mail included. Prerequisites: Departmental approval.

AIR144 **2 Credits**

Team Lead Training

Overview of team lead position for airline employees. Includes hazardous materials regulations, ramp releases, aircraft structural and performance limits as well as flight crew requirements and passenger capacities. Fuel procedures, United Nations classifications system and emergency procedures also covered. Prerequisites: Departmental approval.

AIR146 **3 Credits**

Loadmaster Operations

Overview of the aircraft loadmaster operations. Topics include weight and balance, trim sheets, preplanning, load planning and flight paperwork. Time systems including local, 24 hour and Zulu covered. Computer usage also included. Prerequisites: None.

AIR150 **1 Credit**

Introduction to International Sales

International booking agent responsibilities. Includes geographical indicators and international carriers as well as cultural overview of Mexico and Canada. Prerequisites: Departmental approval.

AIR151 **3 Credits**

International Reservations and Sales

Overview of international airline reservations and sales. Includes baggage regulations, international fares, and stored fare data. Covers frequent flyer club enrollment procedures. Prerequisites: None.

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.

AIR184 **1 Credit**

Torque Wrench/Shield Termination Overview

Overview of torque wrench and shield termination on aircraft. Covers torque wrench materials, adjustments, and usage. Shield termination procedures, installations, pigtails and performance also covered. Prerequisites: None.

AIR190 **2 Credits**

Ground Security Coordinator

Overview of airline security procedures. Includes responsibilities of security screeners and supervisors. Also covers procedures to conduct passenger, baggage and cargo security screening, requirements for security notifications, and contacting law enforcement officials. Procedures for various security concerns including bomb threats and hijacking as well as screening technologies for detecting and tracing explosives included. Prerequisites: None.

AIR191 **0.5 Credit**

Airline Customer Complaint Resolution

Knowledge on the Air Carrier Access Act (ACAA) for airline complaint resolution agents. Covers mission and purpose of the ACAA, as well as in-depth information on Part 382 of the Act. Examines the complaint resolution process and strategies to communicate with people with disabilities. Prerequisites: Permission of department.

Anthropology (ASB)

ASB102 **3 Credits**

Introduction to Cultural and Social Anthropology

Principle of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB202 **3 Credits**

Ethnic Relations in the United States

Basic concepts and processes, including historic overview of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. Prerequisites: None.

ASB222 **3 Credits**

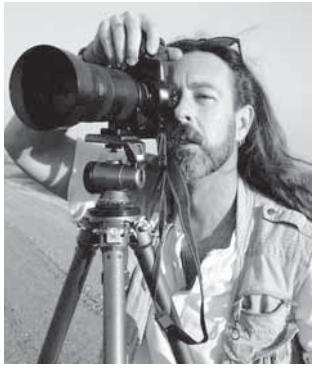
Buried Cities and Lost Tribes: Old World

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

ASB245 **3 Credits**

Indians of the Southwest

Comparative study of the cultures, including the histories and present status of Indians of the Southwest. Prerequisites: None.



Art (ART)

ART111 **3 Credits**

Drawing I

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 **3 Credits**

Two-Dimensional Design

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 **3 Credits**

Color

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

ART115 **3 Credits**

Three-Dimensional Design

Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART161 **3 Credits**

Ceramics I

Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

ART167 **3 Credits**

Painting I

Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

Art Humanities (ARH)

ARH100 **3 Credits**

Introduction to Art

Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

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 (AST)

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 (BHS)

BHS205 **3 Credits**

Therapeutic Intervention Models

Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS151 or CHD102.



Biology (BIO)

BIO100 **4 Credits**

Biology Concepts

A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None.

BIO105 **4 Credits**

Environmental Biology

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO145 **4 Credits**

Marine Biology

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO156 **4 Credits**

Introductory Biology for Allied Health

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry recommended.

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

The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: None. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 **4 Credits**

General Biology (Majors) II

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of "C" or better in BIO181. Course Note: Field trips may be required.

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 with a grade of "C" or better) or (one year high school biology course with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

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: A grade of "C" or better in BIO201.

BIO205 **4 Credits**

Microbiology

Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better) or (one year high school biology with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

Business-Personal Computers (BPC)

For a list of course descriptions, see Computers.

Business Technology for the Office (BTO)

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 (CWE)

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 (CHD)

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: None.

CHD236 **2 Credits**

Recovery and Relapse of the Chemically Dependent

Review of the bio-psycho-social processes of recovery and relapse in chemical dependency. Exploration into those factors that both contribute to and inhibit recovery and relapse. Prerequisites: None.

CHD245 **2 Credits**

Dual Diagnosis

Examines dual diagnosis (mental illness and chemical dependency) from the bio-psycho-social model. Includes causes, consequences, assessment, and treatment of the dually diagnosed person. Emphasizes the psychoeducational model of treatment. Prerequisites: None.

CHD250 **3 Credits**

Group Interventions with the Chemically Dependent

Focus on group dynamics and group process as they relate to chemical dependency. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their application to therapeutic, education and family groups. Prerequisites: None.

CHD275 **3 Credits**

Advanced Theory and Techniques in the Treatment of the Chemically Dependent

Capstone course for level two certificate in chemical dependency program. Focus on chemical dependency counseling theories and techniques used by chemical dependency 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: CHD275 with a grade of "C" or better, or permission of department. Course Note: May be repeated for a total of twelve (12) credit hours.

CHD284 **0.5 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. Course Note: May be repeated for a total of four (4) credit hours.

CHD285AA **1 Credit**

Treatment for Stimulant Use Disorders Seminar

Stimulant use disorder treatment issues. Emphasis on current and developing treatment information. Covers common stimulant abuse characteristics and treatment strategies. Also includes community resource information. Prerequisites: None.

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: None.

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: None.

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: None.

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: None.

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: None.

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: None.

CHD285II **1 Credit**

Multicultural Aspects

Multicultural aspects of counseling the chemically dependent. Emphasis on current and developing treatment information. Covers common aspects of multicultural characteristics and treatment strategies. Also includes community resource information. Prerequisites: None.

CHD285JJ **1 Credit**

Clinical Supervision Training of Supervisors

Clinical supervision training of supervisor issues. Emphasis on current and developing treatment information. Also includes community resource information. Prerequisites: None.

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 (CHM)

CHM107 **3 Credits**

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None.

CHM107LL **1 Credit**

Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

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" or better taken within the last five years), and completion of Intermediate Algebra or equivalent. Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.

CHM151LL **1 Credit**

General Chemistry I Lab

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or permission of instructor. 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 permission of instructor. Prerequisites or Corequisites: CHM152.

CHM235 **3 Credits**

General Organic Chemistry I

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL.

CHM235LL **1 Credit**

General Organic Chemistry I Laboratory

Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.



Child/Family Studies (CFS)

CFS102 **1 Credit**

Emergency Care for Child Care Providers

Basic emergency medical care for child care providers. Emphasis on design of emergency plan of action, Basic Life Support, recognition and management of common childhood injuries and illnesses. Designed to meet the Arizona Department of Health Services child care worker requirements. Prerequisites: None.

CFS105 **1 Credit**

Personal and Family Role Development

Basic principles of self-esteem, assertiveness training, decision-making and problem-solving as related to parents' roles in the family unit. Prerequisites: None.

CFS106 **1 Credit**

Stress Management in the Family

Impact of stress factors on the family. Managing time and stress in the home. Options for coping with anxiety. Prerequisites: None.

CFS109 **1 Credit**

Parent-Child Communication

Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication. Prerequisites: None.

CFS109AA **1 Credit**

Parent-Child Communication Lab

Practice in communication between parents and children. Methods and activities for building self-esteem, helping children deal with their feelings, engaging cooperation, setting limits and encouraging autonomy. Demonstration of discipline alternatives and stimulation of positive parent/child interactions. Prerequisites: None. Corequisites: CFS109.

CFS110 **1 Credit**

Family Communication Process

Problem-solving techniques for improving family communications. Active listening, resolving conflicts and self-enhancing behavior. Prerequisites: None.

CFS116 **3 Credits**

Discipline and Guidance

Age appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided. Prerequisites: None.

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(CDA)

For a list of course descriptions, see Dental Assisting.

Communication (COM)

COM100 **3 Credits**

Introduction to Human Communication

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110 **3 Credits**

Interpersonal Communication

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM225 **3 Credits**

Public Speaking

Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101, or ENG107, or equivalent.

COM230 **3 Credits**

Small Group Communication

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: ENG101, or ENG107, or equivalent.

COM259 **3 Credits**

Communication in Business and Professions

Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101, or ENG107, or equivalent.

COM263 **3 Credits**

Elements of Intercultural Communication

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COM298AA **1 Credit**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

Computer Information Systems (CIS)

For a list of course descriptions, see Computers.

Computer Science (CSC)

For a list of course descriptions, see Computers.



Computers (BPC, CCT, CIS, CSC)

BPC100 **2 Credits**

Business-Personal Computers

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None.

BPC100AA **0.5 Credit**

Business-Personal Computers I

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

BPC100AB **0.5 Credit**

Business-Personal Computers II

Use the personal computer to create, store and retrieve information. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: BPC100AA or permission of instructor.

BPC103AK **0.5 Credit**

Using Word: Level I

Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.

BPC103BK **0.5 Credit**

Using Word: Level II

Advanced concepts and skill development using Word to format, layout and design quality documents. Prerequisites: BPC102AD and BPC103AK, or permission of department.

BPC104AD **0.5 Credit**

Using Excel: Level I

Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC104BD **0.5 Credit**

Using Excel: Level II

Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs. Prerequisites: BPC104AD or permission of instructor.

BPC107AH **0.5 Credit**

Using Access: Level I

Use of Access to create, edit and selectively report data. Prerequisites: None.

BPC107BH **0.5 Credit**

Using Access: Level II

Uses of Access commands to manipulate data files, generate data entry screens, generate complex reports with multiple level totals, transport data between a computer database program and other programs. Creation and use of command files. Prerequisites: BPC107AH or permission of instructor.

BPC110 **3 Credits**

Computer Usage and Applications

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

BPC111AA **1 Credit**

Computer Keyboarding I

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

BPC111AB **1 Credit**

Computer Keyboarding II

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of instructor.

BPC119 **1 Credit**

Basic Data Entry Activities

Development of speed and accuracy of data entry skills. Includes vocabulary, keyboard drills, and data entry simulations. Prerequisites: (BPC111AA or OAS111AA or OAS101AA) or permission of instructor, OAS118 recommended but not required.

BPC125 **1 Credit**

Microcomputer Set Up and Maintenance

How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.). Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

BPC135DK **2 Credits**

Word: Level I

Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

BPC138AA **3 Credits**

Windows Desktop Design & Publishing

Use of Windows-based microcomputers and appropriate commercial software package to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements, and printing alternatives. Prerequisites: CIS105 or BPC110 or permission of instructor.

BPC170 **3 Credits**

Computer Maintenance I: A+ Prep

Technical aspects of the microcomputer, including system set up (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 and BPC121AB or permission of instructor.

BPC225 **1 Credit**

Computer Configuration and Enhancement

Configuration and enhancement of a computer. Emphasis on configuration of hardware and software to optimize computer performance. Includes memory configuration and the identification and troubleshooting of configuration problems. Prerequisites: BPC125 or permission of instructor.

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.

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 on MS Windows NT

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.

CCT157 **2 Credits**

Microsoft Scripting Technology

Microsoft scripting techniques to administer a network. Focuses on the use of objects, scripting language, debugging tools, and other tasks for optimal network management. Explores scripting usage in other networks. Prerequisites: None.

CCT158 **1 Credit**

Windows Management Instrumentation

Windows Management Instrumentation (WMI) overview. Includes script writing skills for different tasks. Future trends of WMI covered. Prerequisites: None.

CCT165 **3 Credits**

COM+ Application Construction

COM+ application construction information. Emphasis on the construction and management of COM+ applications using .NET Enterprise Services. Covers Just-In-Time activation, attribute and enhancement usage, state management, security issues, and class usage. Includes queuing and compensating resource manager issues as well as loosely coupled event and troubleshooting concerns. Prerequisites: None.

CCT167 **3 Credits**

XML-Based Web Applications

Extensible Mark-up Language (XML) principles and usage. Emphasis on using XML to build web applications. Covers XML documents, technologies, and database data. Also includes procedures for embedding, manipulating, posting, and validating XML data. Prerequisites: None.

CCT168 **2 Credits**

XML Web Services Development

Extensible Markup language (XML) web service development considerations. Emphasis on the construction, location, deployment, and consumption of XML web based services. Covers architecture considerations, registry usage issues, and security concerns. Includes information on current architecture limitations and considerations for making XML web service design reflect an anticipation of architecture changes. Prerequisites: None.

CCT170 **2 Credits**

Administering Microsoft Systems Management Server 2.0

Administration of Microsoft Systems Management Server 2.0. Covers hardware and software inventory, query building, software metering and remote control functions. Creation of a software package and program also included. Prerequisites: Permission of instructor.

CCT171 **3 Credits**

Deploying and Supporting Microsoft Server 2.0

Basic knowledge and skills required to deploy and support Microsoft Systems Management Server (SMS) 2.0. Design a site, organize a site hierarchy and plan for resource needs emphasized. Restoring SMS site also covered. Prerequisites: Permission of instructor.

CCT174 **3 Credits**

Microsoft Exchange Server 2003 Management

Techniques to install, update and manage Microsoft Exchange Server 2003. Covers security issues, public folders management, user access, and routing knowledge. Includes skills to backup and recover servers from disaster. Prerequisites: CCT192.

CCT175 **1 Credit**

Introduction to Structured Query Language

Introduction to Structured Query Language. Focuses on the query operation, including data collection, grouping and multi-table queries. Prerequisites: None.

CCT176 **3 Credits**

System Administration for Microsoft Structured Query Language Server

Microsoft (MS) Structured Query Language (SQL) Server system administration. Covers installation, configuration, security issues, database files and replication as well as backing-up, restoring and transferring data. Prerequisites: CIS105.

CCT177 **3 Credits**

Programming a Microsoft Structured Query Language Server 2000 Database

Programming a Microsoft Structured Query Language (SQL) Server 2000 database. Includes server integration, database security, programming tools, data types and tables, data integrity, stored procedures, triggers and user-defined functions. Also covers Transact-SQL programming language and elements as well as index planning, creation and maintenance. Prerequisites: Experience using the Microsoft Windows 2000 operating system.

CCT181 **3 Credits**

ASP.NET Web Application Development

Development of Microsoft ASP.NET web applications using Visual Studio.NET. Covers .NET framework, Visual Studio. NET usage, .NET-based languages and ASP.NET Web applications. User input, user controls and data access as well as XML data, Web services and security issues included. Prerequisites: HTML and Visual Basic.NET programming experience recommended.

CCT185 **3 Credits**

XML/XSLT Data Transform and Exchange

Procedures for using Extensible Markup Language (XML) and Extensible Stylesheet Language Transformations (XSLT) in web applications. Emphasis on XML Path Language (XPath) usage, XML creation, and XML schema usage. Covers stylesheet creation and application information, as well as XSLT modification and usage concerns. Includes Simple Application Programming Interface for XML (SAX) document manipulation concerns. Prerequisites: None.

CCT190 **3 Credits**

Microsoft Windows Server 2003 Management

Skills and knowledge to manage Microsoft Windows Server 2003. Includes access and security issues, group policy implementation, server administration, and drivers, disks, data storage maintenance. Design a disaster recovery plan and software update schedule. Prerequisites: None.

CCT191 **3 Credits**

Microsoft Windows Server 2003 Network Infrastructure Plan and Maintenance Strategy

Planning and maintaining Microsoft Windows Server 2003 network infrastructure. Design process for all elements, such as Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), and Windows Internet Name Service (WINS). Includes a master project plan to deploy and manage a new network. Prerequisites: CCT194.

CCT192 **3 Credits**

Active Directory Infrastructure for Microsoft Windows Server 2003

Overview of Active Directory in Microsoft Windows Server 2003. Includes different components in Active Directory, such as forest, domain structure, organizational units, accounts, groups, group policy, replication, domain controllers, and operations masters. Implementation of an Active Directory Infrastructure. Prerequisites: CCT191.

CCT193 **3 Credits**

Microsoft Windows Server 2003 Active Directory and Network Infrastructure Design

Skills and knowledge to design an Active Directory and network infrastructure. Examines all components in an Active Directory and provides creation process. Includes site infrastructure, Group Policy, network connectivity, and network access. Prerequisites: CCT192.

CCT194 **3 Credits**

Network Hosts and Services for Microsoft Windows Server 2003

Knowledge and skills to implement, manage, and maintain a Microsoft Windows Server 2003 network. Includes network infrastructure components, installation requirements, and monitoring tools. Contains configuration techniques for all elements in the network. Prerequisites: None.

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 a logical data design proceeding through the physical data design. Includes database systems and data access technologies. Prerequisites: Experience in the basic administration of Microsoft Windows 2000.

CCT227 **3 Credits**

Windows 2000 Network Management

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 systems interconnection model considerations, network security concerns and troubleshooting procedures. Prerequisites: None.

CCT260 **3 Credits**

Interconnecting Cisco Network Devices

Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information. Prerequisites: None.

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.

CIS102 **1 Credit**

Interpersonal and Customer Service Skills for IT Professionals

Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 **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. Prerequisites: None. Course Note: Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM.

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.

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.

CIS122AE **1 Credit**

Windows Operating System: Level II

Additional capabilities of the Windows program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.

CIS124AA **1 Credit**

Project Management Software: Level I

Utilization of project management software packages by 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**

Internet/Web Development Level I-A

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA **1 Credit**

Internet/Web Development Level I-B

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**

Internet/Web Development Level I-C

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**

Internet/Web Development Level I

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.

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**

Internet/ Web Development Level II-A

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.

CIS233AC **1 Credit**

Internet Web Development: Dreamweaver Level I

Design and development of websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain client-side web technologies. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS233BA **1 Credit**

Internet/ Web Development Level II-B

Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233CA **1 Credit**

Internet/ Web Development Level II-C

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**

Internet/ Web Development Level II

Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS235 **3 Credits**

e-Commerce

Introduction to Electronic Commerce on the Internet. Designing and electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS240 **3 Credits**

Local Area Network Planning and Design

Analysis of the needs and requirements for a local area network (LAN). Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Includes current and future issues, needs analysis, cost estimation, selection of connectivity and network components, and issues relating to access, security and support. Prerequisites: CIS190, or MST140, or permission of instructor.

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: Permission of Program Director or instructor.

Corporate Computer Technology (CCT)

For a list of course descriptions, see Computers.



Counseling and Personal Development (CPD)

CPD102AA **2 Credits**

Assertiveness Training

Designed to help students, differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct appropriate manner. Prerequisites: None.

CPD102AB **2 Credits**

Career Exploration

Designed to assist students making career choices. Focus on self-assessment in terms of educational and career opportunities, and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD **2 Credits**

Eliminating Self-Defeating Behavior

Designed to help students change behaviors that work against their potential, i.e., inferior 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 (COV)

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.

Creative Writing (CRW)

CRW150 **3 Credits**

Introduction to Creative Writing

Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

Credit Services Industry (CSI)

CSI108 **1 Credit**

Basic Telephone Banking Customer Service

Basic customer service skills for new telephone banking representatives. Examines service guidelines, phone etiquette, and phone system. Covers procedures for document requests. Prerequisites: None.

CSI109 **3 Credits**

Telephone Banking Center Training-New Hire

Training for new hire telephone banking center representatives. Includes usage of customer request processing system and the sales assist function. Covers strategies on how to make sales offers and how to overcome customer objections. Prerequisites: None.

CSI110 **2 Credits**

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.

CSI115 **1 Credit**

Bank Center Sales I

Sales techniques for telephone banking center representatives. Covers scripts, communication, and questioning skills. Includes knowledge on consumer and business banking products. Prerequisites: None.

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.

CSI118 **3 Credits**

Telephone Banking Center Representative I

Introductory telephone banking center representative training. Includes overview of banking products and services, compliance, and customer service procedures. Covers various computerized systems used by the representatives. Prerequisites: None.

CSI119 **3 Credits**

Telephone Banking Center Representative II

Advanced telephone banking center representative training. Further knowledge on banking products and services, including business loans, customer service skills, and computerized systems. Includes additional practice training sessions. Prerequisites or Corerequisites: CSI118.

CSI122 **2 Credits**

Introduction to Cardmember Services

Introduction to credit cardmember services. Covers job responsibilities of a cardmember service account manager. Enrollment processes, merging accounts and various credit card products and features also included. Use of a computer emphasized. Prerequisites: None.

CSI123 **2 Credits**

Credit Card Customer Service

Procedures for handling credit card transactions using the Hypercom System. Covers response calls, Quit Duplicating (QD) situations and procedures for the incrementing/bumping process. Also includes effective customer service techniques. Prerequisites: None.

CSI124 **3 Credits**

Intermediate Cardmember Services

Credit cardmember services. Covers balance transfers, call handling procedures, statements, authorizations and payment disputes. Computer usage emphasized. Prerequisites: CSI122.

CSI125 **0.5 Credit**

Bank Center Sales II

Additional sales training for telephone banking center representatives. Emphasis upon Certificates of Deposit (CD) account maintenance and handling procedures. Examines account retention strategies and closing steps. Prerequisites: CSI115.

CSI126 **2 Credits**

Advanced Cardmember Services

Advanced credit cardmember services. Includes finance charge processing procedures and listening and customer interaction strategies. Covers lost/stolen report processing and negotiation techniques. Prerequisites: CSI124.

CSI127 **2 Credits**

Banking Platform Basics

Overview of the banking platform operational basics including new account processes. Includes maintenance procedures, bank policies, banking regulations, and various customer products and services. Banking computer system also covered. Prerequisite: None.

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 collection 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 Process

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 I

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 II

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.

CSI151 **2 Credits**

Cardmember Retention I

Retention procedures of credit card members. Emphasis on retention closure reasons and account negotiation strategies. Includes cardmember accounts procedures, credit card features, and reward programs. Prerequisites: None.

CSI152 **2 Credits**

Credit Card Debt Collection

Overview of credit card debt collection via telephone. Includes collection call process as well as the basics of a collection computer system and collection call control. Collection programs for customers also covered. Prerequisites: None.

CSI153 **2 Credits**

Cardmember Retention II

Cardmember retention procedures. Auto reopen accounts process and account negotiation strategies emphasized. Balance transfers and finance charges also covered. Prerequisites or Corequisites: CSI151.

CSI155 **2 Credits**

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.

CSI202 **3 Credits**

Deposit Sales and Service Agent Training

Basic customer services skills and banking product knowledge for deposit sales and service agents. Includes usage of various computer systems and web sites. Covers customer service model and sales techniques. Prerequisites: Permission of department.

CSI203 **2 Credits**

Bank Card and Account Management

Automatic Teller Machine (ATM)/debit card management for bank employees. Covers new card ordering procedure and fraud handling steps. Examines administration techniques on Certificates of Deposit (CD) account and Individual Retirement Account (IRA). Prerequisites: Permission of department.

CSI204 **3 Credits**

Computerized Systems and Banking Requests

Online documentation, communication, balance verification systems and database for Deposit Sales and Service agents. Examines the usage and guidelines on using these systems. Includes common banking inquiries by customers, such as updating address, adding overdraft protection, and requesting refunds. Prerequisites: Permission of department.

CSI205 **3 Credits**

Wire Transfer, Cash Advance, and Workflow

Knowledge on wire transfer, intra-company, and internal transfers for bank members. Use of transaction system to fulfill requests. Includes guidelines on cash advance and image workflow procedures. Prerequisites: Permission of department.

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.

CSI260 **1 Credit**

Consumer Lending

Consumer lending product knowledge for customer service associate and relationship banker. Examines different types of loans and regulations related to lending. Includes skills to communicate with customers regarding their loan decisions. Covers the entire loan application process. Prerequisites: None.

CSI262 **1 Credit**

Advanced Consumer Lending

Advanced knowledge of consumer lending products for relationship bankers. Covers the five C's of credit, Amortization, and payment calculation. Emphasis on identifying sale opportunities for loan and other banking products. Includes tips financial profile questions and recommendation strategies. Prerequisites: CSI260.

Critical Reading (CRE)

For a list of course descriptions, see Reading.



Customer Service Representative (CSR)

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 vehicle inspection procedures. Emphasis on Vehicle Identification Number issues and state vehicle inspection documentation. Covers inspection safety, vehicle typology identification, and inspection related statues information. Prerequisite: None.

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 I

Vehicle loan industry customer service provision and practices. Covers customer service, routing, and account documentation practices. Also includes communicative strategy usage, repossession and seizure issues, payment deferment and military personnel loan processing. Prerequisites: None.

CSR153 **1 Credit**

Vehicle Loan Industry Customer Service II

Communication skills for vehicle loan industry customer service representatives. Examines listening and negotiation strategies, as well as telephone etiquette. Prerequisites: CSR152.

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 I

Basic mail-order prescription information. Covers drug classifications, substitutions and pay codes as well as doctor and patient directions. Prerequisites: None.

CSR166 **2 Credits**

Mail-Order Prescriptions II

Laboratory for handling mail order prescriptions. Patient registration, customer inquiries, telephone techniques and account receivable procedures covered. Use of computer emphasized. Prerequisites: CSR165.

CSR167 **3 Credits**

Prescription and Order Entry I

Basic prescription and order entry. Covers patient information, codes, procedures, healthcare plans and registration procedures as well as terminology and exceptions. Prerequisites: None.

CSR168 **2 Credits**

Prescription and Order Entry II

Laboratory for basic prescription and order entry. Prerequisites: CSR167.

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 Skills

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 I

Overview of direct sales basics. Covers the sales and mainframe systems in addition to effective communication and sales techniques. Also includes procedures for closing the sale. Prerequisites: None.

CSR186 **2 Credits**

Insurance Industry Direct Sales II

Practical application of direct sales basics. Covers sales and mainframe systems in addition to effective communications techniques. Also includes procedures for closing the sale. Prerequisites: CSR185.

CSR187 **2 Credits**

Introduction to Internet Pharmacy Customer Service

Overview of the online pharmacy web site. Examines the functions, usage, and guidelines for each online service. Covers troubleshooting steps for the online photo center. Prerequisites: None.

CSR188 **3 Credits**

Internet Pharmacy Customer Service

Customer service knowledge for internet pharmacy representatives. Covers privacy regulations and disclosure rules. Steps to fulfill common customer requests and to solve ordering issues. Prerequisites: None.

CSR189 **3 Credits**

Customer Service Systems for Internet Pharmacy

Computerized systems used by internet pharmacy customer service representatives. Accessing customer accounts, searching for information, and communicating with pharmacists. Prerequisites: None.

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.

CSR245 **3 Credits**

Introduction to Insurance Loss Reporting

Overview of the insurance loss reporting representative training program. Examines organizational structure, basic information of claims, computer systems, and privacy regulations. Covers customer service concept and roles of a loss reporting representative. Prerequisites: Permission of department.

CSR246 **3 Credits**

Insurance Loss Reporting Customer Service

Customer service concepts and loss reporting procedures for insurance loss reporting representative. Covers communication skills, retention methods, and phone handling techniques. Includes loss reporting guidelines and steps in various situations. Prerequisites: Permission of department.

CSR247 **3 Credits**

Insurance Claims and Losses I

Knowledge of claims and different types of losses in the auto insurance industry. Covers management guidelines for existing claims, scene losses, and weather loss impacts. New claim set-up and claim modifications emphasized. Prerequisites: Permission of department.

CSR248 **2 Credits**

Insurance Claims and Losses II

Further examination of auto insurance claims and losses. Knowledge on injury only, fleet, glass, and trailer loss. Covers roadside assistance and instructions on contacting national glass unit. Prerequisites: CSR247.

CSR250 **2 Credits**

Automobile Insurance Principles

Automobile insurance industry general operation information. Emphasis on insurance fundamentals and basic insurance industry call center operations. Covers workstation operation principles, customer call flow considerations, and customer privacy policy explanation information. Includes basic automobile insurance policy sales considerations. Prerequisites: None.

CSR251 **3 Credits**

Automobile Insurance Operations

Automobile insurance policy provision concepts. Emphasis upon customer service and billing issues. Covers communication strategies, payment information provision, and job resource usage. Includes policy lifespan and history documentation information. Prerequisites: None.

CSR252 **2 Credits**

Automobile Insurance Policy Premium Concerns

Automobile insurance policy premium alteration concerns. Emphasis on referral to collections issues and policy renewal premium change considerations. Covers quote generation software and reference tool usage as well as underwriting cancellation consideration. Includes potential state department of insurance complaint resolution and refund payment information. Prerequisites: None.

CSR253 **3 Credits**

Automobile Policy Endorsement Coverage

Automobile insurance policy endorsement coverage concerns. Emphasis on endorsement additions and effective date determination. Covers change of address, principle operator, vehicle replacement and deletion information, and expiring policy endorsement requirement information. Prerequisites: None.

CSR254 **2 Credits**

Automobile Policy Endorsement Provisions

Automobile insurance policy alteration operations. Emphasis upon information associated with changing existing automobile insurance policy coverage. Covers policy issue and policy status change operations, driver and vehicle addition concerns, and policy cancellation. Includes title lien holder issues and model call flow identification. Prerequisites: None.

CSR255 **3 Credits**

Automobile Policy Endorsement Services

Automobile policy endorsement customer service information provisions. Emphasis on insurance industry customer service strategies and underwriting factor explanations. Covers policy market and special policy status considerations, proof of insurance provision issues, and internal customer service operations. Includes web based information management tool usage. Prerequisites: None.

CSR256 **2 Credits**

Automobile Insurance Policy Cancellation

Automobile policy cancellation customer service provisions. Emphasis on cancellation notice receipt processing. Covers payment receipt issues and policy cancel status information. Prerequisites: None.

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.

CSR259 **1 Credit**

Automobile Insurance Policy Reinstatement

Automobile insurance policy reinstatement procedures. Covers policies eligible for reinstatement and policies not eligible as well as reasons for reinstatement. Policy rewrites, policy cancellation, and underwriting cancellation included. Prerequisites: None.

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.

Dental Assisting (Clinical) (CDA)

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.

CDA105 **1 Credit**

Introduction to Clinical Dental Assisting and Dental Office Management

Overview of dentistry and general dental office procedures. Roles of the clinical dental assistant and team members covered. Education and licensure requirements, ethics and professional organizations also covered. State Board of Dental Examiners and dental assistant regulations as well as dental management systems included. Prerequisites: Admission to the Basic Clinical Dental Assisting Program.

CDA110 **2 Credits**

Infection Control and Hazard Communication

Introduction to infection control and hazard communication for the dental practice. Infection control mandates according to the Occupational Safety and Health Administration (OSHA), the American Dental Association (ADA), and the Center for Disease Control and Prevention (CDC) covered. Procedures related to infection control emphasized. Prerequisites: A grade of "C" or better in CDA105 or permission of instructor.

CDA115 **3 Credits**

Dental Anatomy and Pathology

Overview of human anatomy and pathology for the dental assistant. Structural organization and systems of the body covered. Identification of anatomy and landmarks of the head, neck, and orofacial structures emphasized. Dental pathology also covered. Prerequisites: A grade of "C" or better in CDA110 or permission of instructor.

CDA120 **1 Credit**

Dental Practice Emergencies and Patient Management

The role of the dental assistant in clinical patient management. Medical-dental health history interpretation. Obtaining and recording vital signs. Drug references, methods of administration, anesthetic, and patient prescriptions covered. Prevention techniques and management of emergencies in the dental environment. Management of the medically compromised also included. Prerequisites: A grade of "C" or better in CDA115 or permission of instructor.

CDA125 **3 Credits**

Dental Materials

Identification and description of dental materials covered. Manipulation of restorative, impression, laboratory, and adjunct dental materials emphasized. Prerequisites: A grade of "C" or better in CDA115 or permission of instructor.

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: A grade of "C" or better in (CDA120 and CDA125) or permission of instructor.

CDA242 **3 Credits**

Clinical Dental Assisting I: Basic Skills

Fundamental skills for clinical dental assisting. General dentistry office design, operation and maintenance of dental equipment, 4-handed delivery system, and dental instruments covered. New patient examination, amalgam restoration, composite restoration, fixed prosthodontic restoration, endodontic treatment, and tooth-whitening procedures included. Role of dental assistant for patient procedures emphasized. Prerequisite: A grade of "C" or better in (CDA120 and CDA125) or permission of instructor.

CDA245 **1 Credit**

Fundamentals of Basic Clinical Skills

Clinical dental assisting skills performance in a clinical laboratory setting as well as in general practice dental facilities for supervised practical experience. Safe work practices, infection control, dental radiography, basic chairside assisting, patient management, dental materials manipulation, business assisting, equipment operation and maintenance, and dental laboratory skills emphasized. Prerequisite: A grade of "C" or better in (CDA240 and CDA242) or permission of instructor.

CDA252 **3 Credits**

Clinical Dental Assisting II: Advanced Skills

Supervised clinical and laboratory experience. Advanced techniques and expanded functions for clinical dental assisting. Placement of sealants, retraction cord, periodontal dressing, rubber dam, matrix and wedge, bases, liners, varnishes, and provisional restorations. Removal of excess permanent cement and sutures. Determine tooth shade and shape. Performance of coronal polishing procedure. Prerequisites: A grade of "C" or better in (CDA242 and CDA245) or permission of instructor.

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.

CDA285 **1 Credit**

Clinical Dental Assisting Seminar

Overview of special topics in clinical dental assisting. Clinical internship evaluation included. Covers expanded functions, legal responsibilities and liabilities. Prerequisites: A grade of "C" or better in CDA245.

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.

CDA292 **2 Credits**

Dental Specialties

Placement of students in dental facilities for supervised practical experience exposing them to: Endodontic, Oral and Maxillofacial Surgery, Orthodontic, Pediatric, Periodontic, and Prosthodontic specialty procedures. Prerequisites: A grade of "C" or better in CDA245.



Dental Hygiene Education (DHE)

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 admission to the Dental Hygiene Program) or permission of instructor. Corequisites: DHE133.

DHE133 **3 Credits**

Dental Hygiene Clinic I

Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. Prerequisites: DHE120 and admission to the Dental Hygiene Program. Corequisites: DHE132 or current CPR card.

DHE203 **2 Credits**

Dental Materials

Composition, properties and criteria for use of dental materials. Principles of mixing techniques of restorative, preventive, and laboratory dental materials. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.

DHE204 **1 Credit**

Dental Materials Lab

Manipulate permanent and temporary restorative materials, impression material, dental waxes, cements, periodontal dressings, bases and liners. Fabricate mouth protectors, study models, and custom impression trays. Laboratory proficiency in margination of permanent restorative materials. Prerequisites: DAE/DHE203 and Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.

DHE212 **2 Credits**

Dental Hygiene Theory II

Continued study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation. Prerequisites: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE213.

DHE213 **5 Credits**

Dental Hygiene Clinic II

Application of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, clinical decision making, advanced instrumentation and improved time utilization. Prerequisites: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE212.

DHE219 **2 Credits**

Practice Management

Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

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: DHE232.

Drafting Technology (DFT)

DFT126 **3 Credits**

Building Trades Blueprint Reading

Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

Economics (ECN)

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 (EDU)

EDU204 **3 Credits**

Fine Arts in Educational Settings

Exploration of fine arts integration in the K-12 classroom setting. Focus on the impact of life-long learning and education goal achievement when curriculum includes fine arts. Arizona art standards of dance, visual, theatre and music also covered. Prerequisites: None.

EDU207 **3 Credits**

Teaching Adolescents

Focuses on understanding adolescents' development including psychosocial, emotional, cognitive and physical. Covers impact of early experiences, relationships, and learning abilities. Establishment of a learning environment supportive of the adolescent emphasized. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU208 **1 Credit**

Introduction to Structured English Immersion

Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the Stanford English Language Proficiency (SELP) test covered. Includes review of alternative methods of assessment. Prerequisites: None.

EDU208AB **0.5 Credit**

Introduction to English Language Proficiency Standards and Assessment

Introduction to the English Language Proficiency standards and the Stanford English Language Proficiency (SELP) test. Includes review of alternative methods of assessment. Prerequisites: None.

EDU209AA **3 Credits**

Teaching Students with Emotional Disabilities

Investigation into the characteristics of and teaching strategies for students with emotional disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AB **3 Credits**

Teaching Students with Learning Disabilities

Investigation into the characteristics of and teaching strategies for students with learning disabilities. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AC **3 Credits**

Teaching Students with Mild and Moderate Mental Retardation

Investigation into the characteristics of and teaching strategies for students with mild and moderate mental retardation. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AD **3 Credits**

Teaching Students with Physical and Other Health Impairments

Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU222.

EDU209AF **3 Credits**

Assessment of Exceptional Learners

Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU209AA, or EDU209AB, or EDU209AC, or EDU209AD), and EDU219, and EDU222.

EDU215 **1 Credit**

Methods and Curriculum Development in Secondary Education

Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Course Note: Upon completion of EDU215, students are required to enroll in one of the following courses: EDU215AA or EDU215AB or EDU215AC or EDU215AD or EDU215AE.

EDU215AA **2 Credits**

Methods and Curriculum Development in Secondary Social Studies

Overview and practical application of social studies teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AB **2 Credits**

Methods and Curriculum Development in Secondary Mathematics

Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AC **2 Credits**

Methods and Curriculum Development in Secondary Science

Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AD **2 Credits**

Methods and Curriculum Development in Secondary English

Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU215AE **2 Credits**

Methods and Curriculum Development in Secondary Education - Special Topics

Overview and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program. Prerequisites or Corequisites: EDU215.

EDU217 **3 Credits**

Methods for the Structured English Immersion (SEI)/ ESL Student

Methods of planning, developing, and analyzing lesson plans in all content areas to meet English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development and evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP), and use of assessment results for placement and accommodation. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and EDU225. Course Note: Approved school-based practicum is required. EDU217 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education. Designed for undergraduate students.

EDU219 **3 Credits**

Special Education Techniques and Methods

School-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom. Includes school-based practicum. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program, and (EDU209AA, EDU209AB, EDU209AC, and EDU209AD) and EDU222.

EDU220 **3 Credits**

Introduction to Serving English Language Learners (ELL)

Rationale for and current educational and legal issues for 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. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate, or permission of department.

EDU221 **3 Credits**

Introduction to Education

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222 **3 Credits**

Introduction to the Exceptional Learner

Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Includes school-based 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. Approved school-based practicum required. 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. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

EDU223AC **3 Credits**

Mild and Moderate Mental Retardation in the Classroom

Investigation into the characteristics of and teaching strategies for students with mild and moderate mental retardation. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate teacher preparation program, and EDU222.

EDU223AD **3 Credits**

Physical and Other Health Impairments in the Classroom

Investigation into the characteristics of and teaching strategies for students with physical and other health impairments. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree, and formal admission to a state approved post-baccalaureate preparation program, and EDU222.

EDU223AF **3 Credits**

Assessment in Special Education

Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-bacalaureate 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.

EDU226 **3 Credits**

Methods in Special Education

School-based experiences relating to the understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities and/or other health related impairments. Provides opportunities for students to apply learning in the classroom. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and EDU222 and (EDU223AA, EDU223AB, EDU223AC, and EDU223AD).

EDU227 **3 Credits**

Social Studies Techniques and Methods

Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU229 **3 Credits**

Science Techniques and Methods

Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU230 **3 Credits**

Cultural Diversity in Education

Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU231 **3 Credits**

Mathematics Techniques and Methods

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. Approved school-based practicum required. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU233 **3 Credits**

Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP) assessment, and use of assessment results for placement and accommodation. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate and (EDU/EPD220 or EDU225), or permission of department. Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

EDU234 **2 Credits**

Role and Function of the Paraprofessional

Overview and understanding of the role and responsibilities of the Paraprofessional K-12 classroom. Covers appropriate strategies related to student interaction and communication, tutoring techniques, and leadership role in the classroom. Recognition of children with special needs and delivery of teacher identified support also included. Prerequisites: None.

EDU244 **3 Credits**

Seminar in Bilingual/ESL Education

Educational procedures, ethics, area methods and classroom operations as they relate to the bilingual/ESL(English as a Second Language) teacher or teacher aide. Opportunity to discuss classroom problems being encountered during the field experience. Conducted bilingually. Prerequisites: (EDU/EPD220 or EDU225), or EDU235, or EDU238 and (second language learning experience or proficiency in a second language), or permission of instructor. Corequisites: EDU245.

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.

EDU251 **3 Credits**

Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP) assessment, and use of assessment results for placement and accommodation. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU225 or permission of department). Course Note: Approved school-based practicum required. This course meets the Arizona Department of Education requirement for the full SEI Endorsement.

EDU255AA **4 Credits**

Intern Certificate Student Teaching Lab – Elementary Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.

EDU255AB **4 Credits**

Intern Certificate Student Teaching Lab – Elementary Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU255AA and a minimum of 50% successful completion of all designated, required course work.

EDU256AA **4 Credits**

Intern Certificate Student Teaching Lab – Secondary Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.

EDU256AB **4 Credits**

Intern Certificate Student Teaching Lab – Secondary Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU256AA and a minimum of 50% successful completion of all designated, required course work.

EDU257AA **4 Credits**

Intern Certificate Student Teaching Lab – Special Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a specified teacher prep two year program plan by an Arizona Department of Education approved college program and the partnering school district.

EDU257AB **4 Credits**

Intern Certificate Student Teaching Lab – Special Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal acceptance of a teacher prep two year program plan by an Arizona Department of Education approved college program, the partnering school district, EDU257AA and a minimum of 50% successful completion of all designated, required course work.

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.

** Beginning Spring 2007, course will be offered as an EPD prefixed course.*

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. Prerequisites: EPD260 or Permission of Department.

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.

** Beginning Spring 2007, course will be offered as an EPD prefixed course.*

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. Approved school-based practicum required. 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. Approved school-based practicum required. 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.

** Beginning Spring 2007, course will be offered as an EPD prefixed course.*

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: Baccalaureate degree and 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). 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.

** Beginning Spring 2007, course will be offered as an EPD prefixed course.*

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. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AB **2 Credits**

Secondary Mathematics Methods and Curriculum Development

Overview and practical application of mathematics teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AC **2 Credits**

Secondary Science Methods and Curriculum Development

Overview and practical application of science teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AD **2 Credits**

Secondary English Methods and Curriculum Development

Overview and practical application of English teaching methodology and curriculum development for secondary teachers. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU289AE **2 Credits**

Secondary Methods and Curriculum Development in Special Topics

Overview and practical application of teaching methodology and curriculum development for secondary teachers in special topics such as Music, Theater, Art, Economics, Foreign Languages, Computers, PE, etc. Teaching strategies and learning styles covered. Curriculum design, lesson objectives, time management skills, teaching resources and student assessment also included. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: Baccalaureate degree and formal admission to a state approved post-baccalaureate teacher preparation program. Prerequisites or Corequisites: EDU289.

EDU290 **3 Credits**

Science Methods and Curriculum Development

Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291 **3 Credits**

Children's Literature

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

EDU292 **3 Credits**

The Art of Storytelling

Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

EDU293 **3 Credits**

Mathematics Methods and Curriculum Development

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. Approved 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. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

Education Professional Development (EPD)

EPD243 **3 Credits**

Reading and Writing in an English as a Second Language (ESL)/Bilingual Setting

Introduction to English as a Second Language (ESL) terminology, second language acquisition theories and reading terminology. Teaching techniques, strategies, and learning activities as well as reading comprehension skills and writing skills covered. Prerequisites: (EDU/EPD220 or EDU225) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD246 **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: (EDU/EPD220 or EDU225) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD247 **3 Credits**

Practicum for English as a Second Language (ESL)/ Bilingual 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 English as a Second Language (ESL) learners. Prerequisites: (EDU/EPD220 or EDU225), or EDU230, or ENG213, or (EDU228 or EDU240 or EDU241), and must hold a provisional or standard elementary, secondary or special education teaching certificate.

Emergency Medical Technology (EMT)

EMT104 **8 Credits**

Basic Emergency Medical Technology

Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate ESL course placement score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

EMT200 **2 Credits**

Refresher Course for Certified Emergency Medical Technicians

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of instructor.

English (ENG)

ENG071 **3 Credits**

Fundamentals of Writing

Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: Appropriate English placement test score or permission of department/division chair. Course Note: Through five or more writing projects comprising at least 2000 words (final drafts), the student will demonstrate an understanding of writing as a process through the ability to complete the ENG071 competencies.

ENG101 **3 Credits**

First-Year Composition

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate English placement test score or (a grade of "C" or better in ENG071).

ENG102 **3 Credits**

First-Year Composition

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: ENG101 with a grade of "C" or better.

ENG107 **3 Credits**

First-Year Composition for ESL

Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate ASSET/COMPASS placement test score, or a grade of "C" or better in ENG071 or ESL077. Course Note: Through four or more writing projects comprising at least 3,000 words in total, the student will demonstrate an understanding of writing as a process per the course competencies.

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 as a Second Language (ESL)

ESL030 **3 Credits**

English as a Second Language III: Grammar

Third-level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

ESL040 **3 Credits**

English as a Second Language IV: Grammar

Fourth-level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).

English Humanities (ENH)

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.

ENH113 **3 Credits**

Writers/Directors and Current Issues

In-depth analysis of literary texts by contemporary writers/directors throughout the world, including essayists, journalists, playwrights, novelists, directors, short story writers, and/or poets. Examines perspectives representing a variety of cultures. Critical responses to current issues of worldwide interest examined, including topics as environment, technology, medicine, economics, politics, education, human rights, law and order. Prerequisites: None.

ENH201 **3 Credits**

World Literature Through the Renaissance

Includes a selection of the world's literary masterpieces in their cultural background, beginning with ancient Oriental and Occidental writings and concluding with Renaissance writings. Prerequisites: None.

ENH202 **3 Credits**

World Literature After the Renaissance

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None

ENH214 **3 Credits**

Poetry Study

Involves reading, discussing, and analyzing poetry of various forms and from selected periods. 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.

ENH230 **3 Credits**

Introduction To Shakespeare

Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories, and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare's influence through the centuries, noting parallels between the late 16th century and the late 20th century. Prerequisites: None.

ENH241 **3 Credits**

American Literature Before 1860

Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 **3 Credits**

American Literature After 1860

Includes literature written after 1860 in the United States. Prerequisites: None.

ENH250 **3 Credits**

Classical Backgrounds in Literature

Introduction to selected readings of Greek and Latin literature in translation and to the key elements as integral aspects of Western culture through successive ages. 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.

ENH290 **3 Credits**

Modern Irish Literature and Culture

Literature of Ireland from 1880 to the present. Examines how uniquely Irish themes have been reflected in high and popular culture and how these cultures and themes have influenced Ireland's literary tradition. Prerequisites: None

ENH291 **3 Credits**

Children's Literature

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.



Fire Science Technology (FSC)

FSC102 **11 Credits**

Fire Department Operations

Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

FSC105 **3 Credits**

Hazardous Materials/First Responder

Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Prerequisites: None.

FSC106 **3 Credits**

Introduction to Fire Protection

History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire-fighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

FSC108 **3 Credits**

Fundamentals of Fire Prevention

Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

FSC113 **3 Credits**

Introduction to Fire Suppression

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

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 physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

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 (FON)

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 approval of instructor.

French (FRE)

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 (GBS)

GBS110 **3 Credits**

Human Relations in Business and Industry

Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

GBS112 **2 Credits**

Credit Collections

Interpreting account records. Managing and recording customer contact communications. Includes fact finding, problem solving, and dealing with customer defensiveness. Federal laws regarding specific collections and skip tracing. Prerequisites: None.

GBS126 **1 Credit**

Writing Resumes

Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. Prerequisites: None.

GBS131 **3 Credits**

Business Calculations

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

GBS151 **3 Credits**

Introduction to Business

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS161 **3 Credits**

Mathematics of Business

Applications of basic financial mathematics; includes interest, financial statement, stocks and bonds, and international business. Prerequisites: GBS131, or MAT102, or permission of department/division.

GBS175 **3 Credits**

Professional Development

Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career. Prerequisites: None.

GBS205 **3 Credits**

Legal, Ethical, and Regulatory Issues in Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220 **3 Credits**

Quantitative Methods in Business

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

GBS221 **3 Credits**

Business Statistics

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of "C" or better in GBS220.

GBS233 **3 Credits**

Business Communication

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission or department/division.

GBS258 **3 Credits**

Principles of Property and Liability Insurance

Basic principles of insurance. Introduction to insurance contracts. Overview of company functions and operations including ratemaking, underwriting, claims, adjusting, and marketing. Prerequisites: None.

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 (GCU, GPH)

GCU121 **3 Credits**

World Geography I: Eastern Hemisphere

Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

GPH111 **4 Credits**

Introduction to Physical Geography

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH112 **3 Credits**

Introduction to Physical Geography

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH113 **1 Credit**

Introduction to Physical Geography Lab

Laboratory experience in support of GPH112. Prerequisites or Corequisites: GPH112.

Geology (GLG)

GLG101 **3 Credits**

Introduction to Geology I - Physical Lecture

A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102 **3 Credits**

Introduction to Geology II - Historical Lecture

Outlines the origin and history of the earth with emphasis on North America--its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103 **1 Credit**

Introduction to Geology I - Physical Lab

May accompany GLG101. Study of common rock-forming materials, rocks, and maps. Prerequisites: None.

GLG104 **1 Credit**

Intro to Geology II-Historical Lab

May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

GLG110 **3 Credits**

Geologic Disasters and the Environment

Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

GLG111 **1 Credit**

Geological Disasters and the Environment Lab

May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

German (GER)

GER101 **4 Credits**

Elementary German I

Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

GER102 **4 Credits**

Elementary German II

Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101 or equivalent.

GER201 **4 Credits**

Intermediate German I

Review of essential grammar of the German language and study of the German culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: GER102, two years of high school German, or departmental approval.

GER202 **4 Credits**

Intermediate German II

Continued development of German language skills and continued study of the German culture. Prerequisites: GER201, or equivalent, or departmental approval.



Health Related (HCC, HCR, HES, HIM)

Includes the following prefixes:

HCC - Health Core Curriculum,

HCR - Health Care Related,

HES - Health Science, and

HIT - Health Information Technology

HCC101 **0.5 Credit**

Health Care Today

Overview of current health care professions, including career and labor market information. Health care delivery system, third party payers, and facility ownership. Health organization structure, patient's rights and quality of care. Prerequisites: None.

HCC103 **0.5 Credit**

Workplace Behavior in Health Care

Health care and life values. Definition and importance of values and ethics. Work ethic behaviors essential for the health care worker. Professional code of ethics, worker's rights and responsibilities. Prerequisites: None.

HCC105 **0.5 Credit**

Personal Wellness and Safety

Healthful living practices such as nutrition, stress management, and exercise. Use of principles of body mechanics in daily living activities. OSHA standard precautions. Prerequisites: None.

HCC107 **1 Credit**

Communication and Team Work in Health Care Organizations

Emphasis on basic communication skills which facilitate 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 **0.5 Credit**

CPR for the Health Care Provider

Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automated, external defibrillation and resuscitation equipment. Prerequisites: None.

HCC130 **3 Credits**

Fundamentals in Health Care Delivery

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Workers rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AA **0.5 Credit**

Health Care Today

Overview of current health care professions including career and labor market information. Health care delivery systems, third-party payers, and facility ownership. Health organization structure, patient rights and quality care. Prerequisites: None.

HCC130AB **0.5 Credit**

Workplace Behaviors in Health Care

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

HCC130AC **0.5 Credit**

Personal Wellness and Safety

Introduces healthful living practices to include nutrition stress management and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.

HCC130AD **0.5 Credit**

Communication and Teamwork in Health Care Organizations

Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AE **0.5 Credit**

Legal Issues in Health Care

Basic legal terminology used in the health care setting. Legal concepts related to health care employment, medical documentation, and communication. Introduction to regulatory requirements in health care. Prerequisites: None.

HCC130AF **0.5 Credit**

Decision Making in the Health Care Setting

Principles and application of a decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None.

HCC140 **2 Credits**

Medical Terminology for Health Care Workers

Introduction to medical terms used in health care. Body systems approach to common terms related to structures, function, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Selected medical abbreviations and symbols. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109. May be taken concurrently with Level II program pathway courses.

HCC142 **1 Credit**

Medical Terminology for Specialty Areas

Medical terminology used with special care populations and in special services. Includes obstetric, pediatric, mental health, diagnostic imaging, oncology, and surgery terms. Use of word parts, term spelling and pronunciation. Prerequisites: HCC140.

HCC145 **3 Credits**

Medical Terminology for Health Care Workers

Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC145AA **1 Credit**

Medical Terminology for Health Care Worker I

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

HCC146 **2 Credits**

Common Medical Terminology for Health Care Workers

Common medical terms used in health care. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC151 **0.5 Credit**

Legal and Ethical Issues in Health Care

Basic legal terminology utilized in the health care setting. The basic legal concepts related to health care employment. Identification of ethical guidelines to include client privacy and rights, as well as the process of ethical decision making. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCC153 **0.5 Credit**

Decision Making in the Health Care Setting

Principles of the decision-making process using the nine-step format and application of the process. Description and application of process improvement and its relationship to the decision-making model. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

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 BIO205 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 BIO205 or equivalent. Corequisites: HCR240AB or permission of instructor.

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: BIO202 or BIO205 or equivalent. Corequisites: HCR240AA or permission of instructor.

HES100 **3 Credits**

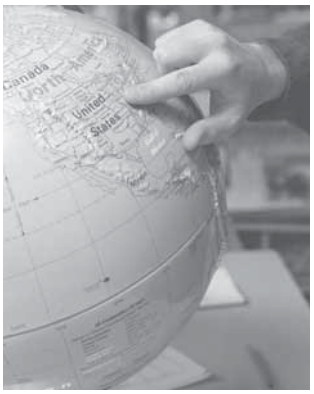
Healthful Living

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.

HIM170 **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 (HIS)

HIS101 **3 Credits**

History of Western Civilization Middle Ages to 1789

Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102 **3 Credits**

History of Western Civilization 1789 to Present

Survey of origin and development of Western civilization and its institutions from the French Revolution through the present. Prerequisites: None.

HIS103 **3 Credits**

United States History to 1870

The political, economic, and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104 **3 Credits**

United States History 1870 to Present

The political, economic, and social development of United States from Reconstruction period up to present time. Prerequisites: None.

HIS105 **3 Credits**

Arizona History

The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. Prerequisites: None.

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 Administration (HSA)

HSA105 **0.5 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.

HSA119 **3 Credits**

Unemployment Insurance Customer Service I

Basic customer service training for unemployment insurance claim representatives. Knowledge on computerized and phone systems. Includes claim taking steps and phone service skills. Prerequisites: None.

HSA121 **2 Credits**

Unemployment Insurance Customer Service II

Inquiry call training for unemployment insurance claim representatives. Covers last employer definition, wage issues, and reinstatement. Prerequisites: HSA119.

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.

HSA165 **1 Credit**

Case Reading System for Government Assistance Program

Overview of the case tracking system. Examine ways to monitor employee performance using reports. Includes critical thinking and program evaluation skills. Prerequisites: Permission of department.

HSA166 **1 Credit**

Reading and Interpreting Government Assistance Reports

Knowledge of how to generate and read reports for government assistance programs. Evaluate data and make adjustments according to the unit or individual worker's performance. Apply workload management principles when setting departmental goal. Prerequisites: Permission of department.

HSA167 **2 Credits**

Government Assistance Office Management

Development of skills to manage employees in the government assistance setting. Overview of management philosophies and techniques for effective time management, performance evaluation, and communications. Prerequisites: Permission of department.

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 (AHCCCS)

Introduction to Arizona Health Care Cost Containment System (AHCCCS) programs. Includes population, eligibility and application issues. Also covers effective communication, customer service, and interview skills. Prerequisites: None.

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.

HSA209 **2 Credits**

Computerized Systems for Eligibility Specialist

Computer systems and database for eligibility specialists. Usage, navigation, and practice of each system. Includes search function and data interpretation. Prerequisites: None.

HSA210 **3 Credits**

Arizona Long Term Care System (ALTCS): Resources and Income

Procedures, rules, and restrictions concerning various types of resources and income in the application process. Covers transfer of property, Share of Cost and Hearing Process, as well as Medicare Cost Sharing Programs and re-determinations. Prerequisites: None.

HSA211 **2 Credits**

Eligibility Specialist I

Overview of job responsibilities and agency functions for eligibility specialists. Includes organizational history, mission, and structure. Examines basic case processing steps. Prerequisites: None.

HSA213 **2 Credits**

Eligibility Specialist II

Additional basic knowledge for eligibility specialists. Covers the application process and timeline. Uses different online tools to manage cases. Prerequisites or Corequisites: HSA211.

HSA215 **3 Credits**

Eligibility Introductory Lab

Introductory lab for eligibility specialists. Includes data verification, documentation and referrals. Processing eligibility cases emphasized. Prerequisites: None.

HSA217 **1 Credit**

Medical Assistance Eligibility Specialist I

Training for medical assistance eligibility specialists. Steps to access external computer database for information. Reviews confidentiality and sensitive information handling procedures. Prerequisites: None.

HSA219 **2 Credits**

Medical Assistance Eligibility Specialist II

Concepts and processing steps for medical assistance eligibility specialists. Familiarizes with the renewal process and allocation guidelines. Uses computerized systems to handle client accounts. Prerequisites or Corequisites: HSA217.

HSA221 **1 Credit**

Medical Assistance Eligibility Specialist III

Further training for medical assistance eligibility specialists. Further examination of income types and handling procedures. Lists supporting services available. Prerequisites or Corequisites: HSA219.

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.

HSA223 **3 Credits**

Eligibility Advanced Lab

Advanced lab for eligibility specialists. Interviewing of applicants included. Processing new and renewal eligibility cases emphasized. Prerequisites: HSA215.

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.

HSA230 **1 Credit**

KidsCare Health Insurance I

Information and computer system knowledge for KidsCare health insurance eligibility specialists. Covers premium waiver and hearing request process. Examines various commonly used computer systems. Prerequisites: None.

HSA232 **2 Credits**

KidsCare Health Insurance II

Training for KidsCare health insurance eligibility specialists. In-depth knowledge on income levels and budget units. Review computer system usage and processing steps. Prerequisites or Corequisites: HSA230.

Humanities (HUM)

HUM101 **3 Credits**

General Humanities

A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None.

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 (IND)

IND110 **1 Credit**

Introduction to the Printing Industry

Brief history/introduction to graphic arts technologies including printing, photography, graphics and text. Safety and health practices, job estimating and trade customs as well as legal restrictions and requirements covered. Prerequisites: None.

IND111 **3 Credits**

Paper, Binding and Finishing Techniques

Finishing techniques and binding styles of paper. Covers paper properties, requirements, and grades. Various finishing and binding styles emphasized. Prerequisites: None.

IND112 **2 Credits**

Lithographic Inks and Offset Press Operations

Basic overview of lithographic inks and offset press operations. Sheet-fed and web-fed offset presses emphasized. Prerequisites: None.

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.

Integrated Studies (IGS)

IGS291 **3 Credits**

Studies in Global Awareness

Interdisciplinary examination of selected topics in global awareness. Study of the human organization and modern global interdependence. Selected topics vary. Prerequisites: ENG101, or ENG107, or equivalent.

IGS294 **3 Credits**

Integrative Study of the Future

Integrative and interdisciplinary study of the future. Critical inquiry of the future from historical, philosophical, literary, scientific, social, psychological, and religious perspectives. Comprehensive review of contemporary scientific-technological, environmental, and global and cultural trends and possible directions in the future. Synthesis of theoretical knowledge and practical and personal applications. Prerequisites: ENG101 or ENG107 or equivalent.

Japanese (JPN)

JPN101 **5 Credits**

Elementary Japanese I

Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 **5 Credits**

Elementary Japanese II

Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or departmental approval.

JPN201 **5 Credits**

Intermediate Japanese I

Expansion of sentence structures through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or equivalent.

JPN202 **5 Credits**

Intermediate Japanese II

Extensive review of Japanese grammar, development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN201 or equivalent.

Latin (LAT)

LAT101 **4 Credits**

Elementary Latin I

Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English. Prerequisites: None.

LAT102 **4 Credits**

Elementary Latin II

Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin. Prerequisites: LAT101 or permission of instructor.

LAT201 **4 Credits**

Intermediate Latin I

Introduction to translation techniques using selections from various authors; emphasis on use of primary texts. Prerequisites: LAT102.

LAT202 **4 Credits**

Intermediate Latin II

Refinement of translation techniques using selections from Virgil's Aeneid; emphasis on use of language and meter. Prerequisites: LAT201.



Law Enforcement Technology (LET)

LET100 **1 Credit**

Introduction to Law Enforcement Technology

Overview of law enforcement and administration of criminal justice system. Course outlines the criminal justice process from arrest to final disposition. Also includes the relationship between the branches of government and various components of the criminal justice system. Prerequisites: Departmental approval.

LET102 **4 Credits**

Criminal Investigation

Overview of specialized techniques for the investigation of various types of crimes. Includes technology in police data processing operations as well as the nature and structure of various types of specialized crimes and crime groups. Also introduces techniques for interviewing and interrogation. Prerequisites: Departmental approval.

LET106 **2 Credits**

Patrol Procedures

Overview of the types and purposes of police patrol; including vehicle patrol and routine patrol procedures, mediation, and management of crisis situations. Emphasis on citizen protection, crime prevention, and identification and apprehension of suspects. Prerequisites: 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: Permission of Department.

LET132 **3 Credits**

Introduction to Correctional Law

Introduction to the legal and constitutional rights of inmates. Pre-trial, sentencing, and probation processes covered. Court cases with regards to enforcement personnel and custodial agencies discussed. Also covers inmate discipline and types of force. Prerequisites: LET130.

LET134 **2 Credits**

Special Needs Issues and Communication

Management skills for dealing with inmates with special needs. Issues related to female inmates, drug addictions, and mental disorders covered. Techniques for dealing with suicidal inmates and gang members included. Prerequisites: LET132.

LET135 **2 Credits**

Problem Solving and Crisis Management

Further examination of management techniques and tools within the detention facilities. Crisis intervention techniques covered. Also includes medical screening, inmate grievances, inmate disciplinary reports, and the reclassification system. Prerequisites: LET134.

LET136 **2 Credits**

Detention Security Procedures

Security procedures within the detention facilities. Officer responsibilities with regards to contraband, facility security, and key/tool control. Procedures for conducting searches, security walks, headcounts, and the proper use of restraints. Dealing with hostage and emergency situations covered. Prerequisites: LET135.

LET138 **1 Credit**

Detention Officer Emergency Procedures

Techniques for managing emergency situations in the detention facility including fires and medical emergencies. Skills for administering first aid and cardiopulmonary resuscitation (CPR). Procedures for use of chemical agents and mechanical restraint devices. Prerequisites: LET136.

LET139 **2 Credits**

Detention Facility Training

Daily procedures for managing the detention facility. Includes procedures for processing inmate needs and requests, completing departmental reports and crime scene management. Operational procedures also covered. Prerequisites: LET138.

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: Permission of Department.

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 I

Procedures for dealing with inmate security. Includes progressive behavior control and protective segregation. Inmate count, personal property inventory, mail handling procedures, and forced cell move procedures also covered. Prerequisites: Permission of Department.

LET169 **3 Credits**

Inmate Security Procedures II

Security procedures for handling inmates. Covers searches, contraband, monitoring of inmates and perimeter checks. Transportation of inmates, use of restraints and driving skills including preventable collisions included. Prerequisites or Corequisites: LET168.

LET170 **2 Credits**

Security, Custody and Control Procedures

Procedures for maintaining security and control within a correctional institution. Includes custody levels, roles of staff and essential components with regards to span-of-control. Also covers procedures for dealing with crime scene management, fires and emergency situations. Prerequisites: Departmental approval.

LET172 **2 Credits**

Conflict and Crisis Management

Conflict and crisis management techniques for correctional institutions. Effecting positive, non-forceful resolutions to potentially violent situations. Emphasis on officer and inmate safety. Prerequisites: Departmental approval.

LET176 **2 Credits**

Medical and Mental Health

Responsibilities of the correctional system staff with regards to medical and mental health of inmates. Includes basic first aid, basic life support, and supervision and care for mentally ill and impaired inmates. Also includes drug and substance abuse and communicable disease control. Prerequisites: Departmental approval.

LET178 **3 Credits**

Physical Fitness and Self-Defense Training

Physical and self defense training for correctional officers. Emphasis on aerobic power, muscular strength, endurance, and flexibility. Includes necessary and legal self defense along with techniques for protection of self and others in physical confrontations. Also includes training guidelines, safety issues and the benefits of good physical fitness. Prerequisites: Departmental approval.

LET179 **2 Credits**

Traffic Enforcement Procedures

Overview of operational procedures for traffic enforcement officers. Covers pursuits, roadblocks, and report writing as well as sudden custody death syndrome. Incident command system also covered. Prerequisites: Departmental approval.

LET183 **2 Credits**

Traffic Offenses

Transportation law provisions. Covers Arizona Revised Statute (ARS) Title 28, drug transportation, and contraband as well as civil and criminal traffic laws. Traffic offenses, violation name, and classification included. Prerequisites: Departmental approval.

LET188 **3 Credits**

Vehicle Inspection

Commercial vehicle inspection procedures. Covers driver and vehicle commercial transportation regulated by Arizona Revised Statutes (ARS) 28 and 29. Includes transportation of hazardous materials, various vehicle components and systems, towaway operations, and inspection reports. Prerequisites: Departmental approval.

LET190 **1 Credit**

Human Communications and Relations

Overview of human communication and human relations, with special emphasis on techniques used to overcome problems of communication. Covers various communication methods used in dealing with the community and techniques for handling crisis situations. Prerequisites: Departmental approval.

LET201 **3 Credits**

Physical Fitness Instructor Certification

Covers skills necessary to instruct and conduct physical fitness tests using the Cooper Institute for Aerobics Research standards and the Peace Officer Physical Aptitude Test (POPAT) standards. Also covers basic human anatomy, strength training and aerobic conditioning as well as nutrition and prevention of injuries. Prerequisites: Department approval.

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 **2 Credits**

High Risk Situations/Instructor Training

Techniques for instructing students in high risk/known risk situations. Includes pre-stop procedures, primary and back-up officer responsibilities, suspect removal, and vehicle positioning. Prerequisites: None.

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 **0.5 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 (LBS)

LBS101 **2 Credits**

Library Resource Concepts and Skills

Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS201 **1 Credit**

Electronic Resources Concepts and Skills

Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources. Prerequisites: None.

Management (MGT)

MGT101 **3 Credits**

Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT106 **0.5 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 (MKT)

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 (MAT)

MAT082 **3 Credits**

Basic Arithmetic

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT092 **3 Credits**

Introductory Algebra

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

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. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on the District placement exam. Course Note: Appropriate for the student whose major does not require college algebra or precalculus.

MAT151 **4 Credits**

College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151AA **1 Credit**

College Algebra/Functions I

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.

MAT151AC **1 Credit**

College Algebra/Functions III

Exponential and logarithmic functions. Prerequisites: Grade of "C" or better in MAT151AA.

MAT151AD **1 Credit**

College Algebra/Functions IV

Systems of equations and inequalities; matrices; sequences and series. Prerequisites: Grade of "C" or better in MAT151AA.

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. Course Note: Strongly recommended that students have some knowledge of trigonometry.

MAT206 **3 Credits**

Elements of Statistics

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212 **3 Credits**

Brief Calculus

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or 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 (MHL)

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 (NCE, NUR)

NCE214OP **1 Credit**

Orientation to Nursing Program

Overview of the philosophy, core values, policies, competencies and curricular components of the Maricopa Community College District Nursing Program. Basic concepts of therapeutic communication, normal growth and development, the nursing process, pharmacology, metrology, and concepts of intravenous therapy. Emphasis on the use of the nursing process, utilization of critical thinking skills, sound decision-making principles in the clinical setting, the communication process, time management and stress reduction, and the transition in role expectations between Licensed Practical Nurse (LPN) and Registered Nurse (RN). Review and evaluation of Practical Nursing skills included. Prerequisites: Advanced placement into the Nursing program. Course Note: Designed for transfer students, returning students and Practical Nurses entering the District 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.

NUR111 **4 Credits**

Nursing Process and Critical Thinking I

Overview of nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients with selected alterations in health including psychological/mental health disorders. Emphasis on use of nursing process in the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Requires application of previous knowledge of physical, biological, and social sciences. Prerequisite: Admission to the Practical Nursing or Nursing programs. Corequisite: NUR119 or permission of Nursing Department chairperson.

NUR117 **2 Credits**

Pharmacology and Medication Administration I

Introduction to pharmacology. Includes foundation knowledge and skills instruction. Emphasis on core medication prototypes and skills necessary for safe administration of selected medication categories. Concepts of medication administration by selected routes introduced. Application of previous knowledge of physical, biological and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing Programs.

NUR119 **5 Credits**

Nursing Science I

Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experiences with individuals and families in a variety of long term care and acute settings. Application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention, and health restoration, as well as concepts of pathophysiology, nutrition, and communication. Prerequisites: Admission into the Practical Nursing or Nursing Programs. Corequisites: NUR111 or permission of Nursing Department chairperson.

NUR121 **4 Credits**

Nursing Process and Critical Thinking II

Nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of adult and geriatric clients with selected alterations in health. Introduces human growth and developmental principles. Introduction to care of newborn, pediatric, well childbearing clients, and childrearing families. Continuation of the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR111, NUR117, and NUR119. Corequisites: NUR129 or permission of Nursing Department chairperson.

NUR127 **2 Credits**

Pharmacology and Medication Administration II

Continues emphasis on core medication prototypes and skills. Emphasis on critical thinking skills for safe practice in medication administration. Introduces concepts of venipuncture and initiation of IV access. Requires application of previous knowledge of physical, biological, social and nursing sciences. Prerequisites: NUR111, NUR117, and NUR119.

NUR129 **5 Credits**

Nursing Science II

Continuation of application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients with alterations in health. Provides clinical experiences with adult, pediatric, well childbearing clients and childrearing families in a variety of acute care and community settings. Application of nursing concepts in the development of care plans as well as concepts of pathophysiology, nutrition, and communication. Includes participation in client teaching and discharge planning. Prerequisites: NUR111, NUR117, and NUR119. Corequisites: NUR121 or permission of Nursing Department chairperson.

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.

NUR231 **4 Credits**

Nursing Process and Critical Thinking III

Nursing and critical thinking strategies. Emphasis on complex human needs within the wellness/illness continuum in a variety of acute care and community settings. Theoretical concepts related to holistic care of adults with selected acute and chronic alterations in health and psychiatric/mental health disorders. Introduction to role of the professional nurse as member of the health care team. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR121, NUR127, and NUR129. Corequisites: NUR239 or permission of Nursing Department chairperson.

NUR237 **1 Credit**

Pharmacology and Medication Administration III

Knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and advanced pain management. Application of previous knowledge of physical, biological, and social sciences. Includes an overview of parenteral medications and therapies used in selected situations. Prerequisites: NUR121, NUR127, and NUR129.

NUR239 **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 nursing scope of practice. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of nursing concepts related to health education/promotion for clients, families, and small groups. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR121, NUR127, and NUR129. Corequisites: NUR231 or permission of Nursing Department chairperson.

NUR241 **4 Credits**

Nursing Process and Critical Thinking IV

Nursing and critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Includes perinatal, newborn, pediatric, and adult clients in acute care settings. Continuation of role development of the professional nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR231, NUR237, and NUR239. Corequisites: NUR249 or permission of Nursing Department chairperson.

NUR249 **6 Credits**

Nursing Science IV

Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR231, NUR237, and NUR239. Corequisites: NUR241 or permission of Nursing Department chairperson.

Nursing: Continuing Education (NCE)

For a list of course descriptions, see Nursing.

Office Automation Systems (OAS)

OAS111AA **1 Credit**

Computer Keyboarding I

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

OAS118 **1 Credit**

10-Key by Touch

Touch system of numeric keys on ten-key pads. Prerequisites: None.

OAS124 **0.5 Credit**

Forms

Design and edit form documents using computer software; enter and save variable data; print forms. Prerequisites: Ability to type 30 wpm or permission of instructor.

Office Career Success (OCS)

OCS102 **1 Credit**

Office Career Preparation

Identify and investigate career goals and opportunities in the workplace. Generate an individual education plan and a career portfolio to include preparing a resume, cover letter and practicing interview techniques. Review current business attire and associated images in the workplace. Prerequisites: None.

OCS122 **3 Credits**

Office Orientation and Essential Skills

Develops a comprehensive understanding of essential workplace skills and reinforces learning with structured hands-on practices. Includes fundamental knowledge of office etiquette, note taking, protocol of electronic mail systems, and preparation of oral and written presentations. Identifies individual career opportunities to include preparing a resume and practicing interview techniques. Prerequisites: None.

Pharmacy Technology (PHT)

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.

PHT120 **3 Credits**

Pharmacy Technician Responsibilities

Responsibilities and skills of pharmacy technicians. Emphasis on federal and state laws, prescription entry and fulfillment, drug regulations, and drug calculations, as well as pharmaceutical products, abbreviations, and terminology. Includes inventory management, administration routes, financial issues, and pharmacy environments. Prerequisites: None.

Philosophy (PHI)

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 (PED)

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 (PHY)

PHY101 **4 Credits**

Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam.

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 (POS)

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 (PGR)

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 (PSY)

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.

PSY290AB **4 Credits**

Research Methods

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

Public Administration (PAD)

PAD101 **3 Credits**

Survey of Public Administration

The history, present and future of public administration. Covers roles of public administrators, organizational relationships, intergovernmental relations and human resources as well as ethical issues, financial management, communication skills, and productivity issues. Prerequisites: None.

PAD104 **3 Credits**

Management in the Public Sector I

Introduces concepts and techniques of modern management in government agencies. Emphasis is on supervisor-employee relationships and on goal orientation as a requisite in developing and maintaining a motivational work climate. Prerequisites: None.

PAD107 **3 Credits**

Public Finance Administration

Basic 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: None.

PAD123 **3 Credits**

Management in the Public Sector II

Cover the basics of and rationale for effective employee management practices. Emphasis is on setting parameters for managing employees in the public sector. Prerequisites: PAD104. Not open to students with credit in PAD121.

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.

Reading (CRE, RDG)

CRE101 **3 Credits**

Critical and Evaluative Reading I

Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG101 and (reading placement test scores or 41 or higher (ASSET), or grade of "C" or better in RDG091, or permission of instructor).

CRE111 **3 Credits**

Critical Reading for Business and Industry

Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading ASSET test score, or grade of "C" or better in RDG091, or permission of instructor.

RDG030 **3 Credits**

Reading English as a Second Language III

Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in RDG020, or permission of instructor.

RDG040 **3 Credits**

Reading English as a Second Language IV

Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in RDG030, or permission of instructor.

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 (REA)

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 (REL)

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 (SLG)

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 (SOC)

SOC101 **3 Credits**

Introduction to Sociology

Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisite: None.

SOC110 **3 Credits**

Drugs and Society

Explores drugs as a social problem. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

SOC140 **3 Credits**

Racial & Ethnic Minorities

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

SOC157 **3 Credits**

Sociology of Marriage & Family

The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

SOC212 **3 Credits**

Gender and Society

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

Spanish (SPA)

SPA101 **4 Credits**

Elementary Spanish I

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and written skills. Prerequisites: None.

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 I

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

SPA118 **3 Credits**

Health Care Spanish II

Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. Prerequisites: SPA117 or (SPA117AA and SPA117AB and SPA117AC), or permission of department.

SPA119 **3 Credits**

Spanish for Educational Settings I

Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in educational settings. Prerequisites: None.

SPA120 **3 Credits**

Spanish for Educational Settings II

Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Continuation of SPA119, expanding into secondary and post-secondary educational settings. Emphasis on basic sentence structure, pronunciation and vocabulary. Prerequisites: SPA/EPD119 or permission of department.

SPA201 **4 Credits**

Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, or SPA111, or permission of department.

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, or SPA111, or permission of department.

SPA202 **4 Credits**

Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

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.

SPA282AA **1 Credit**

Volunteerism for Spanish: A Service Learning Experience

Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of four (4) SPA282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

SPA298AA **1 Credit**

Special Projects

Organized and tailored around the interests 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: Permission of Program Director or instructor.

SPA298AC **3 Credits**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be continued to maximize student development. Prerequisites: Permission of Program Director or instructor.

Spanish Humanities (SPH)

SPH245 **3 Credits**

Hispanic Heritage in the Southwest

A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None.

Theatre (THE)

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 (THP)

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 (TLT)

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 (TQM)

TQM101 **3 Credits**

Quality Customer Service

Examines the nature of quality customer service and the attitudes, knowledge, and skills needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced. Prerequisites: None.

TQM105 **2 Credits**

Writing For Quality Results

Theory and practice of writing business correspondence in a quality-oriented organization. Includes the orientation of the writer to the internal/external customer's needs and writing in positive, negative and persuasive settings. Prerequisites: Appropriate English placement test score in ENG101, or "C" or better in 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, TQM230, TQM235, TQM240, or departmental approval.

TQM292 **1 Credit**

Innovation Strategies

Identification of the attitudes, knowledge and skills needed to challenge the process and initiate change in an organization. Includes the analytical skill required for creativity as well as methods for innovative thinking. Prerequisites: TQM290AA or departmental approval.



Travel Agent Technology (TVL)

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 (UCS)

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 (WED)

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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May 2006						
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Calendar
2006 - 2007

Rio Salado College will be closed on the following holidays:

Monday, May 29th
Memorial Day

Tuesday, July 4th
Independence Day

Monday, September 4th
Labor Day

Friday, November 10th
Veteran's Day Observed

Saturday November 11th
Veteran's Day

Thursday, November 23rd and 24th
Thanksgiving Holiday Observed

Friday, December 22
College closes at Noon.

Saturday, December 23rd through
Monday, December 25th
Christmas Holiday Observed

Saturday, December 30th through
Monday, January 1st
New Year's Holiday Observed

Monday, January 15th
Martin Luther King, Jr. Day

Monday, February 19th
Presidents' Day

Holidays: 

Start Dates: 

Learner Support Sites

For more information on Rio Salado College, call **480-517-8540** *or visit our home page at* ***www.rio.maricopa.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, Tuesday - Friday, by appointment
Counseling, Monday, by appointment
Computer Lab, **480-517-8055**

Rio Paradise Valley **480-517-8760**
4550 East Cactus Road
Phoenix, AZ 85032
(above the food court at Paradise Valley Mall)

Testing Center
ABE/GED/ESOL classes
Advising by appointment
Counseling by appointment
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 classes

Rio Salado College/
Ann Ott Adult Learning Center **602-340-0431**
1801 S. 12th Street
Phoenix, AZ 85034
(south of Buckeye Road)
ABE/GED/ESOL classes

Rio Tempe/Administrative
Offices and Conference Center **480-517-8540**
2323 West 14th Street
Tempe, AZ 85281
(west of 52nd Street between University and Broadway)

Student Enrollment Services (Registration and Advising)
Financial Aid
Cashier
Testing Center
Counseling by appointment
Bookstore - Conference Center@Rio, 2nd floor.
Computer Lab, **480-517-8455**

Rio Salado Lifelong Learning Center **480-517-8770**
12535 Smokey Drive
Surprise, AZ 85374
(just south of Bell Road)

Testing Center
ABE/GED/ESOL classes
Counseling, Saturday morning by appointment
Computer Lab, **480-517-8775**

Rio West Valley - Luke AFB **480-377-4010**
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

Testing Center
Advising on weekdays, 8:00 a.m. - 4:30 p.m. by appointment:
Career Counseling by appointment, 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

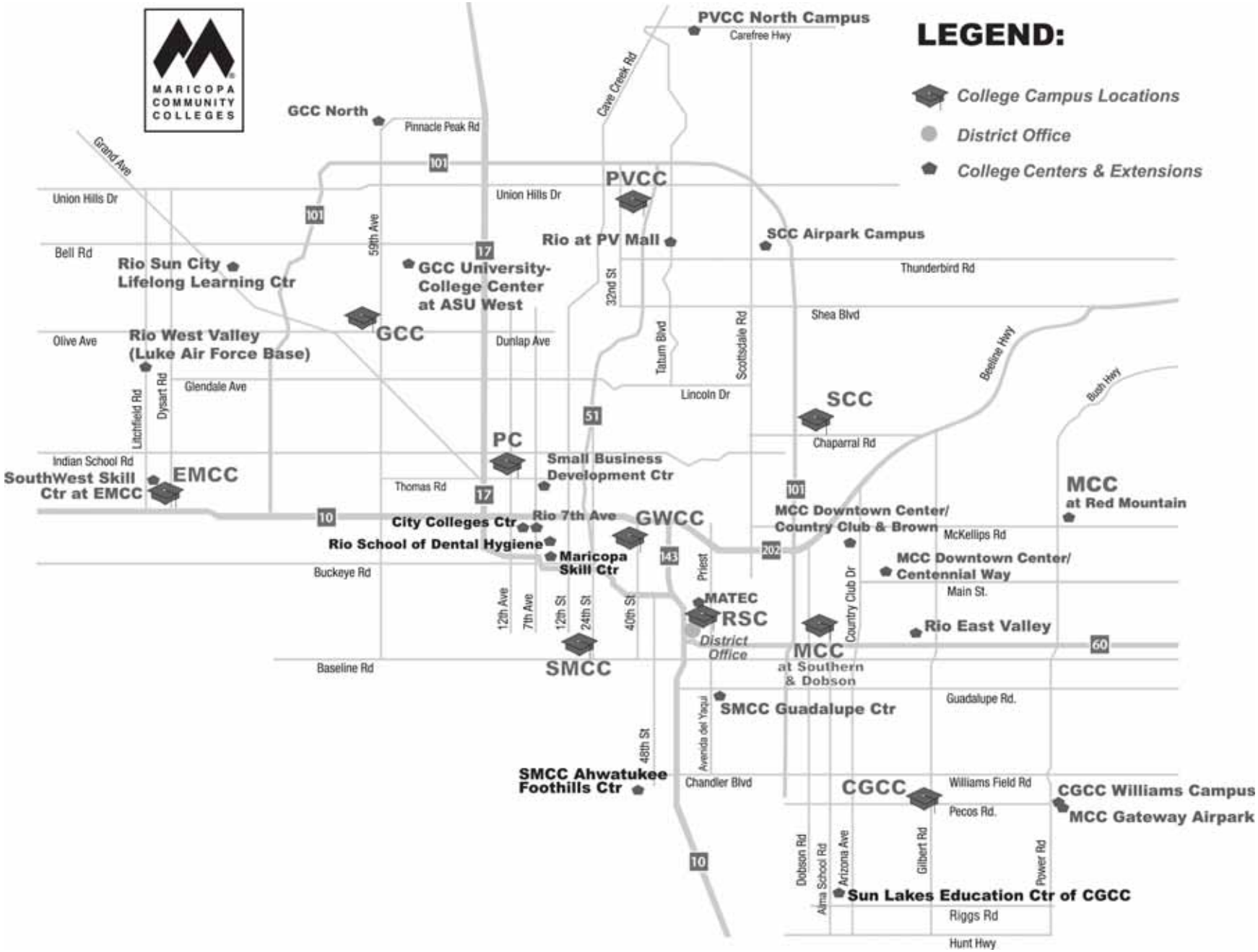
Rio Salado College Bookstore **480-517-8710**
Rio Conference Center
2323 West 14th Street
Tempe, AZ 85281

Other Classroom Sites

Dobson High School
1501 West Guadalupe Road
Mesa, AZ 85202

Peoria High School
11200 North 83rd Avenue
Peoria, AZ 85345

Phoenix College
1202 West Thomas Road
Phoenix, AZ 85013



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 327.