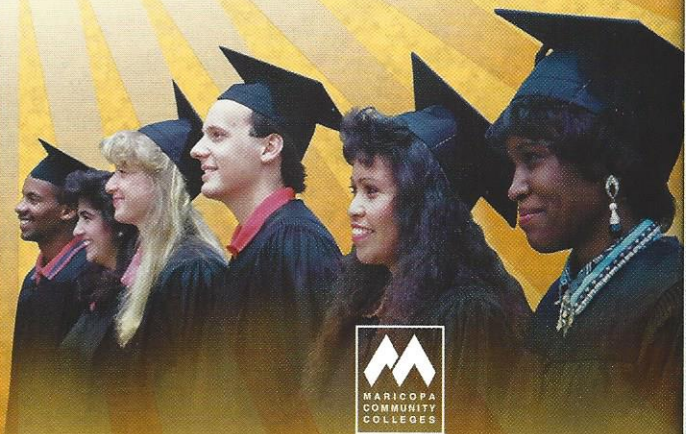


GENERAL CATALOG & STUDENT HANDBOOK

2002-03

SCOTTSDALE
COMMUNITY
COLLEGE



*Knowledge gives you the power to **succeed.***

2002-2003 ACADEMIC CALENDAR

Fall Semester (2002)

Registration — Consult the Fall Class Schedule for registration and drop/add dates.

Saturday Classes Begin	Saturday ... August 24
Day/Evening Classes Begin	Monday ... August 26
Observance of Labor Day (<i>campus closed</i>)	Monday ... September 2
Apply for December 2002 Graduation (on or before)	Friday ... October 11
Last Day for Student Withdrawal Without Instructor's Signature	Friday ... October 11
Observance of Veterans' Day (<i>campus closed</i>)	Monday ... November 11
Thanksgiving Recess (<i>campus closed</i>)	Thursday–Sunday ... November 28–December 1
Last Day for Student Withdrawal With Instructor's Signature	Monday ... December 2
Last Day of Regular Classes	Sunday ... December 15
Final Exams	Monday–Thursday ... December 16–19
Mid-Year Recess Begins for Students	Friday ... December 20

Spring Semester (2003)

Registration — Consult the Spring Class Schedule for registration and drop/add dates.

Saturday Classes Begin	Saturday ... January 18
Observance of M. L. King Birthday (<i>campus closed</i>)	Monday ... January 20
Day/Evening Classes Begin	Tuesday ... January 21
Observance of Presidents' Day (<i>campus closed</i>)	Monday ... February 17
Apply for May 2003 Graduation (on or before)	Friday ... March 7
Last Day for Student Withdrawal Without Instructor's Signature	Friday ... March 7
Spring Break (<i>campus closed March 20-23</i>)	Monday–Sunday ... March 17–23
Last Day for Student Withdrawal With Instructor's Signature	Friday ... April 18
Last Day of Regular Classes	Sunday ... May 11
Final Exams	Monday–Thursday ... May 12–15
Commencement	Friday ... May 16
Spring Semester Officially Ends	Friday ... May 16

Summer I and II Sessions (2003)

Registration — Consult the Summer Class Schedule for registration and drop/add dates.

FIRST FIVE-WEEK DAY SESSION

Observance of Memorial Day (<i>campus closed</i>)	Monday ... May 26
First Day Session Begins	Monday ... June 2
Apply for August 2003 graduation (on or before)	Thursday ... June 5
Last Day for Student Withdrawal Without Instructor's Signature	Thursday ... June 12
Last Day for Student Withdrawal With Instructor's Signature	Thursday ... June 19
First Day Session Ends/Final Exams	Wednesday ... July 2
Observance of Independence Day (<i>campus closed</i>)	Thursday ... July 3

EIGHT-WEEK EVENING SESSION

Observance of Memorial Day (<i>campus closed</i>)	Monday ... May 26
Evening Session Begins	Monday ... June 2
Last Day for Student Withdrawal Without Instructor's Signature	Thursday ... June 19
Observance of Independence Day (<i>campus closed</i>)	Thursday ... July 3
Last Day for Student Withdrawal With Instructor's Signature	Thursday ... July 10
Evening Session Ends/Final Exams	Thursday ... July 24

SECOND FIVE-WEEK DAY SESSION

Observance of Independence Day (<i>campus closed</i>)	Thursday ... July 3
Second Day Session Begins	Monday ... July 7
Last Day for Student Withdrawal Without Instructor's Signature	Thursday ... July 17
Last Day for Student Withdrawal With Instructor's Signature	Thursday ... July 24
Second Day Session Ends/Final Exams	Thursday ... August 7

SCOTTSDALE COMMUNITY COLLEGE 2002-2003 GENERAL CATALOG AND STUDENT HANDBOOK

9000 East Chaparral Road Scottsdale, Arizona 85256-2626
Telephone (480) 423-6000

Website: www.sc.maricopa.edu

Mission of Scottsdale Community College

The mission of Scottsdale Community College is to create accessible, effective and affordable environments for teaching and learning for the people of our communities in order that they may grow personally and become productive citizens in a changing and multicultural world.

Scottsdale Community College is committed to offering:

General Education, enabling all students to exercise their obligations and privileges as citizens with intelligence and informed judgement.

University Transfer Education, enabling transfer to public and private four-year colleges and universities.

Occupational Education, including courses and degree and certificate programs designed to provide job training, retraining and upgrading of skills.

Basic Skills Education, including remedial and developmental education to prepare students for access to post-secondary education.

Student Development and Support Services, providing a broad range of services to enable students to develop and achieve educational, personal and career goals.

Continuing Education and Community Service, including credit and noncredit courses, workshops, seminars, forums and cultural programs, designed to provide enrichment opportunities for lifelong learning.

Cultural Education, promoting active participation in the Arts and the Humanities.



A message from the President,

Welcome to Scottsdale Community College. We are very pleased you are considering attending our College.

The S.C.C. catalog will provide you with information for admission to the College, advisement about programs, student support services and programs and public service programs for the entire community and service area.

We have a great academic tradition and our students have an outstanding history of achievement. We maintain many and varied programs and activities to meet the needs of community college students.

The College staff is dedicated, talented and willing to answer any and all of the questions you may have. Please don't hesitate to call the College for assistance.

On behalf of Scottsdale Community College, best wishes in your collegiate endeavors.

Sincerely,



Arthur W. DeCabooter
President



Scottsdale Community College is accredited by:

North Central Association of Colleges and Schools
The Higher Learning Commission
30 North LaSalle St., Suite 2400
Chicago, IL 60602
Phone: 312-263-0456 or 800-621-7440
FAX: 312-263-7462



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Compliance with Policies, Rules and 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.

Maricopa Community Colleges Vision

The Maricopa Community Colleges strive to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values.

Maricopa Community Colleges Mission

The Maricopa Community Colleges create and continuously improve affordable, accessible, effective and safe learning environments for the lifelong educational needs of the diverse communities we serve.

Our colleges fulfill this mission through:

- university transfer education
- general education
- developmental education
- workforce development
- student development services
- continuing education
- community education

Maricopa Community Colleges Values

We adhere to the philosophy that education thrives in a community bound by moral and ethical values and devotion to lifelong learning. We accept the responsibility to respond to the needs of the people in our communities who desire to fulfill their potential in life. Therefore, we operate on the basis of openness and trust, to nurture an environment where all can be heard.

We commit to living according to the following basic values which are vital to maintaining the integrity and vitality of our community of learners.

Value Education

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable and of the highest quality.

Value Students

We value students as the primary reason we exist. We respect their diverse life experiences, value their achievements, and appreciate their contributions to our learning community.

Value Employees

We value all our residential and adjunct faculty, administration, professional support staff, and crafts, maintenance and operations personnel, respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual professional development.

Value Excellence

We invite innovation, support creative problem-solving and encourage risk-taking. We value teamwork, cooperation and collaboration as part of our continuous improvement efforts.

Value Diversity

We celebrate the diversity of our communities and pledge to promote and recognize the strengths as reflected in our employees and students. We believe no one is more important than another, each is important in a unique way, and we depend on each other to accomplish our mission.

Value Honesty and Integrity

We believe academic and personal honesty and integrity are essential elements in our learning environment. Employees and students must speak and act truthfully.

Value Freedom

To foster our learning environment, we respect individual rights and the privacy of our employees and students, and encourage dialogue and the free exchange of views.

Value Fairness

We advocate fairness and just treatment for all students and employees.

Value Responsibility

We believe employees are accountable for their personal and professional actions as they carry out their assignments. We are all responsible for making our learning experiences significant and meaningful. We are accountable to our communities for the efficient and effective use of resources.

Value Public Trust

We honor the trust placed in us by the community to prepare our students for their role as productive world citizens.

Outcomes Assessment

The mission of the Maricopa Community Colleges (MCCCD) 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 MCCCD accomplishes 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.



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INSTRUCTIONAL DIVISIONS

Applied Sciences

CHAIR: Mr. Myron Brower 480-423-6229
AES - Aerospace Studies
AET - Aeronautics
AJS - Administration of Justice Studies
BLT - Building Safety Technology
CET - Civil Engineering Technology
DFT - Architectural Technology (Computer-Aided Drafting)
EQS - Equine Science
GTC - General Technology
INT - Interior Design
MIS - Military Science

Business and Computer Information Systems

CHAIR: Mr. Ed O'Brien 480-423-6276
ACC - Accounting
BPC - Business-Personal Computers
CIS - Computer Information Systems
CNT - Cisco Networking Technology
CUL - Culinary Arts
GBS - Business
HRM - Hospitality and Tourism
IBS - International Business
MGT - Management
MKT - Marketing
MST - Microsoft Networking Technology
OAS - Office Automation Systems
REA - Real Estate
SBU - Society and Business
TEC - Textiles and Clothing

Counseling

CHAIR: Dr. Richard Lessard 480-423-6527
CPD - Counseling and Personal Development

Fine Arts

CHAIR: Dr. Joseph Ortiz 480-423-6330
ADA - Advertising Art
ARH - Art Humanities
ART - Art (Computer, Photographic, Visual)
COM - Communication Arts
HUM - Humanities
MAE - Media Arts and Entertainment
MUC - Music: Commercial and Business
MUE - Music: Education
MHL - Music: History and Literature
MUP - Music: Performance and Private Instruction
MTC - Music: Theory and Composition
TCM - Motion Picture/Television Production
THE - Theatre Arts
THP - Theatre Performance and Production

Health, Physical Education, Recreation and Dance

CHAIR: Ms. Amy Goff (Day) 480-423-6685
Mr. Art Becker (Evening) 480-423-6616
DAH - Dance Humanities
DAN - Dance
PED - Physical Education
REC - Recreation
WED - Wellness Education

Health Sciences

CHAIR: Ms. Nellie Nelson 480-423-6232
CAT - Complementary and Alternative Therapies
EMT - Emergency Medical Technology
FSC - Fire Science Technology
FON - Food and Nutrition
HCC - Health Core Curriculum
HCR - Health Care Related
HES - Health Science
HIT - Health Information Technology
MYO - Mayo Radiography
NCE - Nursing: Continuing Education
NUR - Nursing Science

Language and Communication

CHAIR: Dr. Carmen Coracides 480-423-6453
CRE - Critical Reading
ENG - English
ENH - English Humanities
ESL - English as a Second Language
JRN - Journalism
MCO - Mass Communication
RDG - Reading
SLG - American Sign Language
SLP - Speech-Language Pathology
WST - Women's Studies
WAC - Writing Across the Curriculum
Foreign Languages:
FRE - French
GER - German
ITA - Italian
JPN - Japanese
LAT - Latin
PIM - Pima
SPA - Spanish

Library Science

CHAIR: Ms. Karen Biglin 480-423-6434
LBS - Library Science

Mathematics and Sciences

CHAIR: Dr. Suzanne Kelly 480-423-6030
AGS - Agricultural Science
AST - Astronomy
BIO - Biology
CHM - Chemistry
CSC - Computer Science
ECE - Engineering Science
GLG - Geology
MAT - Mathematics
PHY - Physics

Social and Behavioral Sciences

CHAIR: Mr. Bernard Combs (Day) 480-423-6203
Mr. Paul Weser (Evening) 480-423-6210
AIS - American Indian Studies
ASB - Anthropology
ECH - Early Childhood Development
ECN - Economics
EDU - Education
GCU - Geography, Cultural
GPH - Geography, Physical
HIS - History
ITD - Infant/Toddler Development
PHI - Philosophy
POS - Political Science
PSY - Psychology
REL - Religious Studies
SOC - Sociology
SWU - Social Work



SCC OCCUPATIONAL CERTIFICATES AND DEGREES

Certificates of Completion

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Bookkeeping	73
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Building Safety Technology	71
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The Maricopa Community Colleges

Chandler-Gilbert Community College	(480) 732-7000 2626 East Pecos Road Chandler, AZ 85225-2499 www.cgc.maricopa.edu
Estrella Mountain Community College	(623) 935-8000 3000 North Dysart Road Avondale, AZ 85323-1000 www.emc.maricopa.edu
GateWay Community College	(602) 392-5000 108 North 40th Street Phoenix, AZ 85034-1795 www.gwc.maricopa.edu
Glendale Community College	(623) 845-3000 6000 West Olive Avenue Glendale, AZ 85302-3090 www.gc.maricopa.edu
Maricopa Skill Center	(602) 238-4300 1245 East Buckeye Road Phoenix, AZ 85034-4101 //gwinfo.gwc.maricopa.edu/msc
Mesa Community College	(480) 461-7000 1833 West Southern Avenue Mesa, AZ 85202-4866 www.mc.maricopa.edu
Paradise Valley Community College	(602) 787-6500 18401 North 32nd Street Phoenix, AZ 85032-1200 www.pvc.maricopa.edu
Phoenix College	(602) 264-2492 1202 West Thomas Road Phoenix, AZ 85013-4234 www.pc.maricopa.edu
Rio Salado College	(480) 517-8000 2323 West 14th Street Tempe, AZ 85281-6941 www.rio.maricopa.edu
Scottsdale Community College	(480) 423-6000 9000 East Chaparral Road Scottsdale, AZ 85256-2626 www.sc.maricopa.edu
South Mountain Community College	(602) 243-8000 7050 South 24th Street Phoenix, AZ 85040-5806 www.smc.maricopa.edu
Maricopa Community College District	(480) 731-8000 Support Services Center
	2411 West 14th Street Tempe, AZ 85281-6941 Mail: P.O. Box 13349 Phoenix, AZ 85002-3349 www.dist.maricopa.edu
24-hour Information Line	(480) 731-8333

Websites

American Indian Program	www.sc.maricopa.edu/aip
Bookstore	www.scottsdale.bkstr.com
Cooperative Education Program	www.sc.maricopa.edu/co-op
Financial Aid Information	www.finaid.org
MCCCD Curriculum	www.dist.maricopa.edu/eddev/curric
SCC Admissions Information	www.sc.maricopa.edu/admissions
SCC Airpark Campus	www.sc.maricopa.edu/airpark
SCC Campus Map	www.sc.maricopa.edu/scmap
SCC Catalog	www.sc.maricopa.edu/catalog
SCC Class Schedules	http://scinfo.sc.maricopa.edu/sis/schedule
SCC Clubs	www.sc.maricopa.edu/clubs
SCC Culinary Arts Weekly Menus	www.sc.maricopa.edu/culinary
SCC General Information	www.sc.maricopa.edu
SCC Instructional Departments	www.sc.maricopa.edu/instdept.htm
SCC Instructional Support	www.sc.maricopa.edu/insupport.htm
SCC Library	www.sc.maricopa.edu/library
SCC Student Services	www.sc.maricopa.edu/stuserv.htm
TouchNet	https://student1.dist.maricopa.edu/mccdhome.htm
University Articulation	www.dist.maricopa.edu/eddev/artic

SCC Phone Numbers

All Phone Numbers Use Area Code 480.

Activities Office	423-6538
Admissions Information	423-6100
Adult Re-entry Services	423-6518
Advisement Center	423-6539
Airpark Campus	425-6600
Alumni/Development	423-6304
American Indian Program	423-6531
Assessment/Testing	423-6433
Bookstore	423-6554
Bursar/Cashier's Office	423-6148
Campus News	423-6417
Career Center	423-6523
Child Enrichment Center	423-6429
Community Education/Noncredit	423-6313
Computer Lab	423-6261
Computer Lab - Open Entry	423-6268
Cooperative Education	423-6258
Counseling	423-6524
Culinary Arts Menu	423-6155
Culinary Arts Reservations	423-6284
Disability Resources and Services	423-6517
Faculty Development Center	423-6457
Financial Aid Office	423-6549
First Aid (College Safety)	423-6175
Fitness Center	423-6604
Help Desk	423-6274
Honors Program	423-6525
Information Center	423-6000
Lost and Found (College Safety)	423-6175
Math/Science Tutoring Center	423-6145
Media Center	423-6652
Phone Registration	423-6100
Placement (Student Jobs)	423-6523
Printing Center	423-6645
Public Relations/Marketing	423-6589
Registration Information	423-6100
Senior Adult Education Program	423-6560
Southwest Studies Institute	423-6314
Student Leadership Forum	423-6541
Switchboard	423-6000
Transcript Request Information Line	423-6151
Veterans' Services	423-6515
Writing Center (Tutoring Assistance)	423-6416



ADMISSIONS

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

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

A. Admission of Regular Students

Admission to the community colleges 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 (GED);
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)
 - 1) SAT I - 930 or more, **OR**
 - 2) 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

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 (signature of parent or guardian required for students under 18); **OR**
3. Is a participant in a special program sponsored by the admitting college.

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

D. Specialized Vocational/Training Program

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs. These guidelines must be approved by the State Board of Directors for Community Colleges of Arizona.

Admission of F-1 Nonimmigrant Students

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

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

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

A. 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). The dean or director of admissions and records of the college may accept other proof of English language proficiency for admission purposes.

Questions about the TOEFL should be directed to the Educational Testing Services at the following address: TOEFL Services, P.O. Box 6151, Princeton, NJ 08541-6151.

B. 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:

1. At least six years of English language instruction as shown by the applicant's school transcript(s);
2. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test);
3. An original letter of recommendation from a teacher, school principal or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
4. 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.



Admissions

C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The college has no scholarship 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 college estimates the student's average costs for 12 months to be:

Tuition and fees:	\$ 5,100 ¹
Living Expenses:	10,400 ²
Books:	800 ³
Health Insurance:	600 ⁴
Total	\$16,900 ⁵

Note: These figures may vary slightly depending on the Maricopa community college. Check with the Office of Admissions and Records or designated office for more information.

Footnotes:

- 1 Based on 2000-01 tuition and fee schedule with enrollment in 28 credits.
- 2 Based on estimated costs of apartment rental, utilities, local transportation, food and entertainment.
- 3 Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
- 4 Based on 2000-01 insurance premium for the Lower Mark Plus Plan required by the MCCCCD.
- 5 Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

D. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges must have an approved health insurance plan. The plan currently in use in MCCCCD colleges is the Lower Mark Plus Plan offered by General American Life Insurance Company through the Lower Agency. For more information, contact the Office of Admissions and Records or designated office.

Admission Information

Students must complete the admission and assessment process before college registration to receive proper advisement and course selection. There is no charge for this service.

A. Student Information Form

Students must file a Student Information Form with the Office of Admissions and Records at the college of attendance. There is no filing fee.

B. 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 or more credit hours in 100-level courses and above.
3. **Unclassified**– A student who has an associate degree or higher.

C. Student Identification Number

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

D. 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. Students who have been academically suspended from the last college attended may petition the Admissions and Standards Committee for admission.

E. Residency

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

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

Guidelines used to determine residency for tuition purposes are a combination of statutory law (A.R.S §15-1801 et. sec.) and regulations of the State Board of Directors for Community Colleges of Arizona (R7-1-304). All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification. See pages 14-16 for the complete text of the residency guidelines.

Other Admission Information

A. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (2) years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards.

B. Ability to Benefit – Classifications

Federal guidelines require that students without a high school diploma or certificate of equivalency (GED) 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 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 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 is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the State Board of Directors for Community Colleges of Arizona requirements for admission.



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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's Office of Admissions and Records. It is the student's responsibility to ensure that transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or an 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 Policy.

Credit for Prior Learning

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

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

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

Credit awarded for prior learning does not count as hours in residence for graduation requirements. No more than 20 semester credit hours may be applied to Arizona General Education Curriculum (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 Admissions and Records.

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 noncollegiate 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.

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:

1. training parallels a discipline area offered through the Maricopa Community Colleges; AND
2. credit meets a program requirement or is used as elective credit.

Upon request, for 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.

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:

1. training parallels a discipline area offered through the Maricopa Community Colleges; AND
2. credit meets a program requirement or is used as elective credit.

Departmental Credit by Evaluation

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

Students may not request:

1. the evaluation of a course a second time;
2. the evaluation of a course while currently enrolled in the course;
3. to establish credit in a previously completed course; or
4. 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 evaluation.

When credit is granted as outlined above, a notation of "Credit by Evaluation" and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities.

B. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*.

The Maricopa Community Colleges use these recommendations to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Admissions and Records from the specific testing company(s) before credit is awarded.

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



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:

<u>Exam</u>	<u>Score</u>	<u>Credit Hours/Equivalency</u>
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:

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

College Level Examination Program

The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001. Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

English Composition

Students pursuing credit for 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:

<u>Course</u>	<u>Spanish</u>	<u>French</u>	<u>German</u>	<u>Credit</u>
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.

See Advanced Placement and CLEP Charts on pages 20-22.

Defense Activity for Non-traditional Education Support Examination Program

The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities.

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

American College Testing Proficiency Examination Program

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

Departmental Credit by Examination

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, 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; or
- (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.

C. The MCCC 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, MCCC has 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.

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.



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HCIES College of Attendance

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

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.

The HCIES Credit for Prior Learning

National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924. When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

Credit by Examination and Credit by Skills Demonstration Assessment

Healthcare students may apply for credit for prior learning in certain courses. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

- to challenge a course a second time;
- to challenge a course while currently enrolled in the course;
- to establish credit in a previously completed course; or
- 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 ("CREDIT BY EXAMINATION," "CREDIT BY EVALUATION," or "CREDIT BY SKILLS DEMONSTRATION"), a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average with the exception of courses graded P/Z.

D. Transfer Credit

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a "D" (1.0 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 nontraditional 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 12 credit hours at the college and the satisfaction of graduation requirements.

Transfer Articulation Guidelines

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

Students who have participated in programs articulated with Maricopa Community College District (MCCCD) 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 the credits on their academic record.

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B. 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 course was 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, AGECE-B or AGECE-S) will transfer as a block and fulfill the requirements for the corresponding AGECE at the Maricopa Community Colleges.

C. 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 (AGECE), and the Common Lower-Division Courses. Completed blocks are treated as 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 private colleges and universities. Maricopa’s Associate degrees are accessible on the web at the following website:

<http://www.dist.maricopa.edu/eddev/curric/program.html>
Click on *Program Sorting/Reporting*

D. 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.

E. 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.

F. 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 Course Applicability System (AZCAS). The AZCAS CEG is online at <http://www.az.transfer.org/cas/>. Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both the Maricopa Community Colleges and the institutions to which Maricopa Community College students transfer, students have the option to petition for equivalencies and/or general education designations.

To determine “applicability” of Maricopa Community Colleges courses and transfer associate degrees to university-specific degree requirements, refer to the Maricopa Community Colleges’ Associate in Transfer Partnership degrees, the AZCAS Transfer Planning Aids, or the university transfer guides described below.

G. 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 websites:

Arizona State University Main or East:

<http://www.asu.edu/provost/articulation/>

Arizona State University West:

<http://www.west.asu.edu/gowest/>

Northern Arizona University:

<http://www.nau.edu/regis/transguide/info.htm>

The University of Arizona:

<http://transferguides.arizona.edu>

H. 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 coursework that meets the academic program requirements. The transfer planning guides are accessible at the following website:

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



Academic Advising

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

Student Assessment and Course Placement

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

A. Screening

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

In this initial screening process, all students registering for the first time will be asked to complete the college admission form. This information will be stored in the student information system. Students will be required to complete placement assessments under the following conditions:

1. 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.

2. The student is pursuing a degree and does not have current valid district approved placement assessments on file or does not have previous college credit in English, reading and math.
3. The student does not have a high school diploma or GED, and is applying for federal financial aid.
4. The student for whom English is not the primary language is required to take a test of English proficiency.

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

1. The student has earned an associate's or higher degree.
2. The student has earned transferable college credits in English, reading, and math with a grade of "C" or higher.
3. The student demonstrates that he or she has currently valid district approved placement assessments on file.

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

B. Course Placement

Students are strongly urged to enroll in the courses indicated by their placement tests. This placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success. A student receiving an assessment score within a designated "decision zone" must receive advisement to aid the student in selecting a course(s). ASSET scores should be used only for course placement recommendations and not as an admissions criterion for any college program.

C. Waiver of Course Placement

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

D. Implementation of Policy

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

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

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

E. Evaluation

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

REGISTRATION

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

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

It is unlawful for any nonresident 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 nonresident tuition at one of such institutions.

Any nonresident 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 nonresident tuition at any of such institutions shall pay the nonresident tuition at the institution of his choice in an amount equivalent to nonresident tuition at such institution for the combined total of credit hours for which the nonresident student is concurrently enrolled.

B. 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 Procedures).

Residency Guidelines

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 nonimmigrant students)
4. Unclassified, out-of-county, out-of-state (1-6 credit hours system-wide).

Guidelines used to determine residency for tuition purposes are a combination of statutory law (A.R.S §15-1801 *et. sec.*), and regulations of the State Board of Directors for Community Colleges of Arizona (R7-1-304). All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

Implementation of Guidelines

- A. 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.
- B. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records, or other designee, at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.

- C. 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 (10) days of receipt of notification of classification as a nonresident. **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.

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, 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 the 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 units 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.

Criteria for Determining Residency

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

In-State Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:
 1. His or her parent's domicile is in this state and his or her parent is allowed to claim him or her as an exemption for state and federal tax purposes.
 2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.

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3. He or she is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, he or she is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, moves 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 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 (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of the State Board of Directors for Community Colleges. For purposes of this subsection, the requirement that a person be domiciled in this state for one (1) 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's 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; or
 - 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 this

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:

Visa Type - Description

- A - Foreign Government Official
 - E - Treaty Trader
 - G - Principal Resident Representative of Recognized Foreign Member Government to International Staff
 - H - Temporary Worker in Professional Nursing/Specialty/Nonagricultural Occupations
 - I - Representative of Foreign Information Media
 - K - Fiancé or Child of Fiancé of U.S. Citizen
 - L - Intracompany Transferee
 - N - Parent or Child Accorded Special Immigrant Status
 - O - Workers of "Extraordinary" Ability in Sciences, Arts, Education, Business or Athletics
 - P - "Internationally Recognized" Entertainers and Athletes, "Reciprocal Exchange" or "Culturally Unique" Artists and Entertainers
 - Q - Cultural Exchange Visitors
 - R - Religious Workers
 - V - Spouses and Dependent Children of Lawful Permanent Residents
 - I-688 - Employment Authorization
- C. Students who hold visas other than those listed above, or who were issued a visa of a type other than those of the foregoing categories but have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above. In the event a student who is not a United States citizen intends to establish domicile under paragraphs A, 2(a) (dependent of parent-parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B above. To be eligible to establish domicile, the parent must:
 1. Hold a valid visa of a type as listed in paragraph B; OR
 2. Have never held a visa; OR
 3. Have been issued a visa of a type other than one listed in paragraph B but be out of status for at least one year.

- D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.
- E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status

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

- A. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the State Board of Directors for Community Colleges of Arizona or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
- B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- C. A person who has been domiciled in this state immediately before becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

Proof of Residency

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

A. In-State Residency

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

Tuition and Fees Policy

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.

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 Registration section of this publication, page 14.)

A. Time of Payment

All tuition, fees, assessments and deposits must be paid in U.S. dollars by the specified deadline date and in accordance with the fee schedule approved by the State Board of Directors for Community Colleges of Arizona. Enrollment is not complete until tuition and fees are paid.

B. Tuition and Fees Schedule

(Effective July 1, 2002, for Fall, Spring and Summer Sessions - Subject to State Board Approval)

The following is a tuition and fees schedule for 2002-2003 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

Student Status	Total
1. County Resident - Resident Rate - per credit hour General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$46.00
2. County Resident - Audit Rate - per credit hour Audit Fee Surcharge: \$25.00 <i>plus</i> General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$71.00
3. Out-of-County Resident* - (7+ credit hours system-wide); per credit hour Out-of-County Surcharge: \$161.00 (<i>Applies only to counties with no community college*</i>) <i>plus</i> General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$207.00
4. Out-of-State Resident** - (including F-1 nonimmigrants - 7+ credit hours system-wide); per credit hour Out-of-State Surcharge: \$165.00 <i>plus</i> General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$211.00
5. Unclassified Student: Out-of-State** or Out-of-County* (fewer than 7 credit hours system-wide); per credit hour Unclassified Student Surcharge: \$25.00 <i>plus</i> General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$71.00
6. Out-of-State students participating in Western Undergraduate Exchange Program** (any number of credit hours); per credit hour WUE Out-of-State Surcharge: \$23.00 <i>plus</i> General Tuition: \$33.50 <i>plus</i> Fees: \$12.50	\$69.00
7. Courses offered out of Arizona, including distance learning, to nonresident Out-of-State** students Total tuition per credit hour:	\$125.00

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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: \$33.50 *plus* Fees: \$12.50 \$122.00
9. **Skill Center Hourly Tuition Rates:** \$3.50
10. **Credit by Examination and Credit by Evaluation:**
 per credit hour (excludes HCIES courses)
 Regular Rate: \$33.50
 Contract Testing Rate: \$16.75

*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, Gila, Greenlee and 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 U.S. Department of the Interior whose reservation lies in this state and extends into another state, and who is a resident of the reservation, is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

Special Fees

- The following fees are in addition to applicable tuition and fees:
- Check Returned from Bank \$15.00
- Child Care Fees:
 Per clock hour \$2.25
 For each 15 minutes of late pick-up \$5.00
- Course Materials Fee actual cost
- Distance Learning Fees actual cost
- Emergency Medical Technology (EMT) not to exceed \$400.00
- Excessive Laboratory Breakage actual cost
- Field Studies actual cost
- Fitness Center Usage \$20.00
- GED First Test actual to maximum limit
- GED Test repeat (per section) \$10.00
- General Laboratory and Course Fees not to exceed \$25.00
- Graduation Fees:
 Application/Recording/Issuance Fee (Degrees/
 Certificates) - 25 or more credits (nonrefundable) \$5.00
 Commencement Fee (One-time fee refundable
 up to two (2) weeks prior to graduation) \$10.00
- HCIES Skills Demonstration Assessment Fee actual cost
- Library Fines - List price of lost materials plus \$5.00
- Parking Fines*:
 Displaying an altered or substituted permit \$50.00
 Failure to register a vehicle and display a parking permit \$30.00
 Falsifying information on vehicle registration application \$50.00
 Improperly displaying a parking permit \$5.00
 Obstructing a properly parked/moving vehicle \$5.00
 Parking in an unauthorized parking area \$15.00
 Parking by a college employee or student in a visitor area \$5.00
 Parking in a fire lane \$50.00
 Parking on or blocking a pedestrian path \$5.00
 Parking outside stall lines \$5.00
 Parking beyond posted time limit \$5.00
 Parking in an undesignated, restricted or
 unauthorized off-pavement area \$5.00
 Removing a barricade or failure to obey vehicle
 control device \$15.00
 Violating disabled parking stall or access \$50.00

*All parking fines are doubled if not paid within 15 working days.

- Private Music Lessons:
 Music Majors
 First 1/2 hr. per wk./per semester \$0.00
 Each additional 1/2 hr. per wk./per semester \$90.00
- Non-music Majors
 First 1/2 hr. per wk./per semester \$280.00
 Each additional 1/2 hr. per wk./per semester \$280.00
- PED Special Course Fee actual cost
- Registration Processing Fee for credit classes only
 (per student semester); refundable only if student
 qualifies for 100% refund (see "Refund Policy") \$5.00
- Transcript Fee \$5.00

Scottsdale College Specific Fees

- Art (computer-based) Course Fees:
 ADA105, ART169, 170, 175, 177,
 179, 181, 182, 183, 184, 185, 186, 190,
 192, 194, 270, 273, 274, 281, 282, 283,
 284, 285, 289, 291 \$50.00
- AVID/Advanced Editing Course Fees:
 TCM241, 241AA, 271, 282 \$380.00
- Conservatory Theatre Fee (summer program only) \$100.00
- Culinary Arts Fee - per semester (CUL140, 240) \$425.00
- Desktop Publishing Class Fee not to exceed \$45.00
- Equine Science Fees:
 EQS Ranch Fee \$40.00
 EQS145,150,160,165,180,185,270,275) not more than \$25.00
- Field Trips and Out-of-County/Country Tours actual cost
 (Special assessment directly related to actual cost of trip or tour.)
- Firearms Training Fee (AJS155, 158AA, 158AB) \$50.00
- Music Course Fees:
 MTC191, 192 \$75.00
 MTC120, 220; MUC195, 195AA, 196, 196AA \$150.00
- Nursing Students (4th semester) \$30.00
- Telecommunications Course Fees:
 TCM101 \$30.00
 TCM298AA \$50.00
 TCM151, 214 \$75.00
 TCM100, 131AA, 134, 135, 136, 180AA, 298AB \$100.00
 TCM104, 111, 111AA, 112, 114, 120,
 140, 145, 211, 215, 216, 218, 220,
 235, 240, 242, 245, 246, 251, 260, 280, 298AC \$150.00
 TCM213, 213AA, 241AB, 243 \$200.00

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

Noncredit Courses/Seminars/Workshops/Community Services

Fees for these courses are determined by the length and type of each course and will cover total costs. The refund policy for credit courses is not applicable to noncredit courses.



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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. The 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

Reduction of Registration Fee for Citizens 62 Years and Older

1. Citizens 62 years of age and older shall be granted a registration privilege of one-half amount of the specified fee, for non-credit courses only. (Fees vary by the nature of the courses.)
2. 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.

Tuition and Registration 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 community who live on the Pima-Maricopa Reservation.

Employees and Dependents

The Maricopa Community College District 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.

Refund Policy

A. Refund Policy for Credit Courses

All students who officially withdraw from the college or individual classes (in fall, spring or summer) by the withdrawal process set forth in the catalog will receive a refund based on the following schedule. (*Deadlines that fall on a weekend or a college holiday will advance to the next college workday.*)

LENGTH OF TERM	DEADLINE FOR NOTICE	AMOUNT OF REFUND OF ENROLLMENT AND COURSE FEES*
Each class	Any time prior to the day of the first class meeting	100%
13 or more weeks	Within seven (7) calendar days including the day of the first class meeting	100%
13 or more weeks	Within eight (8) to fourteen (14) calendar days including the day of the first class meeting	50%
10 to 12 weeks	Within four (4) calendar days including the day of the first class meeting	100%
3 to 9 weeks	Within three (3) calendar days including the day of the first class meeting	100%
3 days to 2 weeks	No later than the day of the first class meeting	100%
Less than 3 days	Prior to the day of the first class meeting	100%

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Student must request a refund after the period described above.

All refunds and deposits that may be due a student will first be applied to debts that the student owes the college. When Federal student aid was used by a student-recipient to pay for tuition fees, the refund will be made to the Federal fund, not to the student.

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

B. Canceled Classes

When a class is canceled by the college, a 100% refund of tuition and fees will be made for the canceled class.

C. Other Refunds

A request for a total withdrawal from the college must be made in writing to the office of Admissions and records for the following reasons:

- 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 the college for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

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

*Special and miscellaneous fees will not be refunded.

Beyond these deadlines there will be no refund.

Student Financial Assistance

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

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid

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

Distribution of Aid

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

Rights and Responsibilities

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

Standards of 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.

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 1 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 2002-2003 academic year, academic progress will be evaluated on Spring 2002, Fall 2001, and Summer 2001).
- 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 six (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 six (6) credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted.
- 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 Timeframe 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 timeframe eligibility.
- C. A student with a bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.
- D. A student may appeal as outlined in section V.
- E. Reinstatement procedures as outlined in section VI are not applicable to Maximum Timeframe 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 coursework successfully or an appeal will not be granted.

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- 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 (6) 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 at the college.

Student Refunds and Repayments

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

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.

Advanced Placement

Examination	Score	MCCCD Course	Sem. Hrs.
Art - History	5 or 4 3	ARH101, ARH102 ARH101 or ARH102	6 3
Art - Studio - Drawing	5 4	ART111, ART112 ART111	6 3
Art - Studio - General	5 4	ART111, ART112 ART112	6 3
Biology	5 or 4 3	BIO181, BIO182 BIO181	8 4
Chemistry	5 or 4 3	CHM151/151LL & CHM154/154LL CHM151, CHM151LL	9 4
Computer Science A or AB	5 or 4	CSC100	3
Economics - Intro Macroeconomics	5 or 4	ECN111	3
Economics - Intro Microeconomics	5 or 4	ECN112	3
English - Language & Composition	5 or 4 3	ENG100AA, AC, AD & ENG101 ENG101	3 3
English - Literature & Composition	5 or 4 3	ENG101 & ENH110 ENG101	6 3
Environmental Science	5 or 4	No Credit	3
French - Language	5, 4, 3	FRE101, 102, 201, 202	16
French - Literature	5, 4, 3	FRE101, 102, 201, 202	16
German - Language	5, 4, 3	GER101, 102, 201, 202	16
German - Literature	5, 4, 3	GER101, 102, 201, 202	16
History - American	5 or 4	HIS103, HIS104	6
History - European	5 or 4 3	HIS101, HIS102	6 3
Latin - Language	5 4 3	LAT101, 102, 201, 202 LAT101, 102, 201 LAT101, 102	16 12 8
Mathematics - Calculus AB	5, 4 or 3	MAT220 or MAT221	5
Mathematics - Calculus BC	5 or 4 3	MAT220 or MAT221 & MAT230 or MAT231 upon completion of MAT241. MAT220 or MAT221	8 - 10 5
Music	5 or 4	MTC105	3
Physics B	5 or 4 3	PHY111, PHY112 PHY111	8 4
Physics C - Electricity & Magnetism	5 or 4	PHY116 - with calculus & lab course work	5
Physics C - Electricity & Magnetism	5 or 4	PHY112 - with laboratory course work	4
Physics C - Mechanics	5	PHY115 - with calculus & lab course work	4

Advanced Placement, *continued*

Examination	Score	MCCCD Course	Sem. Hrs.
Physics C - Mechanics	5 or 4	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
English - Literature & Composition	5 or 4	ENG101 & ENH110	6
	3	ENG101	3
Spanish - Language	5, 4, 3	SPA101, 102, 201, 202	16
Spanish - Literature	5, 4, 3	SPA101, 102, 201, 202	16
Statistics	5, 4, 3	MAT167	3

College Level Examination Program (CLEP)

Examination	Score	MCCCD	Sem. Hrs.
General	Score	Equivalency	Sem. Hrs.
English Composition	500 on 1978 version	With essay qualifies for ENG101	3
Humanities	500	Elective Credit	6
Mathematics	500	MAT121	4
Natural Sciences	500	Elective Credit*	8
Social Sciences & History	500	Elective Credit	6

Subject	Score	Equivalency	Sem. Hrs.
American Government	ACE Score	POS110	3
American History - Early Colonization to 1877	ACE Score	HIS101	3
American History - 1865 to Present	ACE Score	HIS102	3
American Literature	ACE Score	ENH241, ENH242	6
Analysis & Interpretation of Literature	ACE Score	Elective Credit	3
Calculus with Elem. Functions	ACE Score	MAT221	4
College Algebra (1993) (replaces College Algebra [1979])	ACE Score	MAT152	3
College Algebra & Trigonometry	ACE Score	MAT152	3
College French	39 - 48	FRE101	4
College French	49 - 53	FRE101, FRE102	8
College French	54 - 62	FRE101, FRE102, FRE201	12
College French	63 - 80	FRE101, FRE102, FRE201, FRE202	16
College German	39 - 45	GER101	4
College German	46 - 50	GER101, GER102	8
College German	51 - 59	GER101, GER102, GER201	12
College German	60 - 80	GER101, GER102, GER201, GER202	16
College Spanish	40 - 49	SPA101	4
College Spanish	50 - 54	SPA101, SPA102	8
College Spanish	55 - 61	SPA101, SPA102, SPA201	12
College Spanish	62 - 80	SPA101, SPA102, SPA201, SPA202	16

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



College Level Examination Program (CLEP), *continued*

Subject	Score	Equivalency	Sem. Hrs.
English Literature	ACE Score	Elective Credit	3
Freshman College Composition (replaces College Composition & Freshman English)	ACE Score	With essay - ENG101	3
General Biology	ACE Score	BIO Elective Credit*	8
General Chemistry	ACE Score	CHM Elective Credit*	9
Human Growth & Development	ACE Score		
Information Systems & Computer Applications	ACE Score	CIS Elective Credit	3
Intro to Educational Psychology		No Credit	
Introductory Accounting	ACE Score	ACC Elective Credit	6
Introductory Business Law	ACE Score	GBS Elective Credit	3
Introductory Psychology	ACE Score	PSY101	3
Introductory Sociology	ACE Score	SOC101	3
Principles of Macroeconomics (replaces Introductory Macroeconomics)	ACE Score	ECN111	3
Principles of Management	ACE Score	MGT Elective Credit	3
Principles of Marketing	ACE Score	MKT271	3
Principles of Microeconomics (replaces Introductory Microeconomics)	ACE Score	ECN112	3
Trigonometry	ACE Score	MAT182	3
Western Civilization (Ancient Near East to 1648)	ACE Score	HIS Elective Credit	6
Western Civilization (1648 to Present)	ACE Score	HIS100	3

International Baccalaureate Diploma/Certificate Credit

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCDC College grants credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one

introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Examination	Score	Equivalency	Sem. Hrs.
Art Design	7, 6 or 5 4	ART111, ART112	6
		ART112	3
Biology	7, 6 or 5 4	BIO181, BIO182	8
		BIO181	4
Chemistry	7, 6 or 5 4	CHM151, CHM152	9
		CHM151	4
Economics	7, 6 or 5 4	ECN111, ECN112	6
		ECN111	3
English A	7, 6 or 5 4	ENG101, ENG100AB, AC, AD	6
		ENG100AB, AC, AD	3
English B	No Credit	None	
Foreign Language A or B	7, 6 or 5 4	Foreign Language 101, 102	8
		Foreign Language 101	4
History - American	7, 6 or 5 4	HIS101, HIS102	6
		HIS101	3
History - European	7, 6 or 5 4	HIS100, HIS Elective	6
		HIS Elective Credit	3
Mathematics	7, 6, 5 or 4	MAT221	4
Physics	7, 6 or 5 4	PHY111, PHY112	8
		PHY111	4

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

SCHOLASTIC STANDARDS

Academic Load

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

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

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

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

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

Academic Renewal

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.

1. 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.
2. 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 coursework 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.
3. All coursework will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college, and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

Attendance

Students must be registered for the class in order to attend. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate dean or associate dean and present it to the appropriate instructor(s) **before** the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, students will not be penalized.

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, students 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, instructor or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, students will not be penalized.

Grading

A. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course.

Grade Key

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	0 grade point per credit hour
Z - No Credit	Not computed in grade point average

*A "P" is judged to be equivalent to a grade of "C" or higher.

B. Incomplete Grade

Students who are doing acceptable work may request an incomplete grade ("I") if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written contract, how the course will be completed. The contract will be filed with the Office of Admissions and Records.

Students must complete the requirements within the time period agreed to; maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

C. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt. (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. Students may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admissions and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

D. Credit/No Credit Grades (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.

In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Office of Admissions and Records.

In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The

instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred. **Advisory note: Some institutions outside the Maricopa Community Colleges may translate the "Z" grade as failing.**

Note: 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," page 25.

F. Audit Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information. They receive no credit, grades, homework or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students. See the Tuition and Fees Schedule for audit fees. Financial aid is not available for audited courses.

Note: 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," page 25.

Academic Probation (Progress)

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 & Y)	Minimum Grade Point Average Required
12 - 15	1.60
16 - 30	1.75
31 - 45	1.90
46 +	2.00

(Note: 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 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.

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	1st Day of Class	1st Day of Class or Prior to Last Day of Class	1st Day of Class or Prior to Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	4th Calendar Day
Three Weeks	9th Calendar Day	18th Calendar Day	18th Calendar Day	3rd Calendar Day	1st Day of Class	7th Calendar Day
Four Weeks	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Five Weeks	15th Calendar Day	30th Calendar Day	30th Calendar Day	4th Calendar Day	2nd Calendar Day	11th Calendar Day
Six Weeks	19th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	13th Calendar Day
Seven Weeks	21st Calendar Day	40th Calendar Day	40th Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Eight Weeks	24th Calendar Day	49th Calendar Day	49th Calendar Day	7th Calendar Day	4th Calendar Day	18th Calendar Day
Nine Weeks	28th Calendar Day	51st Calendar Day	51st Calendar Day	8th Calendar Day	4th Calendar Day	20th Calendar Day
Ten Weeks	31st Calendar Day	57th Calendar Day	57th Calendar Day	9th Calendar Day	4th Calendar Day	22nd Calendar Day
Eleven Weeks	34th Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	24th Calendar Day
Twelve Weeks	37th Calendar Day	74th Calendar Day	74th Calendar Day	11th Calendar Day	5th Calendar Day	26th Calendar Day
Fifteen Weeks	46th Calendar Day	92nd Calendar Day	92nd Calendar Day	13th Calendar Day	7th Calendar Day	33rd Calendar Day
Sixteen Weeks	End of the 7th 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.

D. Student Receiving Federal Financial Aid

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. Specific information is available at the college Office of Student Financial Aid.

Veterans Services – Academic Progress

The Maricopa Community Colleges’ veterans services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans’ Services. Students may be eligible to receive educational benefits if they are registered in approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran’s educational benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled.

Veteran’s benefits available:

- Chapter 30 Montgomery GI Bill
- Chapter 31 Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 VEAP Program
- Chapter 1606 Montgomery GI Bill, Selected Reserve

It is the student’s responsibility to notify the office that serves veterans at his or her campus regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact 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 Veterans Educational Benefits

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A,B,C,D,F & 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 towards achievement of their educational objective (program of study). A student who does not meet the minimum standards as shown 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 and additional details and information regarding veteran’s educational benefits, contact the college’s Veterans Office.

Student Grievance – Academic Process

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 (1) year from the date the grade was issued.

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made to the faculty member.
4. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the Dean of Instruction or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the Dean of Instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Withdrawal Procedure

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 last date of attendance 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.

Note: 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,” page 25.

Scholastic Standards

A. Withdrawal from Specific Courses

Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Students may be officially withdrawn from specific courses in the following ways:

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of “W” will be assigned.
2. After the 7th week, a student may initiate a withdrawal. The instructor will sign the form and assign a grade of “W” or “Y.” The form is then to be returned to the Office of Admissions and Records. (See the college academic calendar, front inside cover, for the student deadline dates.)
3. An instructor has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the instructor. A grade of “W” will be assigned through the 7th week. After the 7th week, a grade of “W” or “Y” will be assigned. Instructors electing to withdraw students must file a completed withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

Note: 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,” page 25.

B. Complete Withdrawal from College

Failure to withdraw officially from the college within the published deadlines may result in failing grades and responsibility for course tuition and fees.

Students electing to withdraw from the college must contact the Office of Admissions and Records no later than two (2) weeks before the end of the last class meeting and may be required to file a written request.

A grade of “W” will be assigned in all courses for students who withdraw by the end of the 7th week of classes. Withdrawals completed after this time will result in a grade of “W” (withdrawn, passing) or “Y” (withdrawn, failing).

Note: 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,” page 25.

Honors Program

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.

A. 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 General Graduation Requirements section.

B. 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 cumulative grade point average will graduate with the following designations:

- 3.50 to 3.69 “with distinction”
- 3.70 to 3.89 “with high distinction”
- 3.90 to 4.0 “with highest distinction”

C. 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.

General Graduation Requirements

A. Graduation Requirements

All students receiving a degree or certificate under this catalog must:

1. Be credited in the Office of Admissions and Records with not fewer than 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree and Associate in General Studies degree; 64 semester credit units for the Associate in Applied Science degree; 62 semester credit units 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 must satisfy current graduation requirements.
2. Have earned a minimum of twelve (12) semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than twelve (12) credit units.
3. Have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.
4. Have a minimum cumulative grade point average (GPA) of 2.0 at the college granting the degree.
5. Have a minimum cumulative grade point average (GPA) of 2.0 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 MCCCDC college/center.
8. Have paid required degree or certificate application fee.
See fee schedule for charges.

Scholastic Standards

B. Certificates and Degrees Offered

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

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

All candidates for a degree must complete the General Graduation Requirements outlined in this catalog.

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.

C. Definition of General Studies

The Maricopa Community Colleges are committed to the belief that all their graduates should possess the skills and breadth of knowledge necessary to live full and productive lives.

General Studies is that part of a student's associate degree program which provides for the acquisition of the skills and knowledge every literate citizen possesses.

General Studies enhances a student's major area of concentration.

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

The general studies designation(s), attached to the MCCCDC course and listed in the catalog, is valid for the academic year in which a student completes the course (summer session is included in the previous academic year). A general studies designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for equivalencies and/or general education designations. The college reserves the right to make necessary course and program changes in order to meet current educational standards.

Transcripts for Transfer

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 in writing their transcript be sent from the Office of Admissions and Records; however, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

Official transcripts will not be issued to students having outstanding debts with 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.

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.

Academic Misconduct

A. Definitions

1. **Academic Misconduct** – includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism and excessive absences.
2. **Cheating** – includes but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
3. **Plagiarism** – includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

B. Sanctions

Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:

1. **Warning** – A notice in writing to the student that the student has violated the academic code.
2. **Grade Adjustment** – Lowering of a test, assignment or course grade in response to the misconduct.
3. **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.
4. **Course Failure** – Failure of a student in a course in which academic misconduct occurs.
5. **Academic Probation** – A written reprimand and warning in response to academic misconduct. Academic 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 designated period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension for a 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 other colleges/centers in the district.)

Sanctions 1, 2, 3 and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and Dean of Instruction that sanctions 5, 6 or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the Dean of Instruction. If a faculty member believes that academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the student grievance process.

The complete text of the Student Academic Misconduct Policy can be found in the Office of the Dean of Student Services and the Office of Student Life and Leadership.

COLLEGE POLICIES

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

Nondiscrimination Policy

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 Community 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.

Póliza De No Discriminación

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 discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

Equal Opportunity Statement

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.

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 discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. 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.

Affirmative Action Statements

I. 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.

II. 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 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 three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

III. Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator: Dean of Student Services, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626 (480) 423-6020.

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504 Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

Declaración de Acción Afirmativa

I. 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 discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/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, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

II. Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/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 discriminar base a su discapacidad/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, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

III. Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX: Dean of Student Services, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626 (480) 423-6020.

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 del Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitadas pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.



College Policies

Sexual Harassment Policy for Employees and Students

Examples of Policy Violations

It shall be a violation of MCCCDC's Sexual Harassment Policy for any employee, student or campus visitor to:

- make unwelcome sexual advances to another employee, student, or campus visitor.
- make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship.
- 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 working condition of employment or career development; or (2) influence his grades, participation in or access to academic programs, class standing or other educational opportunities.
- 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.
- commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCDC property or in connection with any MCCCDC-sponsored activity.
- 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).
- 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 objectives, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations

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

Every MCCCDC 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

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

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 MCCCDC EEO/AA Office. If the complaint involves the employee's supervisor, someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his/her immediate supervisor, the employee may go directly to the MCCCDC EEO/AA Office.

Students: Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Dean of Students (or equivalent) at each individual campus. A student may also contact the MCCCDC EEO/AA Office to obtain the name and phone number of the campus official designed to respond to sexual harassment complaints.

General (applicable to both employee and student complaints): Complaints will be investigated according to procedures established by the MCCCDC EEO/AA Office.

The college/center/MCCCDC 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/MCCCDC. The MCCCDC EEO/AA Office phone number is 602-731-8885.

Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of sexual harassment.

Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDC policy. Disciplinary action by MCCCDC may proceed with 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

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

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCDC will take appropriate disciplinary action, up to and including, employment termination or academic dismissal if evidence of retaliation exists.

Computing Resource Standards

The Maricopa County Community College District provides its students and employees wide access to information resources and technologies. With the advent of new forms of technology, Maricopa has recognized that the free exchange of opinions and ideas essential to academic freedom is furthered by making technological resources more accessible.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. That Maricopa makes its technology available for educational purposes requires users to observe Constitutional and other legal mandates whose aim is to safeguard equipment, networks, data and software that are acquired and maintained with public funds.

General Responsibilities

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa 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 computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplement (but does not replace or waive) these Standards.

Use of Maricopa's computing resources, including websites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, or other data maintained in its computing resources. The maintenance, operation and security of Maricopa's computing resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications maintained there. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board, all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's computing resources.

Frequently, access to Maricopa's computing resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its computing resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of computing resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa's computing resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Maricopa personnel are discouraged from offering advice to Maricopa employees regarding personal, non-job-related use, maintenance or repair of any computer equipment or software that belongs to such employees. Maricopa can assume no responsibility for any result from such advice.

Violation of any provision of the Standards could result in immediate termination of a user's access to Maricopa's computing resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

Prohibited Conduct

The following is prohibited conduct in the use of Maricopa's computing resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a website through the use of Maricopa's computing resources without the use of "maricopa.edu" in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a "maricopa.edu" domain and not host web pages directly.
6. Use of computing resources for non-Maricopa commercial purposes.
7. Use of software, graphics, photographs or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including (but not limited to) Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any computing resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

Faculty, Staff and Student Personal Website Standards

Faculty, staff and students may use Maricopa's computing resources for development of personal websites as a learning tool. Use of Maricopa's resources for this purpose is a privilege, not a right. The development and maintenance of such a website is subject to the following Faculty, Staff and Student Personal Website Standards, as well as the General Standards for Use of Maricopa's Computing Resources:

1. The author of a website may not use the site to advertise personal services, whether or not for financial gain, nor for any commercial purpose.
2. A website may not be created in such a way as to allow any person unauthorized access to Maricopa's computing resources.

College Policies

3. The author of a website is solely responsible for the contents of the site. The home page of a personal website must display, or link to, the following disclaimer in a conspicuous manner: "This site is authored and maintained by [name of author]. It is not an official website of the Maricopa Community Colleges, and Maricopa is not responsible for the contents of this site."
4. Maricopa does not endorse the contents of any personal website. It is solely the author's responsibility to ensure that the personal website comply with all relevant Standards, as well as state and federal law, and any relevant policy of Maricopa's Governing Board.
5. Upon discovery of a violation of any relevant Standard, Maricopa may unilaterally delete a personal website from its computing resources and terminate the author's access to those resources.

Copyright Act Compliance

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. To assist students in complying with the copyright law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Taping of Classroom Lectures

1. 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 (both audio and video) their classes.
2. Each faculty member shall inform his or her students within the first week of class as to his or her policy with regard to taping. Failure to do so will accord students the right to tape lectures.
3. 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 or her taping policy.

Emissions Control Compliance

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 student 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.

Tobacco-Free Environment

The District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

The United States Surgeon General, in his 1986 report, "The Health Effects of Involuntary Smoking," concluded that (1) involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers; and (2) the simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

In light of these facts, the Governing Board revokes all previous policy on smoking and enacts the following policy.

1. **Definition**—for purposes of this policy, "smoking" will mean all uses of tobacco.

2. **Prohibitions**—
 - a. Smoking is prohibited in enclosed district/college/center buildings and within twenty-five feet of any building entrance or exit.
 - b. Smoking is prohibited in any areas where flammable gases, liquids or other volatile materials are located or stored or in which a fire or safety hazard may exist.
 - c. Smoking is prohibited in all district/college/center vehicles.
 - d. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.
3. **Enforcement**—The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility brought to the attention of the appropriate supervisor and handled through normal channels.
4. **Support**—Signs will be posted at the entrance to and throughout buildings and in vehicles as reminders of the no smoking regulation.

Substance Abuse/Misuse

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 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. Discourse illegal drug abuse and legal substance misuse.
7. Provide supportive and individual/group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

College Policies

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.

A. 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. Use of narcotics or of drugs not medically prescribed.
 3. **Sanction for Violation of Standards of Conduct**
Disciplinary actions include, but are not limited to:
 - a. Warning,
 - b. Loss of privileges,
 - c. Suspension, or
 - d. Expulsion.
 4. **Legal Consequences of Alcohol and Other Drugs**
 - a. **Laws Governing Alcohol**
The State of Arizona sets twenty-one as the "legal drinking age." An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.
–The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.10 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than two hundred fifty dollars for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.
 - b. **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**
–First conviction: Up to One year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
–After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.
–After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.
–Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:
 - 1) First conviction and the amount of crack possessed exceeds five grams.
 - 2) Second conviction and the amount of crack possessed exceeds three grams.
 - 3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

College Policies

-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 than one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less than 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 than one thousand dollars.
- 3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less than two thousand dollars.

B. Use of Alcoholic Beverages

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.

C. 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.

Under most circumstances, students who have AIDS or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance provided they are physically and mentally able. Any student with a communicable disease whose personal behavior and/or medical condition poses imminent risk to the college community will be evaluated by the appropriate President or his/her designee on an individual basis to determine if limitations in contact, activities, or continuation at the college are in the best interest of the student and the college community.

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. It is the recommendation of the AIDS task force that students inquiring about special accommodations contact the Office of Special Services or the Office of Dean of Students.

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.

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 identify of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an instructor, knowledge of the condition should be transmitted to the appropriate Dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Special Services and/or the Dean of Students for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Solicitation

A. Definitions

A "solicitor" is any non-MCCCD-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 obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
6. A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
 - a. Such product or service presents low risk of harm to a potential user;
 - b. The product or service is not food or food-related and;
 - c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility—financial or otherwise—for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Children on Campus

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

Federal legislation requires the Maricopa Community Colleges to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information, contact the College Safety Office.

Student Right to Know Act

Under the terms of the Student Right to Know Act, the colleges 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.

Workplace Violence Prevention

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 that is 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.

GRADUATION/GENERAL STUDIES POLICIES

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.

Continuous Enrollment

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit 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 and earned course credit at a public community college or university	F93	(Active)
Continued at a public community college	S94, F94	(Active)
Transferred to a university	S95	(1993 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F92	(Active)
Enrolled but earned all W, Z or F grades	S93	(Inactive)
Enrolled in audit courses only	F93	(Inactive)
Nonattendance	S94	(Inactive)
Transferred to a university	F94	(1994 or any subsequent catalog)

Non-Continuous Enrollment

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 and earned course credit at a public community college or university	F92	(Active)
Nonattendance	S93, F93, S94	(Inactive)
Readmitted and earned course credit at a public community college	F94	(Active)
Transferred to a university	S95	(1994 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F92	(Active)
Nonattendance	S93	(Inactive)
Readmitted and earned course credit at a public community college	Su93	(Active)
Nonattendance	F93, S94	(Inactive)
Transferred to a university	F94	(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.

Summer Readmission

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 and earned course credit at a public community college or university	Su94	(Active)
Continued at a public community college	F94, S95	(Active)
Nonattendance	F95	(Inactive)
Readmitted and earned course credit at a public community college	S96	(Active)
Transferred to a university	Su96	(1994 or any subsequent catalog)

Institutional Transfer

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

University Department Time Limit for Coursework

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

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

General Graduation Requirements

All students receiving a degree or certificate under this catalog must:

1. be credited in the Office of Admissions and Records with not fewer than 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 64 semester credit units for the Associate in Applied Science degree; 62 semester credit units for the Associate in Business degrees; for specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.
3. have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.
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 MCCCDC college/center.
8. have paid required degree or certificate application fee.

See Tuition and Fee Schedule, pages 16-17, for charges.

Certificates/Degrees

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) Associate in Arts; (4) Associate in Science; (5) Associate in Business; (6) Associate in General Studies; (7) Associate in Transfer Partnership; and (8) Associate in Applied Science (Career Program Specified).

All candidates for a degree must complete the General Graduation Requirements outlined in this catalog.

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.

MCCCD 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 MCCCDC 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 MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.

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

ARIZONA GENERAL EDUCATION CURRICULUM

AGEC-A, AGECE-B, AGECE-S

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

All credits used to satisfy the MCCCD AGECE will apply to graduation requirements of the university major for which the AGECE 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, page 9.

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

Three Types of MCCCD AGECEs

There are three types of MCCCD AGECEs. They are the AGECE-A, the AGECE-B, and the AGECE-S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>
Click on *Student Information*
Degrees and Pathways

Scroll down to the bottom of the page and select the letter of the major you are interested in.

1. The AGECE-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). AGECE-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGECE-A Mathematics requirement is less stringent than the AGECE-B and AGECE-S. AGECE-A and AGECE-B Natural Sciences requirements are less stringent than AGECE-S.
2. The AGECE-B is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGECE-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The AGECE-S is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGECE-S articulates with the Associate in Science. AGECE-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement and a minimum of eight (8) credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement.

The MCCCD AGECE-A, AGECE-B and AGECE-S:

- require 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 GPA on a 4.0 grading scale or equivalent.
- use 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.

- follow the general studies policy below:

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

<http://az.transfer.org/cas/atass/index.html>
Click on *Student Information*

Click on *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

- require 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 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 AGECE;
- 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 AGECE-A, AGECE-B or AGECE-S with a minimum 2.0 GPA 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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 35 semester credits required for each of the three AGECEs follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S](#), page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

Click on *Program Information*, followed by *Program Sorting/Reporting*
Scroll down and click on *AGECE 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. For purposes of clarifying requirements in the Mathematics and Natural Sciences Areas on the list and on the AGECE requirements, an A, B and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGECE.

A. CORE AREAS (35 credits required):

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 the Mathematics [MA] and a second course from Computer/Statistics/Quantitative Applications [CS]. NOTE: The Mathematics [MA] requirement differs for AGECE-A, AGECE-B and AGECE-S.

AGECE-A requires:

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

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

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

AGEC-B requires:

- a. Mathematics [MA] B (3 credits) AND
NOTE: requires a course in brief calculus or a higher level mathematics course.
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC-S requires:

- a. Mathematics [MA] S (3 credits) AND
NOTE: requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite.
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits).

- 4. **Humanities and Fine Arts [HU]** 6
Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
- 5. **Social and Behavioral Sciences [SB]** 6
Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
- 6. **Natural Sciences [SQ/SG]** 8
To complete the Natural Sciences requirement:

AGEC-A and AGECE-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 AGECE-S. AGECE-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 courses selected for Natural Science must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

B. AWARENESS AREAS:

Students must satisfy two Awareness Areas: Cultural Diversity in United States [C] AND either Global Awareness [G] OR Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete any of the three MCCC AGECEs 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 (6) 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 (3) semester credits must be completed with a grade of “C” or better in the Literacy and Critical Inquiry Core Area. In the [L] course, typically at the sophomore level, students gather, interpret and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in

traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

Mathematical Studies [MA/CS] 6 credits

A total of six (6) 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] AGECE-A

The AGECE-A Mathematics Core Area requires a course in college mathematics, college algebra, precalculus or any other mathematics course for which college algebra is a prerequisite.

Mathematics [MA] AGECE-B

The AGECE-B Mathematics Core Area requires a course in Brief Calculus or a higher level mathematics course.

Mathematics [MA] AGECE-S

The AGECE-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]

AGECE-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 and 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 (6) 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 (6) 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.

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Social and Behavioral Sciences [SB] 6 credits

A total of six (6) 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 coursework from more than one discipline for a total of six (6) 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 (8) semester credits must be completed with a grade of “C” or better in the Natural Sciences Core Area. The courses selected must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

Courses in the Natural Sciences Core Area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and nonliving 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-Quantitative [SQ] A and 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-General [SG] A and 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 or plant biology.

Natural Sciences-Quantitative and General [SQ/SG] S

The AGEC-S Natural Sciences Core Area 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.

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.

MCCCD COURSES THAT CAN BE USED TO SATISFY MCCCD AGECE-A, AGECE-B AND/OR AGECE-S

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.

General Education Designations:

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

Graduation

Course #	Cr	Course Name	Areas
AGB139	3	Agribusiness Computer Operations	CS
AGS164	4	Plant Growth and Development	SG/SQ-A, B
AIS105	3	Introduction to American Indian Studies	C, SB
AIS140	3	American Indian History	C, H, SB
AIS141	3	Sovereign Indian Nations	C
AIS160	3	American Indian Law	C
AJS101	3	Introduction to Criminal Justice	SB
AJS119	3	Computer Applications in Justice Studies	CS
AJS123	3	Ethics and Administration of Justice	HU
AJS200	3	Current Issues in Criminal Justice	SB
AJS258	3	Victimology and Crisis Management	SB
AJS270	3	Community Relations	C, SB
ARB201	4	Intermediate Arabic I	G
ARB202	4	Intermediate Arabic II	G
ARH100	3	Introduction to Art	HU
ARH101	3	Prehistoric through Gothic Art	H, HU
ARH102	3	Renaissance Through Contemporary Art	H, HU
ARH115	3	History of Photography	HU
ARH118	3	Introduction to Chinese Art	G, HU
ARH201	3	Art of Asia	G, H, HU
ARH217	3	Mexican Art History	H, HU
ASB102	3	Intro to Cultural and Social Anthropology	G, SB
ASB202	3	Ethnic Relations in the U. S.	C, H
ASB211	3	Women in Other Cultures	G, HU, SB
ASB214	3	Magic, Witchcraft and Healing	G, SB
ASB222	3	Buried Cities and Lost Tribes: Old World	G, H, HU, SB
ASB223	3	Buried Cities and Lost Tribes: New World	G, H, HU, SB
ASB230	3	Principles of Archaeology	SB
ASB231	4	Intro to Archaeological Field Methods	SG-A, B
ASB235	3	Southwest Archaeology	C, H, SB
ASB238	3	Archaeology of North America	H, SB
ASB245	3	Indians of the Southwest	C, H, SB
ASM104	4	Introduction to Biological Anthropology	H, SB
ASM265	4	Laboratory Methods in Archaeology	SG-A, B
AST101	3	Survey of Astronomy AND	
AST102	1	Survey of Astronomy Laboratory	SG-A, B

Course #	Cr	Course Name	Areas
AST111	3	Introduction to Astronomy I AND	
AST113	1	Astronomy I Laboratory	SG/SQ-A, B
AST112	3	Introduction to Astronomy II AND	
AST114	1	Astronomy II Laboratory	SG/SQ-A, B
BIO100	4	Biology Concepts	SG/SQ-A, B
BIO101	4	Gen Bio (Non-Majors) Selected Topics	SG/SQ-A, B
BIO102	4	Gen Bio (Non-Majors) Additional Topics	SG/SQ-A, B
BIO105	4	Environmental Biology	SG/SQ-A, B
BIO108	4	Plants and Society	SG/SQ-A, B
BIO109	3	Natural History of the Southwest AND	
BIO110	1	Lab for Natural History of the Southwest	SG-A, B
BIO156	4	Human Biology for Allied Health	SG-A, B
BIO160	4	Intro/Human Anatomy and Physiology	SG-A, B
BIO181	4	General Biology (Majors) I	SG/SQ-A, B, S
BIO182	4	General Biology (Majors) II	SG-A, B, S
BIO183	4	Marine Biology	SG-A, B
BIO201	4	Human Anatomy and Physiology I	SG-A, B
BIO205	4	Microbiology	SG-A, B
BIO241	4	Human Genetics	SG-A, B
BIO245	3	Cellular and Molecular Biology AND	
BIO246	1	Lab for Cellular and Molecular Biology	SQ-A, B, S
BPC110	3	Computer Usage and Applications	CS
BPC217AM	3	Adv. Microsoft Access: Database Management	CS
CCS101	3	Chicana and Chicano Studies	C, L
CFS157	3	Marriage and Family Life	SB
CFS159	3	The Modern Family	SB
CFS176	3	Child Development	SB
CFS205	3	Human Development	SB
CFS242	3	Curriculum Planning for Diversity	C
CFS259	3	Sexuality Over the Life Span	SB
CHI201	5	Intermediate Chinese I	G
CHI202	5	Intermediate Chinese II	G
CHM107	3	Chemistry and Society	G
CHM107	3	Chemistry and Society AND	
CHM107LL	1	Chemistry and Society Lab	SG/SQ-A, B
CHM130	3	Fundamental Chemistry AND	
CHM130LL	1	Fundamental Chemistry Lab	SG/SQ-A, B
CHM151	3	General Chemistry I AND	
CHM151LL	1	General Chemistry I Lab	SG/SQ-A, B, S
CHM152	3	General Chemistry II AND	
CHM152LL	1	General Chemistry II Lab	SG/SQ-A, B, S
CHM154	3	General Chemistry II with Qual AND	
CHM154LL	2	General Chemistry II with Qual Lab	SG/SQ-A, B, S
CHM230	3	Fundamental Organic Chemistry AND	
CHM230LL	1	Fundamental Organic Chemistry Lab	SG/SQ-A, B
CIS105	3	Survey Computer Information Systems	CS
CIS158	3	COBOL Programming I	CS
CIS162	3	C Programming I	CS
CIS162AA	3	C: Level I	CS
CIS162AB	3	C++: Level I	CS
CIS162AC	3	Visual C++: Level I	CS
CIS163AA	3	Java Programming: Level I	CS
CIS175JA	3	Java Programming for Non-C Programmers	CS*
CIS183AA	3	Microsoft Works	CS
CIS217AM	3	Adv. Microsoft Access: Database Management	CS
CIS262	3	C Programming II	CS
COM100	3	Intro to Human Communication	SB
COM100AA	1	Intro Human Communication, Part I AND	
COM100AB	1	Intro Human Communication, Part II AND	
COM100AC	1	Intro Human Communication, Part III	SB
COM110	3	Interpersonal Communication	SB
COM110AA	1	Interpersonal Communication, Part I AND	
COM110AB	1	Interpersonal Communication, Part II AND	
COM110AC	1	Interpersonal Communication, Part III	SB



Arizona General Education Curriculum Courses

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
COM207	3	Introduction to Communication Inquiry	L	ENG215	3	Strategies of Academic Writing	L
COM222	3	Argumentation	L	ENG216	3	Persuasive Writing on Public Issues	L
COM225	3	Public Speaking	L	ENG217	3	Personal and Exploratory Writing	L
COM230	3	Small Group Communication	L, SB	ENG218	3	Writing About Literature	L
COM241	3	Performance of Literature	HU, L	ENG260	3	Film Analysis	HU
COM250	3	Intro to Organizational Communication	SB	ENH110	3	Introduction to Literature	HU
COM263	3	Elements of Intercultural Communication	C, G, SB	ENH112	3	Chicano Literature	C, HU
CPD160	3	Introduction to Multiculturalism	C	ENH113	3	Writers and Current Issues	HU
CRE101	3	Critical and Evaluative Reading I	L	ENH114	3	African-American Literature	C, HU
CSC100	3	Intro to Computer Science for Non-Computer Majors	CS	ENH201	3	World Literature Through Renaissance	H, HU
CSC100AA	3	Intro to Computer Science for Non-Computer Majors	CS	ENH202	3	World Literature After Renaissance	G, H, HU
CSC100AB	4	Intro to Computer Science (C++)	CS	ENH204	3	Introduction to Contemporary Literature	HU
CSC150	3	Programming in C/C++	CS	ENH205	3	Asian American Literature	C, HU
CSC150AA	4	Programming in C/C++	CS	ENH206	3	Nature and Environmental Literature	HU
CSC181	3	Applied Problem Solving with Visual Basic	CS	ENH214	3	Poetry Study	HU
CSC181AA	3	Applied Problem Solving with Visual Basic	CS	ENH221	3	Survey of English Literature Before 1800	H, HU
CSC181AB	4	Applied Problem Solving with Visual Basic	CS	ENH222	3	Survey of English Literature After 1800	H, HU
CSC183	3	Applied Problem Solving with Fortran	CS	ENH230	3	Introduction to Shakespeare	HU
CSC200	3	Principles of Computer Science (Java)	CS	ENH241	3	American Literature Before 1860	HU
CSC200AA	3	Principles of Computer Science (Java)	CS	ENH242	3	American Literature After 1860	HU
CSC200AB	4	Principles of Computer Science (Java)	CS	ENH250	3	Classical Backgrounds in Literature	HU
CSC210	3	Data Structures and Algorithms (Java)	CS	ENH251	3	Mythology	G, HU
CSC210AA	3	Data Structures and Algorithms (Java)	CS	ENH254	3	Literature and Film	HU, L
CSC210AB	4	Data Structures and Algorithms (Java)	CS	ENH255	3	Contemporary U. S. Literature and Film	C, HU, L
DAH100	3	Introduction to Dance	G, HU	ENH256	3	Shakespeare on Film	HU
DAH201	3	World Dance Perspectives	G, HU, L	ENH259	3	American Indian Literature	C, HU
DFT105	3	Computer Aided Drafting I	CS	ENH260	3	Literature of the Southwest	C, HU
DFT253	3	Computer Aided Drafting IIA	CS	ENH270	3	19th Century American Fiction	HU
ECE102	2	Engineering Analysis Tools and Techniques AND		ENH275	3	Modern Fiction	HU
ECE103	3	Engineering Problem Solving and Design	CS	ENH284	3	19th Century Women Writers	C, HU
ECE102	2	Engineering Analysis Tools and Techniques AND		ENH285	3	Contemporary Women Writers	C, HU
ECE103AB	3	Engineering Problem Solving and Design	CS	ENH289	3	Literature from Contemporary Nobel Laureates	HU
ECE102AA	2	Engineering Analysis Tools and Techniques AND		ENH291	3	Children's Literature	HU
ECE103	3	Engineering Problem Solving and Design	CS	ENH294	3	Multicultural Folktales	C, HU
ECE102AA	2	Engineering Analysis Tools and Techniques AND		ENH295	3	Banned Books and Censorship	C, HU
ECE103AB	3	Engineering Problem Solving and Design	CS	FRE201	4	Intermediate French I	G
ECH176	3	Child Development	SB	FRE201AA	4	Intermediate French I	G
ECN111	3	Macroeconomic Principles	SB	FRE202	4	Intermediate French II	G
ECN112	3	Microeconomic Principles	SB	FRE202AA	4	Intermediate French II	G
ECN160	3	Economic History of United States	H, SB	FRE265	3	Advanced French I	G, HU
ECN212	3	The World Economy	G, SB	FRE266	3	Advanced French II	G, HU
ECN250	3	World Economic Systems	G, SB	FSC258	3	Victimology and Crisis Management	SB
EDU221	3	Introduction to Education	SB	GBS221	3	Business Statistics	CS
EDU222	3	Introduction to the Exceptional Learner	G, SB	GBS233	3	Business Communication	L
EDU225	3	Foundations of ESL and Bilingual Education	C	GBS280	3	Organizational Psychology	SB
EDU230	3	Cultural Diversity in Education	C	GCU102	3	Introduction to Human Geography	G, SB
EDU235	3	Mexican-American Child in Classroom	C	GCU121	3	World Geography: Eastern Hemisphere	G, SB
EDU291	3	Children's Literature	HU	GCU122	3	World Geography: Western Hemisphere	G, SB
EDU292	3	The Art of Storytelling	C, HU	GCU141	3	Introduction to Economic Geography	G, SB
EDU294	3	Multicultural Folktales	C, HU	GCU221	3	Arizona Geography	C, H, SB
ELE131	4	Digital Logic and Circuits	CS	GCU253	3	Intro/Cultural and Historical Geography	G, SB
ELE150	4	Digital Systems/Microprocessors	CS	GER201	4	Intermediate German I	G
ELE241	4	Microcontrollers	CS	GER201AA	4	Intermediate German I	G
ELT241	4	Microcontrollers	CS	GER202	4	Intermediate German II	G
ELT282	4	Structured Assembly Language Programming	CS	GER202AA	4	Intermediate German II	G
EMT258	3	Victimology and Crisis Management	SB	GLG101	3	Intro to Geology I-Physical Lecture	G
ENG101	3	First-Year Composition	FYC	GLG101	3	Intro to Geology I-Physical Lecture AND	
ENG102	3	First-Year Composition	FYC	GLG103	1	Intro to Geology I-Physical Lab	SG/SQ-A, B
ENG107	3	First-Year Composition for ESL	FYC	GLG102	3	Intro to Geology II-Historical Lecture	H
ENG108	3	First-Year Composition for ESL	FYC	GLG102	3	Intro to Geology II-Historical Lecture AND	
ENG111	3	Technical Writing	L	GLG104	1	Intro to Geology II-Historical Lab	SG-A, B
ENG200	3	Reading and Writing About Literature	HU, L	GLG105	4	Introduction to Planetary Science	SG-A, B
ENG213	3	Introduction to the Study of Language	L				

Arizona General Education Curriculum Courses

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
GLG110	3	Geologic Disasters and the Environment	G	HUM105AD	1	Cult Perspective: Hispanic Ideas/Values	C, HU
GLG110	3	Geologic Disasters and the Environment AND		HUM105AE	1	Cult Perspective: Mid-Eastern Ideas/Values	C, HU
GLG111	1	Geologic Disasters and the Environment Lab	SG-A, B	HUM107	3	Humanities Through the Arts	HU
GPH111	4	Introduction to Physical Geography	SG/SQ-A, B	HUM108	3	Contemporary Humanities	HU
GPH112	3	Introduction to Physical Geography AND		HUM120	3	Cultural Viewpoints in the Arts	C, HU
GPH113	1	Introduction to Physical Geography Lab	SG/SQ-A, B	HUM125	3	The Urban Experience	HU
GPH210	3	Physical Environment	G				
GPH211	3	Landform Processes	L	<i>(Note: Three (3) of the nine (9) HUM190 modules must be taken to secure [HU] credit.)</i>			
GPH212	3	Introduction to Meteorology I AND		HUM190AA-AI	1	Honors Forum	HU
GPH214	1	Introduction to Meteorology Lab I	SG-A, B	HUM201	3	Humanities: Universal Themes	G, HU
GPH217	3	Intro to Geographic Information Systems	CS	HUM202	3	Humanities: Universal Themes	G, HU
GPH219	3	Introduction to Arc View	CS	HUM203	4	Humanities: Intellectual Community/Legal Ethics	HU
HCR210	3	Clinical Health Care Ethics	HU	HUM205	3	Introduction to Cinema	HU
HCR220	3	Health Care Organizations	L	HUM206	3	Introduction to Television Arts	HU
HCR230	3	Culture and Health	C, G	HUM207	3	Humanities: Biomedical Ethics	HU
HEB201	4	Intermediate Hebrew I	G	HUM208	3	Arts and World Views of the Southwest	C, HU
HEB202	4	Intermediate Hebrew II	G	HUM209	3	Women and Films	C, H, HU
HES100	3	Healthful Living	SB	HUM210	3	Contemporary Cinema	HU
HIS100	3	History Western Civ to Middle Ages	H, SB	HUM211AA	3	Foreign Films: Classics	G, HU
HIS101	3	History Western Civ/Middle Ages-1789	H, SB	HUM211AB	3	Foreign Films: Japanese	G, HU
HIS102	3	History Western Civ/1789 to Present	G, H, SB	HUM211AC	3	Foreign Films: French	G, HU
HIS103	3	United States History to 1870	H, SB	HUM213	3	Hispanic Film	G, HU
HIS104	3	United States History 1870 to Present	H, SB	HUM214	3	African-Americans in Film	C, HU
HIS109	3	Mexican-American History and Culture	C, H, SB	HUM250	3	Ideas and Values in the Humanities	H, HU, L
HIS105	3	Arizona History	H, SB	HUM251	3	Ideas and Values in the Humanities	H, HU, L
HIS105AA	1	Arizona History, Part I AND		HUM260	3	Intercultural Perspectives	C, HU
HIS105AB	1	Arizona History, Part II AND		HUM261	3	Asian Ideas and Values	G, H, HU
HIS105AC	1	Arizona History, Part III	H, SB	HUM292	3	The Art of Storytelling	C, HU
HIS106	3	Southwest History	C, H, SB	IBS101	3	Introduction to International Business	G
HIS109	3	Mexican American History and Culture	C, H, SB	IBS109	3	Cultural Dimensions of International Trade	G, SB
HIS135	3	Military History of the Southwest	H, SB	IGS291	3	Studies in Global Awareness	G, L
HIS140	3	American Indian History	C, H, SB	IGS292	3	Studies in Cultural Diversity	C
HIS145	3	History of Mexico	G, H, SB	IGS293	3	Studies in Historical Awareness	H, L
HIS173	3	United States Military History	H, SB	INT115	3	Historical Architecture and Furniture	H, HU
HIS201	3	History of Women in America	C, H, SB	INT120	3	20th Century Architecture and Furniture	H, HU
HIS203	3	African-American History I	C, H, SB	INT225	3	History of Decorative Arts	HU
HIS209	3	The Chicano in 20th Century America	C, H, SB	ITA201	4	Intermediate Italian I	G
HIS241	3	Latin American Civ in the Colonial Period	H, SB	ITA201AA	4	Intermediate Italian I	G
HIS242	3	Latin American Civ Post-Colonial Period	G, H, SB	ITA202	4	Intermediate Italian II	G
HIS243	3	World Religions	G, H, HU	ITA202AA	4	Intermediate Italian II	G
HIS251	3	History of England to 1700	H, SB	JAS225	3	Statistics for Social Research/Justice & Government	CS
HIS252	3	History of England: 1700 to Present	H, SB	JPN201	5	Intermediate Japanese I	G
HIS272	3	History of the Far East: 1900 to Present	G, H, SB	JPN202	5	Intermediate Japanese II	G
HIS273	3	U. S. Experience in Vietnam: 1945-1975	G, H, SB	JRN201	3	News Writing	L
HIS277	3	The Modern Middle East	G, H, SB	JRN212	3	Broadcast Writing	L
HUM101	3	General Humanities	HU	LAT201	4	Intermediate Latin I	HU
				LAT202	4	Intermediate Latin II	HU
				MAT142	3	College Mathematics	MA-A
				MAT150	5	College Algebra Concepts	MA-A
				MAT151	4	College Algebra	MA-A
				MAT151AA	1	College Algebra/Intro to Functions I AND	

(Note: Three (3) of the five (5) HUM105 modules must be taken to secure [C, HU] credit.)

General Education Designations:

C	Cultural Diversity in the United States
CS	Computer/Statistics/Quantitative Applications
FYC	First-Year Composition
G	Global Awareness
H	Historical Awareness
HU	Humanities and Fine Arts
L	Literacy and Critical Inquiry
MA-A	Mathematical Studies, AGEC A

MA-A, B	Mathematical Studies, AGEC A & B
MA-A, B & S	Mathematical Studies, AGEC A, B & S
SB	Social and Behavioral Sciences
SG-A, B	Sciences-General AGEC-A & B
SG-A, B & S	Sciences-General AGEC-A, B & S
SG & SQ-A, B & S	Sciences-General & Sciences-Quantitative AGEC-A, B & S
SQ-A, B	Sciences-Quantitative AGEC-A & B
SQ-A, B & S	Sciences-Quantitative AGEC-A, B & S



Arizona General Education Curriculum Courses

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
MAT151AB	1	College Algebra/Intro to Functions II AND		POS100	3	Introduction to Political Science	SB
MAT151AC	1	College Algebra/Systems of Equations AND		POS110	3	American National Government	SB
MAT151AD	1	College Algebra/Selected Topics	MA-A	POS115	3	Issues in American Politics	L, SB
MAT152	3	College Algebra	MA-A	POS120	3	World Politics	G, SB
MAT162	3	University Mathematics	MA	POS125	3	Issues in World Politics	G, SB
MAT167	3	Elements of Statistics	CS	POS130	3	State and Local Government	SB
MAT172	3	Finite Mathematics	MA-A	POS140	3	Comparative Government	G, SB
MAT150 OR MAT151 OR MAT152 AND				POS180	3	United Nations Study	G
MAT182	3	Plane Trigonometry	MA-A	POS210	3	Political Ideologies	SB
MAT187	5	Precalculus	MA-A	POS223	3	Civil Rights	C, SB
MAT212	3	Brief Calculus	MA-A, B	POS285	3	Public Policy	SB
MAT216	3	Technical Calculus I	MA-A, B	PSY101	3	Introduction to Psychology	SB
MAT220	5	Analytic Geometry and Calculus I	MA-A, B, S	PSY132	3	Psychology and Culture	C, G, SB
MAT221	4	Calculus with Analytic Geometry I	MA-A, B, S	PSY143	3	Lesbian, Gay and Bisexual Studies	C
MAT225	3	Elementary Linear Algebra	MA-A, B	PSY157	3	African/Black Psychology	C, G, SB
MAT226	3	Technical Calculus II	MA-A, B	PSY215	3	Introduction to Sport Psychology	SB
MAT227	3	Discrete Mathematical Structures	MA-A, B	PSY218	3	Health Psychology	SB
MAT230	5	Analytic Geometry and Calculus II	MA-A, B, S	PSY230	3	Introduction to Statistics	CS
MAT231	4	Calculus with Analytic Geometry II	MA-A, B, S	PSY235	3	Psychology of Gender Differences	C, SB
MAT236	3	Technical Calculus III	MA-A, B	PSY240	3	Developmental Psychology	SB
MAT241	4	Calculus with Analytic Geometry III	MA-A, B, S	PSY245	3	Psychology of Adult Development	SB
MAT262	3	Differential Equations	MA-A, B	PSY250	3	Social Psychology	SB
MCO120	3	Media and Society	SB	PSY258	3	Domestic Problems and Crises	SB
MCO220	3	Cultural Diversity and the Media	C, L	PSY260	3	Personality Development	SB
MHL141	3	Appreciation & Literature of Music to 1800	H, HU	PSY266	3	Abnormal Psychology	SB
MHL142	3	Appreciation & Literature of Music 1800-Present	H, HU	PSY270	3	Personal and Social Adjustment	SB
MHL143	3	Music in World Cultures	G, HU	PSY277	3	Psychology of Human Sexuality	SB
MHL145	3	American Jazz and Popular Music	C, HU	PSY280	3	Organizational Psychology	SB
MHL146	3	Survey of Broadway Musicals	HU	PSY281	3	Human Factors	SB
MHL147	3	Music of African-American Cultures	HU	PSY290AB	4	Research Methods	L, SG-A, B
MHL153	3	Rock Music and Culture	H, HU	PSY290AC	4	Research Methods	L, SG-A, B
MHL155	3	Survey of American Music	H, HU	PSY292	3	Psychology of Altered States of Consciousness	SB
PHI101	3	Introduction to Philosophy	HU	REC120	3	Leisure and the Quality of Life	SB
PHI102	3	Introduction to Philosophy	HU	REC160	3	Leisure and Society	SB
PHI103	3	Introduction to Logic	HU, L	REL101	3	Introduction to Religion	HU
PHI104	3	World Philosophy	G, HU	REL201	3	Classics of Western Religions	H, HU
PHI105	3	Introduction to Ethics	HU	REL202	3	Classics of Asian Religions	G, HU
PHI106	3	Critical Thinking and Problem Solving	HU, L	REL203	3	American Indian Religions	C, HU, L
PHI109	3	Philosophy of the Arts	HU	REL205	3	Religion and the Modern World	HU, L
PHI201	3	Intro to Ancient Philosophy	HU	REL213	3	Medical and Bio-Ethics	HU
PHI213	3	Medical and Bio-Ethics	HU	REL225	3	African-American Religions	C, HU
PHI218	3	Philosophy of Sexuality	HU	REL243	3	World Religions	G, H, HU
PHI224	3	Political Philosophy	HU	REL244	3	Philosophy of Religion	HU
PHI225	3	African-American Religions	C, HU	REL246	3	Amer Indian Euroamer Comparative Worldviews	HU
PHI233AA	3	Metaphysics: An Introduction	HU	REL270	3	Introduction to Christianity	HU
PHI233AB	3	Theory of Knowledge	HU	REL271	3	Introduction to the New Testament	HU
PHI234AA	3	Plato	HU	REL290	3	Women and Religion	G
PHI243	3	World Religions	G, H, HU	RUS201	4	Intermediate Russian	G
PHI244	3	Philosophy of Religion	HU	RUS201AA	4	Intermediate Russian	G
PHI245	3	Introduction to Eastern Philosophy	HU	RUS202	4	Intermediate Russian	G
PHI246	3	Amer Indian Euroamer Comparative Worldviews	HU	RUS202AA	4	Intermediate Russian	G
PHS110	4	Fundamentals of Physical Science	SG/SQ-A, B	SBU200	3	Society and Business	G, SB
PHS120	4	Introduction to Physical Science	G, SG/SQ-A, B	SMT150	4	Digital Systems and Microprocessors	CS
PHY101	4	Introduction to Physics	SG/SQ-A, B	SOC101	3	Introduction to Sociology	SB
PHY111	4	General Physics I	SG/SQ-A, B	SOC110	3	Drugs and Society	SB
PHY112	4	General Physics II	SG/SQ-A, B	SOC140	3	Racial and Ethnic Minorities	C, SB
PHY115	5	University Physics I	SG/SQ-A, B, S	SOC141	3	Sovereign Indian Nations	C
PHY116	5	University Physics II	SG/SQ-A, B, S	SOC142	3	Sociology of the Chicano Community	C, SB
PHY121	4	Univ Physics I: Mechanics	SG/SQ-A, B, S	SOC143	3	Sociology of Afro-American Problems	C, SB
PHY131	4	Univ Physics II: Elec/Magnetism	SG/SQ-A, B, S	SOC157	3	Sociology of Marriage and Family	SB
PHY252	4	Univ Phys III: ThrmDyn, Opt/Wave Phen	SG/SQ-A, B	SOC160	3	American Indian Law	C
POR102	5	Elementary Portuguese II	G	SOC210	3	The Child in Society	SB
POR201	5	Intermediate Portuguese I	G	SOC212	3	Women and Men in a Changing Society	C, SB
POR202	5	Intermediate Portuguese II	G				

KEY: / = or & = and *Course requirement effective Spring 2003.

Arizona General Education Curriculum Courses

Course #	Cr	Course Name	Areas
SOC215	3	Sociology of Adolescence	SB
SOC240	3	Race and Ethnic Relations: American and Global Perspectives ...	C, SB
SOC245	3	Social Deviance	SB
SOC251	3	Social Problems	SB
SOC253	3	Social Class and Stratification	SB
SOC265	3	Sociology of Aging	SB
SOC270	3	Sociology of Health and Illness	SB
SPA201	4	Intermediate Spanish I	G
SPA201AA	4	Intermediate Spanish I	G
SPA202	4	Intermediate Spanish II	G
SPA202AA	4	Intermediate Spanish II	G
SPA203	4	Spanish for Spanish Speaking Students I	G
SPA204	4	Spanish for Spanish Speaking Students II	G
SPA265	3	Advanced Spanish I	HU
SPA266	3	Advanced Spanish II	HU
SPH150	3	Peninsular Spanish Lit in Translation	G, HU
SPH151	3	Latin American Lit in Translation	G, HU
SPH245	3	Hispanic Heritage in the Southwest	C, HU
STO292	3	The Art of Storytelling	C, HU
STO294	3	Multicultural Folktales	C, HU
SWU102	3	Introduction to Social Work	H, SB
SWU258	3	Victimology and Crisis Management	SB
SWU271	3	Introduction to Social Welfare	H, SB
TCM145	3	Introduction to Motion Picture Production	HU
TEC105	3	Clothing Selection	SB
TEC106	3	History of Fashion	SB
THE111	3	Introduction to Theatre	HU
THE205	3	Introduction to Cinema	HU
THE206	3	Introduction to Television Arts	HU
THE210	3	Contemporary Cinema	HU
THE220	3	Modern Drama	HU, L
THE260	3	Film Analysis	HU
THP241	3	Performance of Literature	HU, L
WED110	3	Principles of Physical Fitness/Wellness	SB
WST100	3	Women and Society	C, SB
WST105	3	Women of Color in America	C, SB
WST110	3	Women and Gender: A Feminist Psychology	SB
WST120	3	Gender, Class and Race	SB
WST209	3	Women and Films	C, H, HU
WST284	3	19th Century Women Writers	C, HU
WST285	3	Contemporary Women Writers	C, HU
WST290	3	Women and Religion	G
YAQ100	3	Yaqui Indian History and Culture	C, H, SB

Graduation

University Transfer Guides

University Transfer Guides show how MCCCDC courses apply to specific Arizona public university degree requirements. The transfer guides are useful both for students pursuing an MCCCDC transfer associate degree which articulates with specific Arizona public university degrees, as well as for students pursuing Arizona public university degrees which do not articulate with an MCCCDC transfer associate degree. Information about transfer guides is available from an advisor or accessible on the following websites:

- Arizona State University Main/East:
<http://www.asu.edu/provost/articulation/>
- Arizona State University West:
<http://www.west.asu.edu/gowest/>
- Northern Arizona University:
<http://www.nau.edu/regis/transguide/info.htm>
- The University of Arizona:
<http://transferguides.arizona.edu/>

AZCAS Transfer Planning Guides

AZCAS Transfer Planning Guides are built from an institution's academic programs. Community college or university coursework that is self-entered into AZCAS is used to evaluate a student's progress toward a community college transfer certificate, community college transfer degree, and/or an Arizona public university degree. Information about the transfer planning guides is available from an advisor or accessible on the following website:

- <http://az.transfer.org/cas/atass/index.html>
Click on *Student Information*
Click on *Course Applicability System (CAS)*
Click on *Go to CAS!*



ASSOCIATE IN ARTS (AA) DEGREE

General Requirements (GR)

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

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts General Requirements (AA-GR) pathway. The AA-GR is also designed for students who may or may not know their major or university. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Degrees and Pathways

Scroll down to the bottom of the page and select the letter of the major you are interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Arts General Requirements will apply to university graduation requirements of the university major for which the AA-GR was designed, regardless of whether the credit was awarded for completion of coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Arts General Requirements:

- requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECA without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements).

- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or 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 Arts General Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Arts degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Arts General Requirements (AA-GR) follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECA, AGECA-B and/or AGECA-S**, page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

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

I. MCCCD General Studies

Credits

The MCCCD General Studies includes two areas: MCCCD AGECA and MCCCD Additional Requirements.

A. MCCCD AGECA

1. Core Areas (35 credits required)

- a. First-Year Composition (FYC) 6
- b. Literacy and Critical Inquiry [L] 3
- c. Mathematical Studies [MA/CS] 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
 - 1) Mathematics [MA] A (3 credits):
Select a course in college mathematics or college algebra or precalculus 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 coursework 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 coursework from more than one discipline for a total of six (6) semester credits.

Associate in Arts (AA) Degree General Requirements (GR)

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

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]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

AND

Global Awareness [G] **OR**

Historical Awareness [H]

B. MCCC Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously; therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication

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

Select from the following options:

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)

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if 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. Non-English Language Requirements 0-16

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

III. General Electives 3-29

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

For students who have decided on a major that articulates with the AA-GR, but are undecided on the university they will transfer to, courses satisfying the General Electives Area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for the list of Common Courses. Not all majors have Common Courses. The list of Common Courses is also accessible on the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Common Course Matrices*

Students must select courses for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

AA-General Requirements Total Credits: 60-64

ASSOCIATE IN ARTS (AA) DEGREE

Special Requirements (SR)

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

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts Special Requirements (AA-SR) pathway. The AA-SR is also designed for students who know their major but have not decided on their university for transfer purposes. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Degrees and Pathways

Scroll down to the bottom of the page and select the letter of the major you are interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Arts Special Requirements degree will apply to university graduation requirements of the university major for which the AA-SR was designed, regardless of whether the credit was awarded for completion of coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Arts Special Requirements:

- requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECA without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCD Additional Requirements, Common Lower Division Program Requirements).

- follows the general studies policy below:

General Education Designations (example: (FYC), (SB), (HU), etc.)
Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both 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 Arts Special Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Arts degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Arts Special Requirements (AA-SR) follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECA, AGECA-B and/or AGECA-S**, page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

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

I. MCCCD General Studies

Credits

The MCCCD General Studies includes two areas: MCCCD AGECA and MCCCD Additional Requirements.

A. MCCCD AGECA

1. Core Areas (35 credits required)

- | | |
|--|---|
| a. First-Year Composition (FYC) | 6 |
| b. Literacy and Critical Inquiry [L] | 3 |
| c. Mathematical Studies [MA/CS] | 6 |
- To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
- 1) Mathematics [MA] A (3 credits):
Select a course in college mathematics or college algebra or precalculus 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 |
| e. Social and Behavioral Sciences [SB] | 6 |
- Students are encouraged to choose coursework from more than one discipline for a total of six (6) semester credits.

Associate in Arts (AA) Degree Special Requirements (SR)

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

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]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

AND

Global Awareness [G] OR

Historical Awareness [H]

B. MCCC Additional Requirements

0-6

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously; therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication

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

Select from the following options:

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)

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if 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. Common Lower Division Program Requirements 6

A minimum of six (6) semester credits is required for Common Lower Division Program Requirements. Students should refer to the list of Common Courses for their chosen major and/or consult with an advisor to select courses from the Common Courses list. The list of Common Courses is accessible on the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Common Course Matrices*

III. General Electives

13-23

A total of 13-23 semester credits is required for General Electives. Students may wish to select additional courses in consultation with an advisor to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA-SR, but are undecided on the university they will transfer to, courses satisfying the General Electives Area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for the list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Common Course Matrices*

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

Students must select courses for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

AA-Special Requirements Total Credits:

60-64

ASSOCIATE IN SCIENCE (AS) DEGREE

General Requirements (GR)

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

The degree is designed for students who plan to transfer into majors that articulate with the Associate in Science General Requirements (AS-GR) pathway. The AS-GR is also designed for students who plan to pursue an associate degree or transfer to an Arizona university and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*
Degrees and Pathways

Scroll down to the bottom of the page and select the letter of the major you are interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Science General Requirements will apply to university graduation requirements of the university major for which the AS-GR was designed, regardless of whether the credit was awarded for completion of coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Science General Requirements:

- requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECS 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 60 semester credits but not more than 64 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGECS Core Area, AGECS Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements).

- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.) Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or 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 Science General Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Science degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Science General Requirements (AS-GR) follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGECS-A, AGECS-B and/or AGECS-S, page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

Click on *Program Information*, followed by *Program Sorting/Reporting*
Scroll down and click on *AGECS 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. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGECS requirements, an A, B and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGECS.

I. MCCCD General Studies

Credits

The MCCCD General Studies includes two areas: MCCCD AGECS-S and MCCCD Additional Requirements.

A. MCCCD AGECS-S

1. Core Areas (35 credits required)

- First-Year Composition (FYC)** 6
- Literacy and Critical Inquiry [L]** 3
- Mathematical Studies [MA/CS]** 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].
 - Mathematics [MA] S (3 credits):**
Select a course in a calculus sequence (MAT220/MAT221) or any other mathematics course for which that course is a prerequisite
AND
 - Computer/Statistics/Quantitative Applications [CS] (3 credits)**
- Humanities and Fine Arts [HU]** 6
Students are encouraged to choose coursework from more than one discipline for a total of six (6) semester credits.

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

- e. **Social and Behavioral Sciences [SB]** 6
Students are encouraged to choose coursework 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 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 & BIO182) appropriate to the major.

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

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]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCC Additional Requirements

0-6

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously; therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication

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

Select from the following options:

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)

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if 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. Major Specific Requirements

Non-English Language Requirements

0-16

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

III. General Electives

3-29

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

For students who have decided on a major that articulates with the AS-GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. Students should consult with an advisor for a list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following website:

<http://az.transfer.org/cas/atass/index.html>
Click on *Student Information*
Click on *Common Course Matrices*

Students must select courses for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>
Click on *Student Information*
Click on *Course Applicability System (CAS)*
Click on *Course Equivalency Guide (CEG)*
Click on *Maricopa Community College District*

AS-General Requirements Total Credits: 60-64

ASSOCIATE IN SCIENCE (AS) DEGREE

Special Requirements (SR)

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

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Science Special Requirements (AS-SR) pathway. The AS-SR is also designed for students who know their major and plan to pursue an associate degree for transfer to an Arizona university, as yet undecided, and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*
Degrees and Pathways

Scroll down to the bottom of the page and select the letter of the major you are interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCD Associate in Science Special Requirements will apply to university graduation requirements of the university major for which the AS-SR was designed, regardless of whether the credit was awarded for completion of coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Science Special Requirements:

- requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECS without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGECS Awareness Area, MCCCD Additional Requirements, Non-English Language Requirements, Additional Mathematics and Science Requirements, Common Lower Division Program Requirements).

- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.) Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both 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 Science Special Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Science degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Science Special Requirements (AS-SR) follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGECS-A, AGECS-B and/or AGECS-S, page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

Click on *Program Information*, followed by *Program Sorting/Reporting*
Scroll down and click on *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. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGECS requirements, an A, B and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGECS.

I. MCCCD General Studies

Credits

The MCCCD General Studies includes two areas: MCCCD AGECS and MCCCD Additional Requirements.

A. MCCCD AGECS

1. Core Areas (35 credits required)

- 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] S and a second course from Computer/Statistics/Quantitative Applications [CS].
 - 1) Mathematics [MA] S (3 credits):
Select a course in a calculus sequence (MAT220/MAT221) or any mathematics course for which that course is a prerequisite.
AND
 - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
- d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose coursework 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 coursework from more than one discipline for a total of six (6) semester credits.

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

- 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 & BIO182) appropriate to the major.
- The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

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]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCC Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously; therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication

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

Select from the following options:

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)

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if 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. Additional Mathematics and Science Requirements 11-13

A. Additional Mathematics Requirements 3-5

Select a course in a calculus sequence (MAT230 or MAT231) or any mathematics course for which that course is a prerequisite.

B. Additional Science Requirements 8

Select one option from the following. Option selected under Natural Sciences [SQ/SG] in MCCC Core Areas will not apply in the Additional Science Requirement area.

Note: Students should consult with an advisor or department/division chair for appropriate course selection.

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 & BIO182) appropriate to the major.

III. Major Specific Requirements

A. Non-English Language Requirements 0-16

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

B. Common Lower Division Program Requirements 6

A minimum of six (6) semester credits is required for Common Lower Division Program Requirements. Students should refer to the list of Common Courses for their chosen major and/or consult with an advisor to select courses from the list. The list of Common Courses is accessible on the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Common Course Matrices*

C. General Electives

If needed, select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS-SR, but are undecided on the university they will transfer to, courses satisfying the General Electives Area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. Students should consult with an advisor for a list of Common Courses. Not all majors have Common Courses. The list of Common Courses is also accessible on the website provided in paragraph III.B., above.

Students must select courses for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*, then *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

AS-Special Requirements Total Credits: 60-64

ASSOCIATE IN BUSINESS (ABUS) DEGREE

General Requirements (GR)

The Maricopa County Community College District (MCCCD) Associate in Business General Requirements (ABus-GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components: 1) MCCCD General Studies which includes the Arizona General Education Curriculum B (AGEC-B); 2) Common Lower Division Program Requirements; and 3) General Electives.

The ABus-GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway. 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. 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 coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Business General Requirements:

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECE-B without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following 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 (AGECE-B Core Area, AGECE-B Awareness Area, and/or Common Lower Division Program Requirements).
- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both 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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 62-63 semester credits required for the Associate in Business General Requirements (ABus-GR) follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S](#), page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>
Click on *Program Information*, followed by *Program Sorting/Reporting*
Scroll down and click on *AGECE 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. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGECE requirements, an A, B and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGECE.

I. MCCCD General Studies

Credits

A. MCCCD AGECE-B

1. Core Areas (35 credits required)

- 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 coursework 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 coursework from more than one discipline for a total of six (6) semester credits.

Associate in Business (ABus) General Requirements (GR)

- 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 courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

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]. It is not necessary for students to exceed 35 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 **6-7**

*ACC111 & ACC230 & ACC240

OR

**ACC211 & ACC212

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

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

CIS105 [CS] **3**
ECN111 [SB] **3**
ECN112 [SB] **3**
GBS205 **3**
GBS220 or MAT172 [MA] **3**
GBS221 [CS] **3**

Business Elective

3

Select from the following options:

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

III. General Electives

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

Students must select courses for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

ABus-General Requirements Total Credits: 62-63

ASSOCIATE IN BUSINESS (ABUS) DEGREE

Special Requirements (SR)

The Maricopa County Community College District (MCCCD) Associate in Business Special Requirements (ABus-SR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components: 1) MCCCD General Studies which includes the Arizona General Education Curriculum B (AGEC-B); 2) Common Lower Division Program Requirements; and 3) General Electives.

The ABus-SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements is designed for all other business majors. Additional information on academic majors can be accessed via the following website:

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information Degrees and Pathways*

Scroll down to the bottom of the page and select the letter of the major you are interested in.

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona's public universities. 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 coursework or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 9.

The MCCCD Associate in Business Special Requirements:

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECE-B without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
- uses the following 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 (AGECE-B Core Area, AGECE-B Awareness Area, and/or Common Lower Division Program Requirements).

- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.) Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both 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 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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 62-63 semester credits required for the Associate in Business Special Requirements (ABus-SR) follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S](#), page 42, for specific course information. The most up-to-date information can be accessed at the following website:

<http://www.dist.maricopa.edu/eddev/curric/>

Click on *Program Information*, followed by *Program Sorting/Reporting*. Scroll down and click on *AGECE 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. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGECE requirements, an A, B and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGECE.

I. MCCCD General Studies

Credits

A. MCCCD AGECE-B

1. Core Areas (35 credits required)

- 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 coursework from more than one discipline for a total of six (6) semester credits.

Graduation



Associate in Business (ABus) Special Requirements

- e. **Social and Behavioral Sciences [SB]** 6
Students are encouraged to choose coursework 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 courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

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]. It is not necessary for students to exceed 35 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. Common courses meeting general studies areas are noted with the general education designations encased in brackets.

Complete the following:

Accounting 6-7

*ACC111 & ACC230 & ACC240

OR

**ACC211 & ACC212

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

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

Programming I (Visual Basic) 3

CIS159 [CS]

Programming II (Java) 3

CIS163AA [CS]

ECN111 [SB] 3

ECN112 [SB] 3

GBS205 3

GBS220 or MAT172 [MA] 3

GBS221 [CS] 3

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 for General Electives 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) (see website below). For appropriate course selection, students should consult with an advisor.

<http://az.transfer.org/cas/atass/index.html>

Click on *Student Information*

Click on *Course Applicability System (CAS)*

Click on *Course Equivalency Guide (CEG)*

Click on *Maricopa Community College District*

ABus-Special Requirements Total Credits: 62-63

ACADEMIC CERTIFICATE

The Maricopa County Community College District (MCCCD) Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

The MCCCD Academic Certificate:

- generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;

- requires a cumulative GPA of 2.0 or better for completion;
- follows the graduation policies within the general catalog;
- accepts one of the courses that is cross-referenced with other courses;
- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- does not presume block transfer value; consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- may have admission criteria established by the college if and when appropriate;
- is for the most part college specific.

ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

The Maricopa County Community College District (MCCCD) Associate in Transfer Partnership (ATP) degree is designed to meet the needs of 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 ATP 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 studies credits in the following general studies 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 studies requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following website:

<http://www.dist.maricopa.edu/eddev/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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

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 ATP 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, students 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

Elements	Credits
MCCCD General Studies 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: Accountancy, American Indian Studies, Business, Computer Information Systems, Construction, Elementary Education, Exercise Science, Food and Nutrition, Housing and Urban Development, Nursing, Psychology, Recreation, and Social Work. Other ATP degrees may be added later depending on curricular needs.

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

The Maricopa County Community College district (MCCCD) Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 or above to complete the degree; therefore, this degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.

Students who demonstrate skills comparable to those in Critical Reading and/or Mathematics and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

The MCCCD Associate in General Studies:

- requires a minimum of 60 semester credits in courses numbered 100 and above. AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- requires grades as listed for specific areas such as the General Studies 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:
 - 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.
 - A course cannot satisfy more than one Core Area, even if it is approved for more than one Core Area.
 - 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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

GENERAL STUDIES CORE AREAS (16 credits with a grade of "C" or better)

First-Year Composition: 6 credits

ENG English [101/107] & [102/108]

Oral Communication: 3 credits

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading: 3 credits

CRE Critical Reading 101/Equivalent as indicated by assessment

Mathematics: 3 credits

MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/142/150/151/151AA/151AB/151AC/151AD/152/156/162/167/172/182/187/212/216/220/221/225/226/227/230/231/236/241/262/Equivalent as indicated by assessment or satisfactory completion of a higher level mathematics course.

Computer Usage: 1 credit

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

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



Associate in General Studies (AGS) Degree

GENERAL STUDIES DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts: 9 credits

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

- AJS Administration of Justice Studies 123
- ARH Art Humanities Any ARH Course(s)
- ASB Anthropology 211/222/223
- COM Communication 241
- DAH Dance Humanities 100/201
- EDU Education 291/292/294
- ENG English 200/260
- ENH English Humanities Any ENH Course(s)
- FRE French 265/266
- HCR Health Care Related 210
- HIS History 109/243
- HUM Humanities Any HUM Course(s)
- INT Interior Design 115/120/225
- LAT Latin 201/202
- MHL Music: History/Literature 141/142/143/145/146/147/153
- PHI Philosophy Any PHI Course(s) (EXCEPT 113)
- REL Religious Studies Any REL Course(s)
- SPA Spanish 265/266
- SPH Spanish Humanities 150/151/245
- STO Storytelling 292/294
- TCM Telecommunications 145
- THE Theatre 111/205/206/210/220/260
- THP Theatre 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
- AJS Administration of Justice Studies 101/119/200/259/270
- ASB Anthropology 100/102/211/214/222/223/230/235/238/245
- ASM Anthropology 101
- 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 102/121/122/141/221/253
- 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 101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
- REC Recreation 120/160

- REL Religious Studies 243
- SBU Society and Business 200
- SOC Sociology Any SOC course(s) (EXCEPT 242)
- SWU Social Work 102/271
- TEC Textiles and Clothing 105/106
- WED Wellness Education 100/110
- WST Women's Studies 100/105/110/120

Natural Sciences: 7-8 credits

At least one course must include a laboratory course. In cases where the lecture and associated lab receive separate credit, both will be counted as equivalent to one course in that prefix.

- AGS Agricultural Science 164/183
- ASB Anthropology 231
- ASM Anthropology 265
- AST Astronomy 101/102/111/112/113/114
- BIO Biology 100/101/102/105/108/109/110/149AF-AN/150/156/160/181/182/183/201/205/241/245 & 246
- CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
- GLG Geology Any GLG Course(s)
- GPH Physical Geography 111/112/113/210/211/212/214
- ISS Interdisciplinary Science Studies 111/112
- PHS Physical Science 110/120
- PHY Physics 101/111/112/115/116/121/131/252
- PSY Psychology 290AB/290AC

Literacy and Critical Inquiry: 3 credits

- 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 and Nutrition 206
- GBS General Business 233
- GPH Physical Geography 211
- HCR Health Care Related 220
- HUM Humanities 250/251
- IGS Integrated Studies 290/290AA & 290AB/291/293
- JRN Journalism 201/212
- MCO Mass Communication 220
- NUR Nursing 211
- PHI Philosophy 103/106/225
- POS Political Science 115
- PSY Psychology 290AB/290AC
- REL Religious Studies 203/205/225
- THE Theatre 220
- THP Theatre Performance/Production 241

ELECTIVE COURSES (15-16 credits)

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

AGS Total Credits:

60

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

The Maricopa County Community College District (MCCCD) Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

The MCCCD Associate in Applied Science degree:

- requires 64 or more credits numbered 100 or above and includes credits or the equivalent in the General Studies Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- requires grades as listed for specific areas such as the General Studies 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 Studies Core and Distribution area are excluded;
- requires completion of General Studies courses as indicated in the General Studies 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 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

GENERAL STUDIES CORE AREAS (15 credits with a grade of "C" or better)

Demonstrate college-level skills in the following areas:

First-Year Composition: 6 credits

ENG English [101/107] & [102/108/111]

Oral Communication: 3 credits

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading: 3 credits

CRE Critical Reading 101/111/Equivalent as indicated by assessment

Mathematics: 3 credits

MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/142/150/151/151AA/151AB/151AC/151AD/152/156/162/167/172/182/187/212/216/220/221/225/226/227/230/231/236/241/262/Equivalent as indicated by assessment/Satisfactory completion of a higher level mathematics course.

GENERAL STUDIES DISTRIBUTION AREAS (9-10 credits)

Humanities and Fine Arts: 2-3 credits

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

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

Social and Behavioral Sciences: 3 credits

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

AIS American Indian Studies 101/105/141/160
AJS Administration of Justice Studies 101/200/259/270
ASB Anthropology 100/102/211/214/222/223/230/235/238/245
ASM Anthropology 101
CFS Child/Family Studies 157/159/176/205/259
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 102/121/122/141/221/253
HES Health Science 100
HIS History Any HIS Course(s)

Associate in Applied Science (AAS) Degree

IBS	International Business 109
MCO	Mass Communications 120
PHI	Philosophy 243
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/125/132/156/157/215/218/235/240/245/ 250/258/259/260/266/270/277/280/281/292
REC	Recreation 120/160
REL	Religious Studies 243
SBU	Society and Business 200
SOC	Sociology Any SOC course(s) (EXCEPT 242)
SWU	Social Work 102/271
TEC	Textiles and Clothing 105/106
WED	Wellness Education 100/110
WST	Women's Studies 100/105/110/120

Natural Sciences: 4 credits

Select laboratory course or courses from any of the following. In cases where the lecture and associated lab receive separate credit, both will be counted as equivalent to one course in that prefix.

AGS	Agricultural Science 164
ASB	Anthropology 231
ASM	Anthropology 265
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/108/109/110/149AN/150/156/160/ 181/182/183/201/205/241/245 & 246
CHM	Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/ 154LL/230/230LL
GLG	Geology Any GLG Course(s) (EXCEPT 140/251MC/275)
GPH	Physical Geography 111/112/113/212/214
ISS	Interdisciplinary Science Studies 111/112
PHS	Physical Science 110/120
PHY	Physics 101/111/112/115/116/121/131/252
PSY	Psychology 290AB/290AC

AAS Total Credits:

64

OCCUPATIONAL PROGRAMS OF MCCC

Colleges:

CG	Chandler/Gilbert Community College
EM	Estrella Mountain Community College
GC	Glendale Community College
GW	Gateway Community College
MC	Mesa Community College
PC	Phoenix College
PV	Paradise Valley Community College
RS	Rio Salado College
SC	Scottsdale Community College
SM	South Mountain Community College

Agriculture

Agribusiness Sales and Service

Pest Management	MC
Pest Management Aide	MC

Agricultural Production and Management

Agribusiness	GC, MC
<i>(See also Agribusiness Sales and Service and Horticulture sections)</i>	
Ranch and Livestock Management Aide	MC
Ranch and Livestock Management Specialist	MC
Urban Horticulture	GC, MC
<i>(See also Horticulture section)</i>	
Veterinary Technician /Animal Health	MC

Equine Training and Management

Equine Science	SC
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Horticulture

Landscape Aide	MC
Landscape Design and Installation	GC
Landscape Management	GC
Landscape Specialist	MC
Nursery Operations	GC
<i>(See also Agricultural Production and Management section)</i>	

Business

Accounting

Accounting	PC
Accounting-Specialized Para-Professional	PV
Bookkeeping	SC
Bookkeeping/Accounting	GW
Microcomputer Accounting	GW, PC, PV
<i>(See also Business Administration section)</i>	
Paraprofessional Accounting	GC

Business Administration

Business	MC
Business (FASTRACK)	SC
Business (Tracks: Accounting, International Business, Management & Marketing)	SC
General Business	CG, GC, PC, PV
<i>(See also Management section)</i>	
Import/Export Trade	GW, MC, PV
International Business	GW, MC, PC, PV, SC

Computer Science

Computer Applications	PC
Computer Applications Technology	EM
Computer Hardware and Desktop Support	CG, EM, GW, MC, PC, SC
Computer Information Systems	GC, MC, PC, PV, SC, SM

AS/400 Applications Development	GC
AS/400 Operations	GC
Helpdesk Specialist	GC
Oracle Applications Developer	EM, GC
Oracle Database Administrator	EM, GC
Web Design and Development	SC
Web Developer	EM, GW, PV
Computer Networking Technology	PV
Computer Systems Maintenance	PV
Computer Technology	RS
Advanced Systems Engineer	RS
Basic Systems Engineer	RS
Desktop Publishing	EM
Education Technology	GW
Internet/Intranet Web Development Technology	MC
Microcomputer Applications	GC

(See also Office Occupations section)

Microcomputer Applications: Office Specialist/Core and Expert Level	CG
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(See also Office Occupations section)

Microcomputer Business Applications	CG, GC
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(See also Office Occupations section)

Microsoft Database Administration	CG
Microsoft Networking Technology	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Product Specialist	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Solutions Development	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Systems Engineer	CG, EM, GC, GW, PC, PV, SC, SM
Network Administration	GW, SC

Network Administration:

Cisco	CG, EM, GC, GW, PC, SM
Microsoft Windows NT	MC
Novell	MC
UNIX-Solaris	MC
Microsoft Windows 2000	MC
Network Support	SC
Networking System Administration	MC
Networking Technology: Cisco	CG, EM, GC, GW, PC, SM
Personal Computer Applications	SC
Programming Methodology	MC
Programming and System Analysis	EM, GC, GW, MC, PC, PV, SC

Finance

Banking and Finance	PC
Real Estate	GC, MC

Management

Business Management	SM
Credit Union Management I	PC
General Business	GW
Management	MC, PC, SC
Management I and II	PC
Materials Management	GW
Middle Management	GC, PV
Public Administration	RS
Public Relations	GC

(See also Middle Management section)

Retail Management	GC
Small Business Management	EM
Supermarket Management	SM
Supervision	GC
Supervision and Management I and II	SM
Tribal Development	SC
Wholesale Food Management	SM

Marketing

Marketing	MC
Marketing I and II	PC
Salesmanship	MC

Occupational Programs of MCCC

Media Technology

Maricopa Institute for Arts and Entertainment Technology	SC
Media Arts: Computer Art/Illustration	CG, MC, PC, PV
Media Arts: Desktop Publishing	MC, PC
Media Arts: Digital Animation	MC, PC
Media Arts: Digital Imaging	CG, MC, PC
Media Arts: Music Technology	MC, PC
Media Arts: Web Page Design	MC, PC
Motion Picture/Television Production	SC
Broadcast Production	SC
Editing	SC
Film Analysis and Criticism	SC
Film Production	SC
Screenwriting	SC
Video Production Technology	GC

Middle Management

Public Relations	MC
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(See also Management and Media Technology sections)

Office Occupations

Administrative Information Management Support	PV
Administrative Office Coordinator	GC
Administrative Office Professional	MC
Call Center Supervision	GC
Computer Software Applications	PV
Court Reporting	GW
Data Entry Clerk	GC
General Office Secretary	GC
Legal Assisting	PC
Legal Secretarial	PC
Legal Office Support	PC
Medical Office Support	PC
Medical Office Support: Basic Clerical	PC
Medical Office Support: Basic Transcription	PC
Office Automation Systems	GW, PV, SC, SM
Office Coordinator	GC
Office Fundamentals	SC
Office Specialist: Computer Applications	GW
Office Support	GW, PC
Office Support I and II	PC
Receptionist	GC
Scoping	GW
Word Processing	SC

Total Quality Management

Organizational Leadership	EM, GW, MC, PC, PV, RS
Quality Customer Service	GW, MC, PC, PV, RS
Credit Card: Customer Service	RS
Human Services-Assistance: Customer Service	RS
Human Services Specialist: Customer Service	RS
Telecommunications Customer Service	RS
Travel Agency Customer Service	RS
Utilities Customer Service	RS
Quality Process Leadership	GW, MC, PC, PV, RS
Total Quality Management	EM

Health Occupations

Allied Health

Community Health Advocate: Diabetes	MC
Developmental Disabilities Specialist	CG, GC
Diagnostic Medical Ultrasound Technology	GW
Direct Care Practice	MC
EKG/Telemetry Technician	PC
Health Information	PC

Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating	GW
Hospital Central Service	GW
Medical Assisting	PC
Medical Billing	PC
Medical Coding: Physician Based	PC
Medical Front Office	PC
Medical Radiography	GW
Medical Transcription	GW
Nuclear Medicine Technology	GW
Patient Care Technician	PC
Perioperative Nursing	GW
Phlebotomy	PC
Physical Therapist Assisting	GW
Radiography	SC
Respiratory Care	GW
Respiratory Care Technology	GW
Speech-Language Pathology	SC
Surgical Technician First Assistant	GW
Surgical Technology	GW

Dental

Clinical Dental Assisting	RS
Dental Assisting	PC
Dental Hygiene	PC, RS
Dental Office Management	PC

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic)	GC, PC, SC
Basic Emergency Medical Technology	GC, MC, PC, SC
Emergency Communications and Deployment	PC
Intermediate Emergency Medical Technology	GC, MC, PC

(See also Allied Health section)

Paramedicine	MC
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Nursing

Nursing	GC, GW, MC, PC, SC
Nurse Assisting	GC, GW, MC, PC, SC
Practical Nursing	GC, GW, MC, PC, SC
Practical Nursing Fastrack	GW

Home Economics

Early Childhood Education

Adolescent Studies	PC
Child Care	MC
Child Care Administration	PC
Child Development	MC
Classroom Mgmt. for Infants, Toddlers and Preschool Children	PC
Early Childhood Development	SC, SM
Early Childhood Education	GC, PV
Early Childhood Lead Teacher	GC
Early Childhood Small Business Management	SC
Family Resources	PC
Family Support	PC
Infant/Toddler Development	SC

Education

Bilingual Teacher Aide	MC, PC
Teacher Assisting	MC

Food and Nutrition

Commercial Food Preparation	PC
Culinary Studies	PC

Occupational Programs of MCCC

Dietetic Technology	CG, PV
Food Service Administration	PC
Professional Food and Beverage Service	PC

Home Economics

Fashion Design	PC
Apparel Construction	PC
Fashion Design Level I and II	PC
Fashion Illustration Level I, II and III	PC
Pattern Design Level I and II	PC
Interior Design	MC, PC, SC
Advanced Interior Design	MC, PC
Home Furnishing	GC, MC, PC
Interior Design: Professional Level	SC

Merchandising

Apparel Merchandising	MC
Fashion Merchandising	PC

Service Occupations

Administration of Justice

Administration of Justice	GC, MC, PC
Administration of Justice Comprehensive	PC
Administration of Justice Fundamentals	PC
Administration of Justice Studies	SC
Adult Corrections	PC
Advanced Corrections	RS
Basic Corrections	RS
Correctional Program Officers Training	PC
Correctional Service Office Training	PC
Corrections	RS
Corrections Supervision/Management	PC
Crime and Accident Scene Photography	PC
Crime and Intelligence Analysis	CG
Crime Scene Technology	SC
Detention Services	RS
Evidence Technology	PC
Fingerprint Classification and Identification	PC
Judicial Studies	MC
Justice Agencies Support	GC, MC, PC
Justice Agencies Support Level I and II	GC, MC, PC
Justice Studies	SC
Law Enforcement Investigator	GC
Law Enforcement Supervision	SC
Law Enforcement Technology	RS
Law Enforcement Technology Field Training	RS
Parole Officer Training	PC
Peace Officer Certification I-Limited Reserve Officer	MC
Peace Officer Certification II-Full Authority Peace Officer	MC
Police Academy	GC
Police Academy Preparation	GC
Police Academy Preparation: Level I	SC
Police Science	GC, MC
Police Science I and II	GC, MC
Police Science III	GC, MC
Police Supervision	GC
Public Safety Technology	RS
Tribal Court Advocacy	PC
Tribal Court Advocacy I and II	PC

Fire Science

Basic Firefighter	MC
Driver Operator	MC

Fire Academy	GC, SC
Fire Officer I	MC
Fire Science	GC, PC
Fire Science Technology	GC, MC, RS, SC
Recruit Firefighter	GC

Hospitality

Airline Operations	RS
Culinary Arts	SC
Hospitality/Hotel Management	EM
Hospitality and Tourism/Golf Management	SC
Hospitality and Tourism/Hotel Management	SC
Hospitality and Tourism/Restaurant Management	SC
Travel Industry Technology	PC

Library Media Technology

General Proficiency in Library and Information Resource Mgt.	MC
Library and Information Resource Management	MC

Mortuary Science

Mortuary Science	MC
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Parks, Recreation, Leisure and Fitness Studies

Recreational Resources and Facilities Management	PC
Recreational Resources and Facilities Management:	
Horticulture	PC
Equipment Maintenance and Repair	PC
Pesticides	PC
Pro Shop Management	PC
Turf and Irrigation	PC

Health and Physical Education/Fitness

Teaching, Healing Meditation and Stress Management	PV
Therapeutic Massage	PC

Social Sciences

Aerobics Instructor	GC
Chemical Dependency	RS
Chemical Dependency: Level I and II	RS
Interpreter Preparation	PC
Personal Trainer	GC
Sign Language Communication Pre-Employment	PC

Social Services

Advanced Aging Services Mgt. and Administrative Training	PC
Aging Services Mgt. and Administrative Training	PC
Assisted Living: Directed Care Services	PC
Assisted Living: Management	PC
Assisted Living: Medications for Personal Care Services	PC
Assisted Living: Personal Care Services	PC
Assisted Living: Supervisory Care Services	PC
Basic Mediation	PC, SM
Gerontology	PC
Human Services	GC

Technology and Trade Industrial

Air Conditioning and Refrigeration

Commercial-Industrial Air Conditioning/Facilities	GW
Industrial Refrigeration	GW
Residential and Light Commercial Air Conditioning and Refrigeration	GW

Occupational Programs of MCCC

Apprenticeship Related Instruction

Carpentry	GW
Construction Management	GW
Construction Trades: Carpentry	GW
Construction Trades: Millwright	GW
Construction Trades: Painting	GW
Construction Trades: Sheet Metal	GW
Electricity	GW
Ironworking	GW
Millwright	GW
Painting	GW
Pipefitter-Refrigeration	GW
Plumbing	GW
Roofing	GW
Sheet Metal	GW
Steamfitting	GW

Aviation and Aeronautics

Aircraft Construction Technology	CG
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology (Part 147)	CG
Airframe Maintenance (Part 147)	CG
Airway Science Technology, Flight Emphasis	CG
Aviation Electronics Maintenance Technology	CG
Avionics Technology	CG
Composite Technology	CG
Flight Technology	CG
Powerplant Maintenance (Part 147)	CG
Sheet Metal Structures Technology	CG

Automotive Technology

Air Conditioning	MC
Air Conditioning and Electrical Accessories	GW
Automotive Chassis	GC
Automotive Drive Trains	GW
Automotive Electrical Systems	MC
Automotive Engine Performance Diagnosis and Air Conditioning	GC
Automotive Engines and Drive Trains	GC
Automotive Performance Technology	MC
Automotive Suspension, Steering and Brakes	GW
Automotive Technology	GC, GW
Brakes, Alignment, Suspension and Steering	MC
Engine Performance and Diagnosis	GW, MC
Tractor-Trailer Driving	GC
Transmissions and Power Trains	MC

Building and Construction

Building Safety and Construction Technology	PC
Building Safety and Planning Technology	SC
Building Safety Technology	SC
Planning and Development Technology	SC

Commercial Art/Advertising Art

Computer Graphic Design	GC, PC
Multimedia	GC
Multimedia Imaging and Animation	GC
Multimedia Web Design	GC

Drafting Technology

Applied Technology-Electro/Mechanical Drafting	MC
Applied Technology-Manufacturing Semiconductor Processes	MC
Architectural CAD Technology	GC
Architectural Drafting	PC
Architectural Technology	SC
Architecture	MC

CAD-Based Design Documentation	GC
Civil CAD Technology	GC
Computer-Aided Drafting	MC, PC
Construction Drafting I, II and III	MC
Construction Drafting Technology	MC
Electro/Mechanical Drafting	MC
Electromechanical Process Technology	MC
Manufacturing Design Technology	GC
Manufacturing Semiconductor Processes	MC
Mechanical Drafting	MC
Micro Circuit Mask Design	MC
Microcomputer Servicing	GC
Process Technology I and II	MC

Electronics/Electrical Technology

Cable Telecommunications Installation	SM
Cable Telecommunications Service	SM
Computer and Networking Technology	GC
Electric Utility Technology (Effective Fall 2002 pending Governing Board approval)	CG
Electrical Technology	GW
Electromechanical Automation Technology	MC
Electromechanical Automation Technology I and II	MC
Electronic Industries Technology I	MC
Electronics Engineering Technology	MC
Electronics Manufacturing Technology	GC
Electronics/Microprocessor Technology	MC
Electronics Technology	MC
Electronics Technology I and II	MC
Local Area Networks Servicing	GC
Cisco Networking	GC
Telecommunications Technology	SM

Engineering

Civil Engineering Technology	PC
Engineering Technology	GC

Environmental Technology

Biotechnology	MC
Environmental Health and Safety Technology	PV
Hydrologic Studies	GW
Occupational Safety and Health Technology	GW
Safety, Health and Environmental Studies	PV
Wastewater Treatment	RS
Water Distribution and Collection	RS
Water and Industrial Wastewater Treatment Technology	GW
Water Purification Technology	GW
Water Treatment	RS
Water and Wastewater Technology	RS

Manufacturing

Aerospace Manufacturing Technology	GW
Applied Technology-Manufacturing Automation	MC
Applied Technology-Manufacturing CNC	MC
Applied Technology-Manufacturing Machining	MC
Applied Technology-Manufacturing Management	MC
Applied Technology-Manufacturing Quality Assurance	MC
Manufacturing Automation	MC
Manufacturing CNC	MC
Manufacturing Engineering Technology	MC
Manufacturing Machining	MC
Manufacturing Management	MC
Manufacturing Quality Assurance	MC
Manufacturing Technology	GW
Manufacturing Welding	MC

(See also Welding Technology section)

Occupational Programs of MCCC

Machinist

Machinist, Tool and Die	MC
Machinist, Tool and Die: Level I and II	MC

Welding Technology

Applied Technology-Welding	MC
Welding Certification	MC

(See also Manufacturing section)

Maricopa Skill Center Certificates

1245 East Buckeye Road, Phoenix, AZ 85034 (602)238-4300

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 East Buckeye Road, Phoenix, AZ. The more than 150 noncredit Maricopa Skill Center certificates are open-entry/open-exit and self-paced (with the exception of nursing).

Auto Body

Basic Refinishing and Metal Repair
Industrial Spray Painter

Career Sampler

A month-long exploration of up to four career choices

Computer, Office, Business and Banking Programs

Accounting/Payroll
Administrative Clerk/Assistant
Bank Operations
Bank Teller
Call Center
Cashier
Computer Repair and A+ Certification
Computer Software Courses
Customer Service
Data Entry
Desktop Publishing (Adobe, PageMaker, Quark)
Encoder
Graphic Design Applications
Internet: Basic, Intermediate, HTML, Web Design
Microcomputer Software Applications
Office Applications in Legal, Medical, Medical Insurance and Paralegal office skills
Office Assistant
Receptionist
Reservations Agent
Transcriber
Travel Agent

Facilities Maintenance

Facilities Maintenance Worker including Carpentry, Electrical, Plumbing and Introduction to HVAC Skills

Food Preparation

Cook's Apprentice
Kitchen/Baker's helper

Health Care

Health Core Curriculum (HCC)¹

Machine Trades

CNC/Fanuc Control Upgrade
Lathe/Milling Operator
Machine Operator
Manual/CNC Operator

Meat Cutting

Meat Cutter Apprentice
Meat Wrapper/Deli Worker

Medical Assistant (Level II)

Front Office/Back Office¹

Nursing (Levels II and III)

Nursing Assistant¹
Practical Nursing²

Printing

Job Shop Printer
Offset Press Operator
Bindery Operator

Welding

Combination Welder
Arc, MIG, Flux Core and TIG Welding
Introduction to Pipe Welding

SouthWest Skill Center at EMCC Certificates

3000 North Dysart Road, Avondale, AZ 85323-1000 (623) 935-8000

The SouthWest 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. The noncredit SouthWest Skill Center certificates are open-entry/open-exit and self-paced (with the exception of nursing):

Computer, Office, Business and Banking Programs

Administrative Clerk/Assistant
Business Technology Occupation
Call Center
Computer Software Courses
C-TECH Program
Customer Service
Data Entry
Office Assistant
Receptionist

Medical Assistant (Level II)

Front Office/Back Office¹
Medical Terminology/Transcription
Medical Terminology (Spanish)

Nursing (Levels II and III)

Nursing Assistant¹
Practical Nursing²

¹Health Care Integrated curriculum

²MCCC Nursing Programs curriculum blocks 1 and 2

SCOTTSDALE COMMUNITY COLLEGE PROGRAMS

ACCOUNTING

ACC

Business Division Office AP 246 (480) 423-6253

This program has undergone significant modification starting with the 2001-2002 academic year (see page 73, "Business"). Students from previous catalogs may elect to follow the new curriculum; however, they will also be allowed to complete their existing degree.

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

Students can earn a Certificate of Completion in Bookkeeping. Please see page 73 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Accounting. Please see page 73, "Business" for detailed information on the required coursework.

ADMINISTRATION OF JUSTICE STUDIES

AJS

Applied Sciences Division Office AP 237B (480) 423-6599
Program Director, Dr. John Kavanagh AP 248 (480) 423-6345

The Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement, courts, corrections and related technical occupations. The program also provides practitioners within the criminal justice field the opportunity for continuing education and growth and development, or the background to continue their education at a four-year institution. Upon satisfactory completion of the outlined program, the students will receive an Associate in Applied Science degree in Administration of Justice Studies.

In addition to the AAS degree in Administration of Justice Studies, Certificates of Completion are offered in Crime Scene Technology, Justice Studies, Law Enforcement Supervision, and Police Academy Preparation (Level I).

CERTIFICATE OF COMPLETION IN CRIME SCENE TECHNOLOGY: 15 CREDITS

A Certificate of Completion in Crime Scene Technology is available within the Administration of Justice Studies program. This certificate offers students the opportunity to specialize in this important and expanding area of law enforcement.

REQUIRED COURSES: 15 credits

AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS216	Criminalistics: Biological Evidence	3
AJS219	Crime Scene Technology: Physical Evidence	3
AJS269AB	Internship (2) and	
AJS290BN	Courtroom Testimony Seminar (1) or	
AJS280	Crime Laboratory (3)	3

Grade of "C" or better required for all courses in the Certificate of Completion in Crime Scene Technology.

CERTIFICATE OF COMPLETION IN JUSTICE STUDIES: 15 CREDITS

The Certificate of Completion in Justice Studies will provide a core of courses for students who are interested in pursuing a career in Justice Studies but have previously received a degree in a different field of study. For students who are pursuing an AAS in Justice Studies, completion of the certificate will provide an area of specialization within their degree program.

REQUIRED COURSES: 15 credits

AJS119	Computer Applications in Criminal Justice	3
AJS217	Court Procedures	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS275	Criminal Investigation I	3

Grade of "C" or better required for all courses in the Certificate of Completion in Justice Studies.

CERTIFICATE OF COMPLETION IN LAW ENFORCEMENT SUPERVISION: 15 credits

The Certificate of Completion in Law Enforcement Supervision is incorporated within the Administration of Justice Studies program to prepare criminal justice system professionals for supervisory and management positions. For further information, contact the Director of the Administration of Justice Studies program.

REQUIRED COURSES: 15 credits

AJS131	Police Management Techniques I	3
AJS132	Police Management Techniques II	3
AJS211	Police Planning	3
AJS209	Criminal Jurisdiction on Federal Land and Indian Reservations (3) or	
AJS288AA	Community Policing (1) and	
AJS288AB	Cultural Awareness for Police Supervisors (1) and	
AJS288AC	Ethics and Professionalism (1)	3
AJS290BC	Police Supervision (1) and	
AJS290BS	Stress in Law Enforcement (1) and	
AJS290BW	Communication in Criminal Justice (1) and	3

Grade of "C" or better required for all courses in the Certificate of Completion in Law Enforcement Supervision.

CERTIFICATE OF COMPLETION IN POLICE ACADEMY PREPARATION, LEVEL I: 21 credits

The Police Academy Preparation Level I Certificate prepares students for careers as police officers.

REQUIRED COURSES: 21 credits

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS212	Juvenile Justice Procedures	3
AJS230	The Police Function	3
AJS260	Procedural Criminal Law	3
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3

Grade of "C" or better required for all courses in the Certificate of Completion in Police Academy Preparation, Level I.

Continued next page...

Scottsdale Community College Programs

AAS IN ADMINISTRATION OF JUSTICE STUDIES: 64-66 credits

REQUIRED COURSES: 27 credits

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS200	Current Issues in Criminal Justice	3
AJS201	Rules of Evidence	3
AJS210	Constitutional Law	3
AJS212	Juvenile Justice Procedures	3
AJS225	Criminology	3
AJS260	Procedural Criminal Law	3
AJS270	Community Relations	3

RESTRICTED ELECTIVES: 15 credits

Students may select any AJS and JUD courses listed in the college catalog including any AJS Certificates of Completion offered at Scottsdale Community College.

GENERAL STUDIES (G.S.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3) or	
ENG111	Technical Writing (3)	6

Oral Communication

COM100	Introduction to Human Communication (3) or COM100AA(1), COM100AB(1) and COM100AC(1) or	
COM110	Interpersonal Communication (3) or COM110AA(1), COM110AB(1) and COM110AC(1)	3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

AJS123	Ethics and the Administration of Justice	3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

Met by AJS101 in the Required Courses area 0

Grade of "C" or better required for all courses in the AAS in Administration of Justice Studies.

ARCHITECTURAL TECHNOLOGY (Computer-Aided Drafting)

DFT

Applied Sciences Division Office AP 237B (480) 423-6599
Program Director, Myron Brower AP 227 (480) 423-6229

Whether you have a specific interest in **Architectural Drafting** or a general interest in **Computer-Aided Drafting (CAD)**, SCC's **Architectural Technology Program** will serve your needs. Follow the Certificate or AAS degree options to prepare for drafting positions in Architecture, Interior Design, Consulting Engineering, Construction and Government offices ...or...pick and choose CAD, board drafting, rendering, print reading, construction or code classes to enhance specific skills.

CERTIFICATE OF COMPLETION IN ARCHITECTURAL TECHNOLOGY: 30 credits

REQUIRED COURSES: 30 credits

BLT263	Building Codes	3
DFT105	Computer-Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT151	Architectural CAD II: Site Plans and Sections	3
DFT200	Architectural CAD III: Structural Systems	3
DFT201	Architectural CAD IV: Mechanical and Electrical Systems	3
DFT225	Architectural CAD V: Construction Details	3
GTC124	Methods and Materials of Construction	3

Grade of "C" or better required for all courses in the Certificate of Completion in Architectural Technology.

AAS IN ARCHITECTURAL TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 30 credits

BLT263	Building Codes	3
DFT105	Computer-Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT151	Architectural CAD II: Site Plans and Sections	3
DFT200	Architectural CAD III: Structural Systems	3
DFT201	Architectural CAD IV: Mechanical and Electrical Systems	3
DFT225	Architectural CAD V: Construction Details	3
GTC124	Methods and Materials of Construction	3

RESTRICTED ELECTIVES: 11 credits

ARH100	Introduction to Art	3
ART111	Drawing I	3
CAD+++	Any CAD course	1-3
CIS/BPC+++	Any Windows/Internet/Word Processing course	1-3
DFT221	Architectural Rendering: Pen and Ink, Technical Techniques ...	3
DFT296++	Any Cooperative Education module	1-3
DFT+++	Any other CAD or 3-D CAD courses	3-9
INT115	Historical Architecture and Furniture	3
INT120	Twentieth Century Architecture and Furniture	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 24-26 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 9 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 2
(ARH100 in Restricted Electives area would satisfy this category; however, an additional 3 credits of Restricted Electives would then have to be taken.)

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area 3

Grade of "C" or better required for all courses in the AAS in Architectural Technology.



Scottsdale Community College Programs

BUILDING SAFETY AND PLANNING TECHNOLOGY **BLT**

Applied Sciences Division Office AP 237B (480) 423-6599
 Program Director, Myron Brower AP 227 (480) 423-6229

CERTIFICATE OF COMPLETION IN PLANNING AND DEVELOPMENT TECHNOLOGY: 30 credits

REQUIRED COURSES: 30 credits

BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT140	Environmentally Responsible Building	3
BLT263	Building Codes	3
CET104	Community Planning and Development	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
GPH210	Introduction to Environmental Geography	3
MAT102	Mathematical Concepts/Applications	3

Grade of "C" or better required for all courses in the Certificate of Completion in Planning and Development Technology.

AAS IN BUILDING SAFETY AND PLANNING TECHNOLOGY: 64 credits

REQUIRED COURSES: 30 credits

BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT263	Building Codes	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
MAT102	Mathematical Concepts/Applications	3

AND Option 1:

BLT140	Environmentally Responsible Building (3) and	
CET104	Community Planning and Development (3) and	
GPH210	Physical Environment (3)	9

OR Option 2:

BLT120	Techniques of Building Inspection (3) and	
BLT124	Designing for Americans with Disabilities Act (3) and	
GTC124	Methods and Materials of Construction (3)	9

RESTRICTED ELECTIVES: 12 credits

BIO105	Environmental Biology	4
BLT296WC	Cooperative Education	3
BPC/CIS121AE	Windows Operating System: Level I	1
CIS133AA	The Internet: Level I	1
DFT105	Computer Aided Drafting I	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT225	Architectural CAD V: Construction Details	3
GCU102	Intro to Human Geography	3
GTC122	Building Materials	3
MGT101	Techniques of Supervision	3
MGT126	Customer Service Skills and Strategies	3
MGT172	Organizations, Paradigms, and Change	1
MGT251	Human Relations in Business	3
REA179	Real Estate Principles I	3
REA180	Real Estate Principles II	3
BLT/CET/ GPH/GTC:	Any course in alternate area of specialty	3-9

GENERAL STUDIES (G.S.) REQUIREMENTS: 22 credits

CORE: 12 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Met by MAT102 in Required Courses area		0
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area		4
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Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area		3
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Grade of "C" or better required for all courses in the AAS in Building Safety and Planning Technology.

BUILDING SAFETY TECHNOLOGY

BLT

Applied Sciences Division Office AP 237B (480) 423-6599
 Program Director, Myron Brower AP 227 (480) 423-6229

CERTIFICATE OF COMPLETION IN BUILDING SAFETY TECHNOLOGY: 30 credits

REQUIRED COURSES: 30 credits

BLT120	Techniques of Building Inspection	3
BLT121	Electrical Codes	3
BLT124	Designing for the Americans with Disabilities Act	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT263	Building Codes	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
GTC124	Methods and Materials of Construction	3
MAT102	Mathematical Concepts/Applications	3

Grade of "C" or better required for all courses in the Certificate of Completion in Building Safety Technology.



Scottsdale Community College Programs

BUSINESS (FASTRACK)

Business Division Office AP 246 (480) 423-6253
 Program Director, Norma Johansen AP 240 (480) 423-6272

The AAS in Business (FASTRACK) Program is designed for working adults seeking to update, upgrade or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners.

Each course/module includes hands-on activities and projects in an accelerated five-week format. Instructor-led classes meet once per week for four hours with student teams obliged to complete group assignments outside of the classroom as prescribed by course/module requirements. Classes will be limited to a maximum of 25 students. The program also offers five-week, Internet-based courses. Students may only take one Fastrack Online class at a time.

Additional features of the program include:

- Student-directed learning stressing the dynamic business environment, communication skills and leadership development.
- Utilization of Microsoft Office package including Word, Excel and PowerPoint.
- Integration of international business issues and practices.
- Practical application of study concepts to workplace situations.
- Development of student portfolio intended for presentation to current or prospective employers.

A Business (FASTRACK) Certificate is also available to students. This program contains all of the features of the AAS Program, but does not include a General Studies component.

Note: Prerequisites of program include a minimum of two years of full-time employment, very good computer skills and access to Microsoft Office software.

CERTIFICATE OF COMPLETION IN BUSINESS (FASTRACK): 33 credits

Note: Prerequisites of program include a minimum of two years of full-time employment, very good computer skills and access to Microsoft Office software.

REQUIRED COURSES: 33 credits

ACC110	Understanding and Using Accounting Systems	3
GBS120	Workplace Communication Skills	3
GBS200	Understanding the Business Environment	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS201	International Studies for Business	3
MGT109	Development of Professional Skills and Standards	3
MGT126	Customer Service Skills and Strategies	3
MGT127	Managing and Leading for Competitive Advantage	3
MGT179	Utilizing the Human Resources Department	3
MGT206	Business Research Project (3) or	
MGT253	Owning/Operating a Small Business (3)	3
MKT210	Applied Marketing Strategies	3

Grade of "C" or better required for all courses in the Certificate of Completion in Business (FASTRACK).

AAS IN BUSINESS (FASTRACK): 64-66 credits

Note: Prerequisites of program include a minimum of two years of full-time employment, very good computer skills and access to Microsoft Office software.

REQUIRED COURSES: 36 credits

ACC110	Understanding and Using Accounting Systems	3
BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
GBS120	Workplace Communication Skills	3
GBS200	Understanding the Business Environment	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS201	International Studies for Business	3
MGT109	Development of Professional Skills and Standards	3
MGT126	Customer Service Skills and Strategies	3
MGT127	Managing and Leading for Competitive Advantage	3
MGT179	Utilizing the Human Resources Department	3
MGT206	Business Research Project (3) or	
MGT253	Owning/Operating a Small Business (3)	3
MKT210	Applied Marketing Strategies	3

RESTRICTED ELECTIVES: 3 credits

Any additional ACC, GBS, MGT or MKT course(s) listed in the college catalog 1-3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area (HUM205 recommended) 3

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
SOC101	Introduction to Sociology (3)	3

Grade of "C" or better required for all courses in the AAS in Business (FASTRACK).



Scottsdale Community College Programs

BUSINESS

Business Division Office AP 246 (480) 423-6253

The Business program is designed for students with work experience seeking to enhance career skills in a one- or two-year program. These students may choose to continue their education at the following four-year institutions which accept the AAS degree towards completion of a bachelor's degree: ASU West and East, University of Phoenix, and Western International University.

AAS IN BUSINESS: 64-66 credits

The AAS in Business has undergone significant modification starting with the 2001-2002 academic year. Students completing this degree will receive an AAS in Business with a specialization in any one of the following categories:

- Accounting
- International Business
- Management
- Marketing

Students from previous catalogs may elect to follow this curriculum; however, they will also be allowed to complete their existing degree.

REQUIRED COURSES: Core plus one of four specializations.

CORE: 24 credits

ACC111	Accounting Principles I	3
ACC230	Uses of Accounting Information I	3
BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233	Business Communication	3
MGT175	Business Organization and Management	3
MKT271	Principles of Marketing	3

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS:

Track I: Accounting specialization Credits: 15		
ACC105	Payroll, Sales and Property Taxes	3
ACC112	Accounting Principles II	3
ACC115	Computerized Accounting	2
ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
OAS118	10-Key By Touch	1
OR		
Track II: Management specialization ... Credits: 15		
GBS131	Business Calculations	3
MGT109	Development of Professional Skills and Standards	3
MGT127	Managing and Leading for Competitive Advantage (3) or	
MGT251	Human Relations in Business (3)	3
MGT179	Utilizing the Human Resources Department (3) or	
MGT276	Personnel/Human Resource Management (3)	3
MGT253	Owning and Operating a Small Business	3
OR		
Track III: International Business specialization Credits: 8		
IBS101	Introduction to International Business	3
IBS108	Basics of Import/Export Operations	2
IBS109	Cultural Dimension for International Business	3
OR		
Track IV: Marketing specialization Credits: 15		
GBS131	Business Calculations	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3

GBS

RESTRICTED ELECTIVES: 0-8 credits

Track I: Accounting
No additional courses required0

Track II: Management
No additional courses required0

Track III: International Business

Note: Students following the International Business track must select 6-8 credits from the following to complete the Restricted Electives requirement (may not use Business Core courses):

ACC+++	Any additional ACC course(s)	6-8
GBS+++	Any additional GBS course(s)	6-8
IBS+++	Any additional IBS course(s) except IBS201	6-8
MGT+++	Any additional MGT course(s)	6-8
MKT+++	Any additional MKT course(s)	6-8
	Any foreign language course(s)	6-8

Track IV: Marketing
No additional courses required0

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. S. course in the First-Year Composition area 6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101 Critical and Evaluative Reading I (3) or
equivalent as indicated by assessment 3

Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
IBS109*	Cultural Dimension for International Business (3) or	
SBU200	Society and Business (3)	3

*Note: Students in the International Business Track, which requires IBS109, must choose an additional course from the Social and Behavioral Sciences area.

Grade of "C" or better required for all courses in the AAS in Business.

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

This program prepares students to work for CPA firms, corporate accounting departments and small businesses. Students with work experience and the skills developed in this program would also be able to operate their own small bookkeeping businesses.

PROGRAM PREREQUISITES: 3 credits

ENG101 First-Year Composition (3) or
permission of the Program Director 3

REQUIRED COURSES: 27 credits

ACC105	Payroll, Sales and Property Taxes	3
ACC111	Accounting Principles I	3
ACC112	Accounting Principles II	3
ACC115	Computerized Accounting	2
ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
BPC110	Computer Usage and Applications	3
GBS151	Introduction to Business	3
GBS233	Business Communication	3
OAS118	10-Key By Touch	1

Grade of "C" or better required for all courses in the Certificate of Completion in Bookkeeping.

Continued next page...



Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN INTERNATIONAL BUSINESS: 29-31 credits

This program prepares students for entry- and mid-level positions as well as those seeking advancement at the management level.

REQUIRED COURSES: 23 credits

ACC111	Accounting Principles I	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS101	Introduction to International Business	3
IBS108	Basics of Import/Export Operations	2
IBS109	Cultural Dimension for International Business	3
MGT175	Business Organization and Management	3
MKT271	Principles of Marketing	3

RESTRICTED ELECTIVES: 6-8 credits

Note: Students following the International Business track must select 6-8 credits from the following to complete the Restricted Electives requirement (may not use Business Core courses):

ACC+++	Any additional ACC course(s)	6-8
GBS+++	Any additional GBS courses(s)	6-8
IBS+++	Any additional IBS course(s) except IBS201	6-8
MGT+++	Any additional MGT course(s)	6-8
MKT+++	Any additional MKT course(s)	6-8
	Any foreign language course(s)	6-8

Grade of "C" or better required for all courses in the Certificate of Completion in International Business.

CERTIFICATE OF COMPLETION IN MANAGEMENT: 30 credits

This program is designed for students who plan to attend college for one or two years only and are preparing for entry-level positions in business.

REQUIRED COURSES: 30 credits

ACC111	Accounting Principles I	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT109	Development of Professional Skills and Standards	3
MGT127	Managing and Leading for Competitive Advantage (3) or	
MGT251	Human Relations in Business (3)	3
MGT175	Business Organization and Management	3
MGT179	Utilizing the Human Resources Department (3) or	
MGT276	Personnel/Human Resource Management (3)	3
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3

Grade of "C" or better required for all courses in the Certificate of Completion in Management.

CERTIFICATE OF COMPLETION IN MARKETING: 39 credits

This program is designed for students preparing for entry-level positions in marketing and who plan to attend college for one year only.

PROGRAM PREREQUISITES: 3 credits

ENG101	First-Year Composition (3) or permission of the Program Director	3
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REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I	3
ACC230	Uses of Accounting Information I	3
BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233	Business Communication	3
MGT175	Business Organization and Management	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3

MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

Grade of "C" or better required for all courses in the Certificate of Completion in Marketing.

BUSINESS-PERSONAL COMPUTERS

BPC

Business Division Office AP 246 (480) 423-6253
Program Director, Dan Combellick CM 420 (480) 423-6282

The Personal Computer Applications program is designed to provide computer skills in the areas of word processing, spreadsheets, database management, operating systems, and other software. This program is designed to provide students with basic business and computer applications skills necessary for employment in a wide variety of entry-level positions in business.

Scottsdale Community College is an official member of the Microsoft® IT Academy Program. These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, A+ and MCSA (Microsoft Certified System Administrator) certifications.

- ALSO SEE:** Computer Hardware and Network Support, page 75
Computer Information Systems, page 76
Microsoft Networking Technology, page 89
Microsoft Solutions Development, page 91
Network Administration, page 77
Office Automation Systems, page 97
Programming and System Analysis, page 78

CERTIFICATE OF COMPLETION IN PERSONAL COMPUTER APPLICATIONS: 36-38 credits

REQUIRED COURSES: 24-26 credits

BPC110	Computer Usage and Applications	3
BPC111AA	Computer Keyboarding I (1) or	
OAS101AA	Computer Typing I: Keyboard Mastery (1)	1
BPC/CIS114++	Any two modules (1)	2
BPC/CIS117++	Any Database Management modules (1-3)	3
BPC/CIS118AB	PowerPoint: Level I	1
BPC/CIS121AB	MS-DOS Operating System	1
BPC/CIS121AE	Windows Operating System: Level I	1
BPC/OAS135++	Any Word Processing module	2
BPC/OAS235++	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
ENG101	First-Year Composition	3
GBS131	Business Calculations (3) or	
MAT102	Mathematical Concepts/Applications (3) or	
MAT120	Intermediate Algebra with Review (5) or	
MAT122	Intermediate Algebra Accelerated (3)	3-5

RESTRICTED ELECTIVES: 12 credits

ACC111	Accounting Principles I	3
ACC115	Computerized Accounting	2
BPC125	Microcomputer Set Up and Maintenance	1
BPC138++	Any Desktop Publishing module	3
BPC170	Computer Maintenance I: A+ Prep	3
BPC/OAS235++	Any additional Advanced Word Processing module	2
CIS190	Introduction to Local Area Networks	3
CIS+++	Any other CIS courses	1-3
MST150	Microsoft Windows Professional	3

Grade of "C" or better required for all courses in the Certificate of Completion in Personal Computer Applications.



Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS

CIS

Computer Information Systems Programs

Business Division Office AP 246 (480) 423-6253
 Program Director, Dan Combellick CM 420 (480) 423-6282

The Computer Information Systems program provides training for various entry-level positions in computer systems. Career opportunities include LAN administrator, systems analyst, computer programmer, computer operator, computer hardware and software salesperson. The programs offered at SCC include a two-year career program that leads to an Associate in Applied Science in Computer Information Systems and a Certificate of Completion in Computer Information Systems. The Certificate of Completion in Computer Hardware and Network Support is designed to prepare students for entry-level network technician jobs and to help prepare them for multiple industry certification examinations. The Certificate of Completion in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate of Completion in Software Development prepares students for entry-level positions in software development, including corporate web systems using interactive applications. The Certificate of Completion in Web Design and Development will prepare students to work with and design professional web pages, write programs and manage corporate databases.

Scottsdale Community College is an official member of the Microsoft® IT Academy Program. These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, A+ and MCSA (Microsoft Certified System Administrator) certifications.

ALSO SEE: Computer Information Systems, page 76
 Microsoft Networking Technology, page 89
 Microsoft Solutions Development, page 91
 Network Administration, page 77

CERTIFICATE OF COMPLETION IN COMPUTER HARDWARE AND NETWORK SUPPORT: 23 credits

REQUIRED COURSES: 23 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
BPC270	Microcomputer Maintenance II	3
CIS102	Customer Service/Technical Support	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration (3) or	
MST150	Microsoft Windows Professionals (3)	3
CIS240	Local Area Network Planning and Design	3

Grade of "C" or better required for all courses in the Certificate of Completion in Computer Hardware and Network Support.

CERTIFICATE OF COMPLETION IN DATABASE DEVELOPMENT: 29 credits

REQUIRED COURSES: 29 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS217AM	Advanced Microsoft Access: Database Management	3
CIS105	Survey of Computer Information Systems (3)	3
CIS119DO	Introduction to Oracle: SQL and PL/SQL	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS164AB	Oracle: PL/SQL Programming	3
CIS164AC	Oracle: Developer Forms I (3) or	
CIS164AE	Oracle: Developer Reports (3)	3

CIS164AG	Oracle: Data Modeling and Relational Database Design	2
CIS225AB	Object-Oriented Analysis and Design	3

Grade of "C" or better required for all courses in the Certificate of Completion in Database Development.

CERTIFICATE OF COMPLETION IN SOFTWARE DEVELOPMENT: 30 credits

REQUIRED COURSES: 30 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS119DO	Introduction to Oracle: SQL and PL/SQL	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162++	CC++ Programming: Level I (3) or	
CIS163AA	Java Programming: Level I (3)	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS259	Visual Basic Programming II	3
CIS275DC	Creating a Visual Basic Application	3

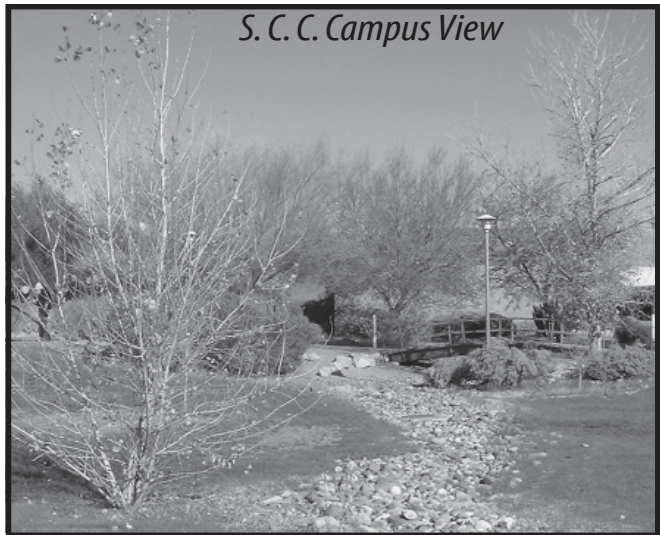
Grade of "C" or better required for all courses in the Certificate of Completion in Software Development.

CERTIFICATE OF COMPLETION IN WEB DESIGN AND DEVELOPMENT: 36 credits

REQUIRED COURSES: 36 credits

BPC/CIS117DM	Microsoft Access: Database Management (3) or	
CIS119DL	Oracle: Database Management (3)	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Level I	3
CIS163AA	Java Programming: Level I	3
CIS166++	Web Scripting/Programming (any module)	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	The Internet Web Publishing	3
CIS235	e-Commerce	3

Grade of "C" or better required for all courses in the Certificate of Completion in Web Design and Development.



Continued next page...

Programs



Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN COMPUTER INFORMATION SYSTEMS: 39-41 credits

REQUIRED COURSES: 25-27 credits

BPC/CIS117++	Any Database Management module (1-3) or	
CIS119++	Any Oracle Database Management module (1-3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
ENG101	First-Year Composition	3
GBS131	Business Calculations (3) or	
MAT102	Mathematical Concepts/Applications (3) or	
MAT120	Intermediate Algebra (5) or	
MAT122	Intermediate Algebra (3)	3-5

RESTRICTED ELECTIVES: 14 credits

BPC/CIS217AM	Advanced Microsoft Access: Database Management	3
CIS219DO	Oracle: Extended Data Retrieval with SQL	1
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
CIS158	COBOL Programming I	3
CIS163AA	Java Programming: Level I	3
CIS164++	Oracle (any module)	2-3
CIS166	Web Scripting/Programming	3
CIS167AA	C++ Object-Oriented Programming	3
CIS190	Introduction to Local Area Networks	3
CIS191	Novell NetWare System Administration	3
CIS233DA	The Internet Web Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275++	Any CIS275 module	3
CIS277++	Any CIS277 module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco course	3
CSC+++	Any computer science course	3
MST+++	Any Microsoft course	3

Grade of "C" or better required for all courses in the Certificate of Completion in Computer Information Systems.

AAS IN COMPUTER INFORMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 22 credits

BPC/CIS117++	Any Database Management module(s) (1-3) or	
CIS119++	Any Oracle Database Management module(s) (1-3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3

RESTRICTED ELECTIVES: 17 credits

BPC/CIS133DA	The Internet/World Wide Web	3
BPC/CIS217AM	Advanced Microsoft Access: Database Management	3
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
CIS158	COBOL Programming I	3
CIS163AA	Java Programming: Level I	3
CIS164++	Oracle (any module)	2-3
CIS166	Web Scripting/Programming	3
CIS167AA	C++ Object-Oriented Programming	3
CIS190	Introduction to Local Area Networks	3
CIS191	Novell NetWare System Administration	3
CIS219DO	Oracle: Extended Data Retrieval with SQL	1
CIS233DA	The Internet Web Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275++	Any CIS275 module	1-3
CIS277++	Any CIS277 module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco course	3
CSC+++	Any computer science course	3
MST+++	Any Microsoft course	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

Any approved G.S. course in the First-Year Composition area	6
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Oral Communication

Any approved G.S. course in the Oral Communication area	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area	3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area	4
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Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area	3
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Grade of "C" or better required for all courses in the AAS in Computer Information Systems.

Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS

CIS

Network Administration Programs

Business Division Office AP 246 (480) 423-6253
 Program Director, Dan Combellick CM 420 (480) 423-6282

The Certificate of Completion and the Associate in Applied Science in Network Administration are designed to provide the student with training for a variety of entry-level positions related to computer systems. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support.

Scottsdale Community College is an official member of the Microsoft® IT Academy Program. These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, A+ and MCSA (Microsoft Certified System Administrator) certifications.

ALSO SEE: Computer Hardware and Network Support, page 75
 Computer Information Systems, page 76
 Microsoft Networking Technology, page 89
 Microsoft Solutions Development, page 91
 Network Administration, page 77
 Office Automation Systems, page 97

CERTIFICATE OF COMPLETION IN NETWORK ADMINISTRATION: 39 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS240	Local Area Network Planning and Design	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

RESTRICTED ELECTIVES: 6 credits

BPC/CIS133DA	The Internet/World Wide Web	3
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any computer science course	3
MST+++	Any Microsoft course	3

Grade of "C" or better required for all courses in the Certificate of Completion in Network Administration.

AAS IN NETWORK ADMINISTRATION: 64-66 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS240	Local Area Network Planning and Design	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

RESTRICTED ELECTIVES: 6 credits

BPC/CIS133DA	The Internet/World Wide Web	3
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any computer science course	3
MST+++	Any Microsoft course	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

Any approved G.S. course in the First-Year Composition area	6
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Oral Communication

Any approved G.S. course in the Oral Communication area	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area	3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area	4
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Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area	3
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Grade of "C" or better required for all courses in the AAS in Network Administration.



Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS

CIS

Programming and System Analysis Programs

Business Division Office AP 246 (480) 423-6253
 Program Director, Dan Combelick CM 420 (480) 423-6282

The Certificate of Completion and the Associate in Applied Science in Programming and System Analysis provides an in-depth exploration of different computer language and technical skills, operating systems, local area networks, business communication, team roles, and dynamics.

ALSO SEE: Computer Hardware and Network Support, page 75
 Computer Information Systems, page 76
 Microsoft Networking Technology, page 89
 Microsoft Solutions Development, page 91
 Network Administration, page 77
 Office Automation Systems, page 97
 Personal Computer Applications, page 74

CERTIFICATE OF COMPLETION IN PROGRAMMING AND SYSTEM ANALYSIS: 31 credits

REQUIRED COURSES: 31 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	MS-DOS Operating System (1) or	
CIS121AE	Windows Operating System: Level I (1) or	
CIS126AA	UNIX Operating System: Level I (1)	1
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162++	C Programming I (any module)	3
CIS163AA	Java Programming: Level I	3
CIS190	Introduction to Local Area Networks	3
CIS225	Business Systems Analysis and Design	3
CIS250	Management Information Systems	3
GBS233	Business Communication	3

Grade of "C" or better required for all courses in the Certificate of Completion in Programming and System Analysis.

AAS IN PROGRAMMING AND SYSTEM ANALYSIS: 65 credits

PROGRAM PREREQUISITES: 3 credits

CRE101	Critical and Evaluative Reading I (3) or equivalent by assessment	3
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REQUIRED COURSES: 31 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	MS-DOS Operating System (1) or	
CIS121AE	Windows Operating System: Level I (1) or	
CIS126AA	UNIX Operating System: Level I (1)	1
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162++	C Programming I (any module)	3
CIS163AA	Java Programming: Level I	3
CIS190	Introduction to Local Area Networks	3
CIS225	Business Systems Analysis and Design	3
CIS250	Management Information Systems	3
GBS233	Business Communication	3

RESTRICTED ELECTIVES: 12 credits

CIS126DA	UNIX Operating System	3
CIS158	COBOL Programming I	3
CIS259	Visual Basic Programming II	3
CIS262++	C: Level II (any module)	3
CIS263AA	Java Programming: Level II	3
CIS290AC	Computer Information Systems Internship	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 22 credits

CORE: 12 credits

First-Year Composition

ENG101	First-Year Composition (3) or	
ENG107	First-Year Composition for ESL (3) and	3
ENG102	First-Year Composition (3) or	
ENG108	First-Year Composition for ESL (3)	3

Oral Communication

Any approved G. S. course in the Oral Communication area	3
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Critical Reading

Met by CRE101 in Program Prerequisites area	0
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Mathematics

MAT212	Brief Calculus	3
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area	3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area	4
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Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3)	3

Grade of "C" or better required for all courses in the AAS in Programming and System Analysis.

COMPUTER SCIENCE

CSC

Mathematics/Sciences Division Office PS 153 (480) 423-6111
 CSC Course Coordinator, Gerald Thurman CM 424 (480) 423-6110

Scottsdale Community College offers many lower-division courses in computer science and computer systems engineering. Our goal is to provide transfer students and computer professionals with a solid education in the fundamental principles and concepts of computer science.

These courses may be of interest to the transfer student interested in a Computer Science degree:

CHM151	General Chemistry I	3
CHM152	General Chemistry II	3
CSC110AB	Introduction to Computer Science (Java)	4
CSC200AB	Principles of Computer Science (Java)	4
CSC210AB	Data Structures and Algorithms (Java)	4
ECE102	Engineering Analysis Tools and Techniques	2
ECE103	Engineering Problem Solving and Design	2
ECE211	Engineering Mechanics-Statics	3
MAT220	Analytic Geometry and Calculus I	5
MAT227	Discrete Mathematical Structures	3
MAT230	Analytic Geometry and Calculus II	5
MAT241	Calculus with Analytic Geometry III	4
MAT262	Differential Equations	3
PHY115	University Physics I	5
PHY116	University Physics II	5

The following courses may appeal to students interested in technical elective credit, those with prior programming experience or those with a professional interest:

CSC185	World Wide Web and Introductory Internet Programming	3
CSC285	Computer Programming in the WWW Environment	4
CSC294AA	Special Topics in Computing	3

Contact the CSC Course Coordinator for advice regarding particular needs.



Scottsdale Community College Programs

CULINARY ARTS

Business Division Office AP 246 (480) 423-6253
 Program Director, Karen Chalmers AP 254 (480) 423-6241

The Culinary Arts program is designed to train students who wish to become professional chefs. It offers a Certificate of Completion and an AAS degree in Culinary Arts. The certificate program requires 35 hours per week in direct class participation for two semesters. A special fee of \$425 per semester is required in addition to the regular tuition fees. The state-of-the-art facility includes 10,000 square feet of teaching kitchens, The Artichoke Grill lunch room and the Desert Oasis dining room, providing practical work experience for students. Students are accepted in the fall and spring semesters for the block program through an application and interview process.

ALSO SEE: Hospitality and Tourism/Hotel Management and Hospitality and Tourism/Restaurant Management (HRM), page 85.

CERTIFICATE OF COMPLETION IN CULINARY ARTS: 35 credits

REQUIRED COURSES: 35 credits

CUL110	Food Service Nutrition	2
CUL115	Food Service Sanitation and Safety	1
CUL120	Stewarding	2
CUL126	Applied Math for Food Service	1
CUL130	Hot Foods I	3
CUL140	Culinary Principles I	2
CUL150	Garde Manger I	2
CUL160	Bakery and Pastry Production I	3
CUL170	Dining Room Operations I	2
CUL210	Menu Planning and Facilities Design	2
CUL230	Hot Foods II	3
CUL240	Culinary Principles II	2
CUL250	Garde Manger II	2
CUL260	Bakery and Pastry Production II	2
CUL270	Dining Room Operations II	3
HRM110	Introduction to Hospitality Management	3

Grade of "C" or better required for all courses in the Certificate of Completion in Culinary Arts.



CUL

AAS IN CULINARY ARTS: 66-68 credits

Entrance into the Culinary Arts program is by application only. A special fee of \$425 is required per semester in addition to the regular tuition fees.

REQUIRED COURSES: 35 credits

CUL110	Food Service Nutrition	2
CUL115	Food Service Sanitation and Safety	1
CUL120	Stewarding	2
CUL126	Applied Math for Food Service	1
CUL130	Hot Foods I	3
CUL140	Culinary Principles I	2
CUL150	Garde Manger I	2
CUL160	Bakery and Pastry Production I	3
CUL170	Dining Room Operations I	2
CUL210	Menu Planning and Facilities Design	2
CUL230	Hot Foods II	3
CUL240	Culinary Principles II	2
CUL250	Garde Manger II	2
CUL260	Bakery and Pastry Production II	2
CUL270	Dining Room Operations II	3
HRM110	Introduction to Hospitality Management	3

RESTRICTED ELECTIVES: 6 credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
CUL180	Food in History	3
CUL190	Catering Operations I	3
CUL296++	Cooperative Education (any module)	1-4
CUL298++	Special Projects (any module)	1-3
HRM230	Beverage Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1)	3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or	
	equivalent as indicated by assessment	3

Mathematics

	Any approved G. S. course in the Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. S. course in the Humanities and Fine Arts area	3
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Natural Sciences

	Any approved G. S. course in the Natural Sciences area	4
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Social and Behavioral Sciences

	Any approved G. S. course in the Social/Behavioral Sciences area	3
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Grade of "C" or better required for all courses in the AAS in Culinary Arts.

DRAFTING (ARCHITECTURAL TECHNOLOGY)

DFT

Applied Sciences Division Office AP 237B (480) 423-6599
 Program Director, Myron Brower AP 227 (480) 423-6229

Drafting and Computer-aided Drafting are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (DFT), page 70.

Scottsdale Community College Programs

EARLY CHILDHOOD DEVELOPMENT

ECH

Social/Behavioral Sciences Division Office SB 130 (480) 423-6206
 Program Director, Dr. Rosanne Dlugosz..... SB 126 (480) 423-6204

The Early Childhood Development program prepares individuals to assume teaching or administrative positions serving young children from birth through preschool age or that provide after-school child care for five- to eight-year-olds. (Preschool and child care center personnel in Arizona are not required to have state elementary teaching certification.) Elementary teaching information found under Education (EDU).

In addition to an Associate in Applied Science in Early Childhood Development, the program also offers a Certificate of Completion in Early Childhood Development, a Certificate of Completion in Early Childhood Small Business Management, and a Certificate of Completion in Infant/Toddler Development (see page 87).

Individuals employed or assisting in state licensed early childhood facilities will be required to meet regulatory standards in effect at the time of employment. This may typically include fingerprint check, TB tests, immunizations and CPR/first aid training.

Selected courses in this program are available in the day session, but most will be offered in the evening or on Saturdays. Required ECH courses are offered at least once per academic year. Restricted elective ECH courses are offered in rotation every third semester.

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD SMALL BUSINESS MANAGEMENT: 24 credits

REQUIRED COURSES: 13 credits

ECH236	Learning Materials for Young Children	1
ECH271	Arranging the Environment	1
ECH279	Early Childhood Curriculum Development	1
ECH283	Physical Well-Being of the Young Child	1
ECH287	Professional Development in Early Childhood Education	1
ECH288	Community Resources and Referral	1
ECH290	Early Childhood/Small Business Internship	1
MGT127	Managing and Leading for Competitive Advantage	3
MGT253	Owning and Operating a Small Business	3

RESTRICTED ELECTIVES: 11 credits

ECH/ITD+++ Any additional ECH or ITD courses (5)

And select six credits from the following courses:

ACC111	Accounting Principles I	3
MGT101	Techniques of Supervision	3
MGT126	Customer Service Skills and Strategies	3
MGT179	Utilizing the Human Resources Department	3
MGT251	Human Relations in Business	3
MGT276	Personnel/Human Resource Management	3
SBS+++	Any SBS course	1-3

Grade of "C" or better required for all courses in the Certificate of Completion in Early Childhood Small Business Management.

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD DEVELOPMENT: 21 credits

REQUIRED COURSES: 11 credits

ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH127	Play and Creative Expression (2) and	
ECH126AB	Play Lab - Toddlers (1) or	
ECH126AC	Play Lab - Preschoolers (1) or	
ECH126AD	Play Lab - Primary (1)	3
ECH285	Assistant Teaching in Early Childhood Settings I	2
ECH286	Assistant Teaching in Early Childhood Settings II	2
ECH287	Professional Development in Early Childhood Education	1

RESTRICTED ELECTIVES: 10 credits

ECH214	Preschool Education	3
ECH215	Democracy and Diversity in Early Childhood	2
ECH236	Learning Materials for Young Children	1
ECH237	Media for Young Children	1
ECH238	Computers in Early Childhood	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH274	Books and Verse for the Young Child	1
ECH275	Literacy Development and the Young Child	1
ECH276	Musical Beginnings	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH288	Community Resources and Referral	1
ECH296WC	Cooperative Education	3
ENH291	Children's Literature (EDU291)	3
ITD183	Infant/Toddler Learning Materials	1
ITD201	Attachment and Relationships	2
SOC210	The Child in Society	3

Grade of "C" or better required for all courses in the Certificate of Completion in Early Childhood Development.

AAS IN EARLY CHILDHOOD DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 17 credits

ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH127	Play and Creative Expression (2) and	
ECH126AA	Play Lab - Infants (1) or	
ECH126AB	Play Lab - Toddlers (1) or	
ECH126AC	Play Lab - Preschoolers (1) or	
ECH126AD	Play Lab - Primary (1)	3
ECH215	Democracy and Diversity in Early Childhood	2
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH285	Assistant Teaching/Early Childhood Settings I	2
ECH286	Assistant Teaching/Early Childhood Settings II	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2

RESTRICTED ELECTIVES: 15 credits

ECH214	Preschool Education	3
ECH236	Learning Materials for Young Children	1
ECH237	Media for Young Children	1
ECH238	Computers in Early Childhood	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH274	Books and Verse for the Young Child	1
ECH275	Literacy Development and the Young Child	1
ECH276	Musical Beginnings	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH288	Community Resources and Referral	1
ECH296WC	Cooperative Education	3
EDU230	Cultural Diversity in Education	3
ENH291	Children's Literature (EDU291)	3
FON100	Introductory Nutrition	3
ITD+++	Any additional Infant/Toddler Dvlpmnt courses	1-10
SOC210	The Child in Society	3



Scottsdale Community College Programs

FREE ELECTIVES: 10 credits

GENERAL STUDIES (G.S.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM110	Interpersonal Communication (3) or COM110AA(1), COM110AB(1) and COM110AC(1) or	
COM230	Small Group Communication (3)	3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3
(ENH291 from Restricted Electives list would satisfy this category; however, an additional three credits of Restricted Electives would then have to be taken.)

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

Met by ECH176 or PSY240 in the Required Courses area 0

Grade of "C" or better required for all courses in the AAS in Early Childhood Development.

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132 (480) 423-6225

The Division of Health Sciences offers a Certificate of Completion in Basic Emergency Medical Technology, a Certificate of Completion in Advanced Emergency Medical Technology (Paramedic), and an Associate in Applied Science in Advanced Emergency Medical Technology.

Students will be awarded a Certificate of Completion in Basic Emergency Medical Technology upon completion of EMT104 with a grade of "C" or better. Satisfactory completion of the course will also qualify students to take the Department of Health Services State Certification exam for EMT-Basic.

A Certificate of Completion in Advanced Emergency Medical Technology (Paramedic) provides specialized paramedic training for those who have completed the Basic EMT Certificate program. Prior to entry into the advanced program, the student must have been actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

The program of study for an Associate in Applied Science in Advanced Emergency Medical Technology (Paramedic) combines the EMT training included in the Advanced Certificate with general studies. Prior to entry into the advanced program, the student must have been actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

CERTIFICATE OF COMPLETION IN BASIC EMERGENCY MEDICAL TECHNOLOGY: 8 credits

PROGRAM PREREQUISITES: CRE101 or CRE111 or equivalent as indicated by assessment.

EMT104	Basic Emergency Medical Technology (FSC104)	8
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Grade of "C" or better required for all courses in the Certificate of Completion in Basic Emergency Medical Technology.

CERTIFICATE OF COMPLETION IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 52.55 credits

PROGRAM PREREQUISITES: 15 credits

BIO100	Biology Concepts (4) or	
BIO102	General Biology (Non-Majors) Additional Topics (4) or	
BIO160	Introduction to Human Anatomy and Physiology (4) or	
BIO181	General Biology (Majors) I (4)	4
CRE101	Critical and Evaluative Reading I (3) or	
CRE111	Critical Reading for Business and Industry (3)	3
	Basic Emergency Medical Technology Certification (EMT)	8

REQUIRED COURSES: 46.55 credits

EMT235	Emergency Cardiac Care	3
EMT236	Pharmacology in an Emergency Setting	3
EMT238	Vehicular Extrication and Patient Stabilization (FSC238)	2
EMT240	Advanced Cardiac Life Support	2
EMT242	Pediatric Advanced Life Support	1
EMT245	Trauma Management I	3
EMT272	Advanced Emergency Medical Technology	25.05
EMT272AA	Advanced Emergency Medical Technology Practicum	7.5

RESTRICTED ELECTIVES: 6 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
EMT208	Intermediate Emergency Medical Technology	16
EMT215	Stress and Emergency Services Professionals	3
EMT246	Trauma Management II	4
PSY266	Abnormal Psychology	3

Grade of "C" or better required for all courses in the Certificate of Completion in Advanced Emergency Medical Technology (Paramedic).

AAS IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 72.55-74.55 credits

PROGRAM PREREQUISITES: 15 credits

BIO100	Biology Concepts (4) or	
BIO102	General Biology (Non-Majors) Additional Topics (4) or	
BIO160	Introduction to Human Anatomy and Physiology (4) or	
BIO181	General Biology (Majors) I (4)	4
CRE101	Critical and Evaluative Reading I (3) or	
CRE111	Critical Reading for Business and Industry (3)	3
	Basic Emergency Medical Technology Certificate (EMT)	8

REQUIRED COURSES: 46.55 credits

EMT235	Emergency Cardiac Care	3
EMT236	Pharmacology in an Emergency Setting	3
EMT238	Vehicular Extrication and Patient Stabilization (FSC238)	2
EMT240	Advanced Cardiac Life Support	2
EMT242	Pediatric Advanced Life Support	1
EMT245	Trauma Management I	3
EMT272	Advanced Emergency Medical Technology	25.05
EMT272AA	Advanced Emergency Medical Technology Practicum	7.5

RESTRICTED ELECTIVES: 8 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
EMT208	Intermediate Emergency Medical Technology	16
EMT215	Stress and Emergency Services Professionals	3
EMT246	Trauma Management II	4
PSY266	Abnormal Psychology	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 18-20 credits

CORE: 12-14 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

Met by CRE101 or CRE111 in Program Prerequisites area 0

Mathematics

Any approved G. S. course in the Mathematics area 3-5

Continued next page...

Scottsdale Community College Programs

DISTRIBUTION: 6 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3

Natural Sciences

Met by BIO100, BIO102, BIO160 or BIO181 in Prerequisites area 0

Social and Behavioral Sciences

PSY101 Introduction to Psychology 3

Grade of "C" or better required for all courses in the AAS in Advanced Emergency Medical Technology (Paramedic).

ENGINEERING SCIENCE

ECE

Mathematics/Sciences Division Office PS 153 (480) 423-6111

ECE Course Coordinator, Keith Worth CM 413 (480) 423-6425

Engineering majors are advised to take a math course each semester upon entering Scottsdale Community College and to take chemistry and physics courses as soon as math skills are adequate. In addition, students are advised to defer some general studies requirements (humanities, social sciences, etc.) until after transfer to a university. The reasons for these recommendations are twofold: it is important to establish a firm foundation in mathematics and the sciences as quickly as possible, and the deferred general studies courses will provide balance in your university curriculum when taking upper division, specialized engineering courses.

The following recommended list of math and science courses for engineering majors is arranged in sequence. The list suggests a possible three-year plan of study; each student should get advisement regarding their particular engineering major. Generally, science and engineering courses are positioned on the list so as to coordinate with math prerequisites. Contact the Course Coordinator for advice regarding particular needs.

Mathematics	Engineering	Chemistry, Lab	Physics
MAT122	ECE101	CHM130, 130LL	—
MAT151	ECE102	CHM151, 151LL	—
MAT182	ECE103	CHM152, 152LL	—
MAT220	—	—	PHY111
MAT230	—	—	PHY121
MAT241	ECE211	—	PHY131
MAT262	ECE212	—	PHY252

EQUINE SCIENCES

EQS

Applied Sciences Division Office AP 237B (480) 423-6599

Program Director, Diane Blazer AP 229 (480) 423-6231

The Equine Science program is designed to offer a broad-based educational background for students who wish to enter the horse industry job market or transfer to a four-year equine science program. An Associate in Applied Science (AAS) in Equine Science will be awarded upon satisfactory completion of the outlined program. A Certificate of Completion in Equine Science is also offered. Community participants may enroll in individual classes with a Pass/No Credit grade option, if desired.

CERTIFICATE OF COMPLETION IN

EQUINE SCIENCE: 37 credits

REQUIRED COURSES: 37 credits

EQS105	Principles of Equine Science	3
EQS120	Equine Anatomy and Physiology	3
EQS130	Equine Business Practices	3
EQS140	Equine Behavior	3
EQS145	Basic Horsemanship	3
EQS150	Equine Management	4
EQS160	English Horsemanship I (3) or	
EQS165	Western Horsemanship I (3)	3
EQS180	English Horsemanship II (3) or	
EQS185	Western Horsemanship II (3)	3
EQS215	Equine Nutrition	3
EQS225	Equine Health and Disease Management	3
EQS250	Equine Evaluation	3
EQS270	Teaching Techniques in Horsemanship	3

Grade of "C" or better required for all courses in the Certificate of Completion in Equine Science.

AAS IN EQUINE SCIENCE: 64-66 credits

REQUIRED COURSES: 36 credits

EQS105	Principles of Equine Science	3
EQS120	Equine Anatomy and Physiology	3
EQS130	Equine Business Practices	3
EQS140	Equine Behavior	3
EQS145	Basic Horsemanship	3
EQS150	Equine Management	4
EQS160	English Horsemanship I (3) or	
EQS165	Western Horsemanship I (3)	3
EQS180	English Horsemanship II (3) or	
EQS185	Western Horsemanship II (3)	3
EQS215	Equine Nutrition	3
EQS225	Equine Health and Disease Management	3
EQS250	Equine Evaluation	3
EQS280	Equine Science Internship	2

RESTRICTED ELECTIVES: 3 credits

EQS220	Equine Reproduction	3
EQS270	Teaching Techniques in Horsemanship	3
EQS275	Principles of Equine Massage	3
EQS282	Special Event Internship	1
EQS284	Teaching Techniques Internship	1
EQS298AA	Special Projects	1
MGT251	Human Relations in Business	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1) or	
COM110	Interpersonal Communication (3)	3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or	
	equivalent as indicated by assessment.	3

Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

PSY101 Introduction to Psychology 3

Grade of "C" or better required for all courses in the AAS in Equine Science.



FIRE SCIENCE TECHNOLOGY

FSC

Health Sciences Division Office SB 132 (480) 423-6225

The Fire Science Curriculum is designed for students who desire advanced training as professional firefighters, basic preparation courses for a career in fire science or a better understanding of fire hazards and problems in the field. Completion of the two-year program will qualify students for the Associate in Applied Science in Fire Science Technology. A 39-credit Certificate of Completion in Fire Science Technology is also offered.

The Certificate of Completion in Fire Academy provides the opportunity for non-sponsored fire department employees and community-based consumers to acquire a certificate in a college-based Certified Fire Academy. Students interested in applying for the CCL in Fire Academy must have completed the prerequisite courses, attend a campus information meeting and submit an application. For more information, please call the Division of Health Sciences Office at (480) 423-6225.

**CERTIFICATE OF COMPLETION IN
FIRE ACADEMY: 25 credits**

PROGRAM PREREQUISITES: 14 credits

EMT/FSC104	Basic Emergency Medical Technology	8
	NOTE: a grade of "B" or better is required in EMT/FSC104.	
FSC105	Hazardous Materials/First Responder	3
	NOTE: a grade of "C" or better is required in FSC105.	
FSC134	Fitness and Conditioning for Firefighters	3
	NOTE: a grade of "A" and passing of the physical exam is required in FSC134.	

REQUIRED COURSES: 11 credits

FSC102	Fire Department Operations	11
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RESTRICTED ELECTIVES: None

**CERTIFICATE OF COMPLETION IN
FIRE SCIENCE TECHNOLOGY: 39 credits**

NOTE: Not all Fire Science (FSC) courses are offered every semester.

REQUIRED COURSES: 30 credits

FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction to Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC202	Supervisory Training for Firefighters	3
FSC204	Firefighting Tactics and Strategy	3
FSC208	Firefighter Safety and Building Construction	3
FSC211	Fundamentals of Flammable Hazardous Materials	3

ADDITIONAL REQUIREMENTS: 9 credits

	Any approved G. S. course in the Oral Communication area	3
ENG101	First-Year Composition	3
MAT102	Mathematical Concepts/Applications	3

Grade of "C" or better required for all courses in the Certificate of Completion in Fire Science Technology.

AAS IN FIRE SCIENCE TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 30 credits

FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction to Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC202	Supervisory Training for Firefighters	3
FSC204	Firefighting Tactics and Strategy	3
FSC208	Firefighter Safety and Building Construction	3
FSC211	Fundamentals of Flammable Hazardous Materials	3

RESTRICTED ELECTIVES: 11 credits

FSC104	Basic Emergency Medical Technology (EMT104)	8
FSC102	Fire Department Operations	11
FSC209	Fire Investigation	3
FSC212	Dangerous and Explosive Hazardous Materials	3
FSC214	Human Resource Management in Fire Service	3
FSC296WC	Cooperative Education	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 24-26 credits

CORE: 15-17 credits

First-Year Composition

	Any approved G. S. course in the First-Year Composition area	6
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Oral Communication

	Any approved G. S. course in the Oral Communication area	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment	3
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Mathematics

	Any approved G. S. course in the Mathematics area	3-5
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DISTRIBUTION: 9 credits

Humanities and Fine Arts

	Any approved G. S. course in the Humanities and Fine Arts area	2
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Natural Sciences

CHM130	Fundamental Chemistry	3
CHM130LL	Fundamental Chemistry Lab	1

Social and Behavioral Sciences

PSY101	Introduction to Psychology	3
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Grade of "C" or better required for all courses in the AAS in Fire Science Technology.

Scottsdale Community College Programs

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

HPERD Division Office PE 106 (480) 423-6606

The course work offered in the Health, Physical Education, Recreation and Dance Department will assist students interested in majoring in exercise science, wellness, teaching, coaching, recreation, dance, and other health-related fields. Since each college or university has specific transfer requirements, you will need to consult the catalog of the college or university of your choice. An advisor or the appropriate faculty member of the HPERD Department will be able to assist you in developing a course of study that will lead to a degree in one of the major fields of study.

HPERD course offerings at SCC:

DAH100	Introduction to Dance	3
DAH201	World Dance Perspectives	3
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	Dance Jazz Dance II	1
DAN138	Dance Seminar I	1
DAN139	Dance Seminar II	1
DAN140	Tap Dance I	1
DAN211	Dance Production II	3
DAN221	Rhythmic Theory for Dance I	2
DAN231	Ballet III	1
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN238	Dance Seminar III	1
DAN239	Dance Seminar IV	1
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN267	Dance for Children	3
DAN272	Dance Technology	2
HES100	Healthful Living	3
HES126	Women's Health Issues	2
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES201	Substance Abuse and Behavior	3
HES271	Prevention and Treatment of Athletic Injuries	3
PED+++	Physical Activities 101, 102, 201, 202	1
PED115	Lifetime Fitness	2
PED120AC	Special Emphasis Activity: Ballet	2
PED200	Intro to Exercise Science and Physical Education	3
PED210	Movement Analysis	1
PED237	Physical Conditioning for Police Officers	3
PED265	Theory of Coaching	3
PED281	Methods of Coaching	3
REC120	Leisure and the Quality of Life	3
REC210	Leisure Delivery Systems	3
WED140	Intro to Energy Therapy (CAT140)	2
WED142	Therapeutic Touch: Level I (CAT142)	1
WED151	Overview of Alternative Medicine	2
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2
WED195	Special Topics in Wellness Education	0.5-2
WED218	Aromatherapy	2
WED242	Therapeutic Touch: Level II (CAT242)	1

PED

HOSPITALITY AND TOURISM/ GOLF MANAGEMENT

HRM

Business Division Office AP 246 (480) 423-6253
Program Director, Larry Williams AP 244 (480) 423-6266

The Hospitality and Tourism/Golf Management program is designed to train graduates for careers in golf course management. Written application and an oral interview are required for admission to the program. Contact either the HPERD or Business Division Offices for more information.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/GOLF MANAGEMENT: 42 credits

PROGRAM PREREQUISITES: Verification of a minimum of eight (8) handicap.

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality Management	3
HRM220	Hospitality Managerial Accounting	3
HRM235	Club Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
PED101KM	Physical Activities: Golf-Advanced (1) and	
PED102KM	Physical Activities: Golf-Advanced (1) or	
PED201KM	Physical Activities: Golf-Advanced (1) and	
PED202KM	Physical Activities: Golf-Advanced (1)	2
PED210JX	Movement Analysis: Golf	1
PED265JX	Theory of Coaching Golf	3
PED281GC	Golf: Methods of Coaching	3
PED/HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3
RESTRICTED ELECTIVES: 3 credits		
HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
PED200	Introduction to Exercise Science and Physical Education	3
PSY215	Introduction to Sports Psychology	3

Grade of "C" or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Golf Management.

Scottsdale Community College Programs

AAS IN HOSPITALITY AND TOURISM/ GOLF MANAGEMENT: 67-69 credits

PROGRAM PREREQUISITES: Verification of a minimum of eight (8) handicap.

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality Management	3
HRM220	Hospitality Managerial Accounting	3
HRM235	Club Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
PED101KM	Physical Activities: Golf-Advanced (1) and	
PED102KM	Physical Activities: Golf-Advanced (1) or	
PED201KM	Physical Activities: Golf-Advanced (1) and	
PED202KM	Physical Activities: Golf-Advanced (1)	2
PED210JX	Movement Analysis: Golf	1
PED265JX	Theory of Coaching Golf	3
PED281GC	Golf: Methods of Coaching	3
PED/HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

RESTRICTED ELECTIVES: 3 credits

HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
PED200	Introduction to Exercise Science and Physical Education	3
PSY215	Introduction to Sports Psychology	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM100	Introduction to Human Communication (3) or	
COM100AA	Introduction to Human Communication Part I (1) and	
COM100AB	Introduction to Human Communication Part II (1) and	
COM100AC	Introduction to Human Communication Part III (1) or	
COM110	Interpersonal Communication (3) or	
COM230	Small Group Communication (3)	3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment	3
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Mathematics

MAT142	College Mathematics (3) or	
MAT150	College Algebra Concepts (5)	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
REC120	Leisure and the Quality of Life (3)	3

Grade of "C" or better required for all courses in the AAS in Hospitality and Tourism/Golf Management.

HOSPITALITY AND TOURISM/ HOTEL MANAGEMENT

HRM

Business Division Office	AP 246	(480) 423-6253
Program Director, Larry Williams	AP 244	(480) 423-6266

The Hospitality and Tourism/Hotel Management program is designed to train graduates for management careers in the hotel industry, which is among the fastest growing in the United States and offering numerous career opportunities. This program will also transfer to four-year colleges and universities.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/HOTEL MANAGEMENT: 39 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

HRM230	Beverage Management	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
REC210	Leisure Delivery Systems	3

Grade of "C" or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Hotel Management.

AAS IN HOSPITALITY AND TOURISM/ HOTEL MANAGEMENT: 64-66 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3) or	
ACC230	Uses of Accounting Information (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3

Programs

Continued next page...



Scottsdale Community College Programs

RESTRICTED ELECTIVES: 6 credits

HRM230	Beverage Management	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
REC210	Leisure Delivery Systems	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area		4
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Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
REC120	Leisure and the Quality of Life (3)	3

Grade of "C" or better required for all courses in the AAS in Hospitality and Tourism/Hotel Management.

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT

HRM

Business Division Office	AP 246	(480) 423-6253
Program Director, Larry Williams	AP 244	(480) 423-6266

The Hospitality and Tourism/Restaurant Management program is designed to train graduates for careers in restaurant and commercial food service management, which is among the fastest growing in the United States and offering numerous career opportunities. This program will also transfer to four-year colleges and universities.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/RESTAURANT MANAGEMENT: 39 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

Grade of "C" or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Restaurant Management.

AAS IN HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT: 64-66 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3) or	
ACC230	Uses of Accounting Information I (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area		4
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Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
REC120	Leisure and the Quality of Life (3)	3

Grade of "C" or better required for all courses in the AAS in Hospitality and Tourism/Restaurant Management.

Scottsdale Community College Programs

INFANT/TODDLER DEVELOPMENT

ITD

Social/Behavioral Sciences Division Office SB 130 (480) 423-6206
 Program Director, Dr. Rosanne Dlugosz SB 126 (480) 423-6204

The Infant/Toddler Development program prepares individuals to serve children from birth through age three years and their families. The demand for skills and expertise in serving this age-level child and their families is on the increase.

All coursework in the Infant/Toddler Certificate may also be applied to the AAS in Early Childhood Development (see page 80). Selected courses in this program are available in the day session, but most will be offered in the evening or on Saturdays. Courses in the ITD program will be offered in rotation every third semester.

Individuals employed or assisting in state licensed early childhood facilities will be required to meet regulatory standards in effect at the time of employment. This may typically include fingerprint check, TB tests, immunizations and CPR/first aid training.

CERTIFICATE OF COMPLETION IN INFANT/TODDLER DEVELOPMENT: 21 credits

REQUIRED COURSES: 17 credits

ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH215	Democracy and Diversity	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2
ITD202	Cognition and Communication	2
ITD203	Health, Safety, and Routines in Group Care	2
ITD204	Supporting Family Development	1
ITD205	Emerging Individuality	1
ITD206	Developmental Milestones: Birth to Age Three	1
ITD260	Reflective Case Study (2 case studies) (2) or	
ITD261	Infant/Toddler Practicum (2)	2
RESTRICTED ELECTIVES: 4 credits		
ITD183	Infant/Toddler Learning Materials (ECH183)	1
ECH127	Play and Creative Expression (2) and	
ECH126AA	Play Lab - Infants (1) or	
ECH126AB	Play Lab - Toddlers (1)	3
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH274	Books and Verse for the Young Child	1
ECH280	Food Experiences with Young Children	1
ECH285	Assistant Teaching/Early Childhood Settings I	2
ECH288	Community Resources and Referral	1
SOC210	The Child in Society	3

Grade of "C" or better required for all courses in the Certificate of Completion in Infant/Toddler Development.

INTERIOR DESIGN

INT

Applied Sciences Division Office AP 237B (480) 423-6599
 Program Director, Gera King AP 235 (480) 423-6442

Interior Design is a specialized, fast growing, dynamic field. The Interior Design curriculum at SCC is designed to provide the student with a knowledge of the profession including basic design, color theory, history of architecture and furniture, interior materials, business procedures, drafting (both board and computer), and presentation techniques. Studio projects allow the student to identify, research, and solve design issues. All courses offered contribute to the preparation for the National Council of Interior Design Qualification (N.C.I.D.Q.) exam. Practical on-the-job training is obtained through an internship program. Those students desiring to transfer to a four-year institution must consult with the college of choice.

AAS IN INTERIOR DESIGN: 67-69 credits

REQUIRED COURSES: 45 credits

DFT105	Computer Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	Twentieth Century Architecture and Furniture	3
INT145	Drawing and Rendering	3
INT150	Color and Design	3
INT160	Fabrics for Interiors	3
INT170	Interior Materials	3
INT190	Space Planning	3
INT210	Interior Sales and Marketing	3
INT240	Kitchen and Bath Design	3
INT271++	Interior Design Internship (1-3)	3
INT280	Design Business Procedures	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. S. courses in the First-Year Composition area 6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101 Critical and Evaluative Reading I (3) or
 equivalent as indicated by assessment 3

Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by INT115 and INT120 in Required Courses area 0

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

PSY101 Introduction to Psychology 3

Grade of "C" or better required for all courses in the AAS in Interior Design.

CERTIFICATE OF COMPLETION IN INTERIOR DESIGN: PROFESSIONAL LEVEL: 24 credits

Additional interiors coursework beyond the AAS degree. Prepares students for professional certification in the field of interior design. Interiors work is done in support systems (lighting, acoustics, plumbing, HVAC), interior building codes, ADA compliance, advanced presentation skills, and additional studio problem solving. The certificate is in alignment with the national standards established by the Foundation for Interior Design Education and Research (FIDER).

PROGRAM PREREQUISITES: Certificate Program Application and Portfolio Review.

REQUIRED COURSES: 15 credits

INT225	History of Decorative Arts	3
INT245	Color Rendering	3
INT260AB	ADA Compliance	1.5
INT260AC	Interior Building Codes	1.5
INT265	Residential Systems Design	3
INT270	Commercial Design	3

RESTRICTED ELECTIVES: 9 credits

ARH101	Prehistoric Through Gothic Art (3) and	
ARH102	Renaissance Through Contemporary Art (3)	6
Any approved general education course from the Social and Behavioral Sciences area. (Note: Except PSY101)		3

Scottsdale Community College Programs

INTERNATIONAL BUSINESS

IBS

Business Division Office AP 246 (480) 423-6253

This program has undergone significant modification starting with the 2001-2002 academic year (see page 73, "Business"). Students from previous catalogs may elect to follow the new curriculum; however, they will also be allowed to complete their existing degree.

CERTIFICATE OF COMPLETION IN INTERNATIONAL BUSINESS: 29-31 credits

Students can earn a Certificate of Completion in International Business. Please see page 74 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in International Business. Please see page 73, "Business" for detailed information on the required coursework.

MANAGEMENT

MGT

Business Division Office AP 246 (480) 423-6253

Starting with the 2001-2002 academic year, students can earn an AAS degree in Business with a specialization in Management or a Certificate of Completion in Management.

CERTIFICATE OF COMPLETION IN MANAGEMENT: 30 credits

Students can earn a Certificate of Completion in Management. Please see page 74 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Management. Please see page 73, "Business" for detailed information on the required coursework.

MARKETING

MKT

Business Division Office AP 246 (480) 423-6253

Starting with the 2002-2003 academic year, students can earn an AAS degree in Business with a specialization in Marketing or a Certificate of Completion in Marketing.

CERTIFICATE OF COMPLETION IN MARKETING: 39 credits

Beginning with the 2002-2003 academic year, students can earn a Certificate of Completion in Marketing. Please see page 74 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Beginning with the 2002-2003 academic year, students can earn an AAS degree in Business with a specialization in Marketing. Please see page 73, "Business" for detailed information on the required coursework.

THE MARICOPA INSTITUTE FOR ARTS AND ENTERTAINMENT TECHNOLOGY

MAE

MIAET Office MB 137 (480) 423-6332
Fine Arts Division Office MB 139 (480) 423-6328

CERTIFICATE OF COMPLETION IN THE MARICOPA INSTITUTE FOR ARTS AND ENTERTAINMENT TECHNOLOGY: 24 credits

The Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology (MIAET) provides learners with a high level of occupational and artistic training in their area(s) of specialization within the media arts and entertainment field.

Students must complete the 12-credit common core of the AAS in Motion Picture/Television Production or complete a minimum of 15 hours of approved credit in the following area(s) of specialization: Art, Dance, Music Performance and Composition, Sound Design, Theatre, Film Production, Television Production.

Students will participate in a combination of corporate and educational partnerships, residencies and master classes. Partnerships of this type provide students with opportunities to work with industry leaders in the creation of professional-level products while remaining in a campus setting.

Admission to the Institute is by application through audition/portfolio review.

REQUIRED COURSES: 24 credits

MAE220AA	Media Arts Ensemble I	6
MAE220AB	Media Arts Ensemble II	6
MAE220AC	Media Arts Ensemble III	6
MAE220AD	Media Arts Ensemble IV	6

RESTRICTED ELECTIVES: None

Grade of "C" or better required for all courses in the Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology.

MAYO RADIOGRAPHY

MYO

Health Sciences Division Office SB 132 (480) 423-6225

Scottsdale Community College, in conjunction with the Mayo School of Health-Related Sciences in Rochester, Minnesota, offers an AAS in Radiography. A Certificate of Completion will also be awarded by the Mayo School of Health-Related Sciences. Students will complete basic science and general education courses at Scottsdale Community College; radiography courses at Mayo-Scottsdale and Mayo-Rochester (Minnesota). Admission to the program is by application.

AAS IN RADIOGRAPHY: 87 credits

PROGRAM PREREQUISITES: 10-12 credits

- Two years of high school Biology or BIO156 *Human Biology for Allied Health* or BIO181 *General Biology (Majors) I*.
- *Intermediate Algebra* (MAT 120 or MAT 121 or MAT122) or equivalent as indicated by assessment or satisfactory completion of higher-level math course.
- CRE101 *Critical and Evaluative Reading I* or equivalent as indicated by assessment.



Scottsdale Community College Programs

REQUIRED COURSES: 68 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BPC/CIS133AA	The Internet: Level I (1) or	
BPC/CIS133BA	The Internet: Level II (1)	1
HCC101	Health Care Today	0.5
HCC140	Medical Terminology for Health Care Workers	2
MYO115	Clinical Practicum I, II and III	3
MYO134	Introduction to Radiography	0.6
MYO140	Methods of Patient Care for Radiographers	2
MYO201	Gastrointestinal Radiography	1.3
MYO202	Radiation Physics	2.6
MYO203	Skeletal Radiography I	2
MYO204	Skull Radiography I	1.3
MYO205	Upper Extremity Radiography I	0.6
MYO206	Lower Extremities	0.6
MYO207	Chest Radiography	0.6
MYO208	Film Processing	0.6
MYO209	Factor Analysis	1.3
MYO213	Medical Ethics	0.6
MYO215	Clinical Practicum IV	7
MYO301	Mammography	0.6
MYO302	Principles of Exposure	2
MYO303	Skeletal Radiography II	0.6
MYO304	Urography	0.6
MYO305	Upper Extremity Radiography II	0.6
MYO306	Principles of Hospital Practice	0.6
MYO307	Radiation Protection/Radiobiology	1.3
MYO308	Pediatric Radiography	0.6
MYO309	Neuro/Cardio/Vascular Radiography	2
MYO311	Skull Radiography II	1.3
MYO315	Clinical Practicum V	8
MYO402	Advanced Imaging	2
MYO405	Computed Tomography/Magnetic Resonance Imaging	0.6
MYO406	Quality Control	0.6
MYO409	Applied Radiography Topics	2
MYO415	Clinical Practicum VI	9

GENERAL STUDIES (G.S.) REQUIREMENTS: 19 credits

CORE: 9 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area		3
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Critical Reading

Met by CRE101 in the Program Prerequisites area		0
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Mathematics

Met by MAT120 or MAT121 or MAT122 in the Program Prerequisites area		0
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

PHY101	Introduction to Physics	4
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Social and Behavioral Sciences

PSY101	Introduction to Psychology	3
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Grade of "C" or better required for all courses in the AAS in Radiography.

MICROSOFT NETWORKING TECHNOLOGY

MST

Business Division Office AP 246 (480) 423-6253
 Program Director, Jim Simpson CM 408 (480) 423-6257

Scottsdale Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification as a Microsoft Certified Professional and Microsoft Certified Systems Engineer. The curriculum is taught by Microsoft Certified Professionals using Windows 2000 software.

The Certificate of Completion in Microsoft Networking Technology, the Certificate of Completion in Microsoft Product Specialist, the Certificate of Completion in Microsoft Systems Engineer, and the Associate in Applied Science in Microsoft Networking Technology provides training for a supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows server, Windows client workstations, Microsoft Backoffice products, and to interoperate with Novell and UNIX systems.

ALSO SEE: Computer Hardware and Network Support, page 75
 Computer Information Systems, page 76
 Microsoft Solutions Development, page 91
 Network Administration, page 77
 Office Automation Systems, page 97
 Personal Computer Applications, page 74
 Programming and System Analysis, page 78

CERTIFICATE OF COMPLETION IN MICROSOFT PRODUCT SPECIALIST: 14 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 14 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
MST140	Microsoft Networking Essentials (3) or	
CIS190	Introduction to Local Area Networks (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Product Specialist.

CERTIFICATE OF COMPLETION IN MICROSOFT SYSTEMS ENGINEER: 26 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 26 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Microsoft Networking Essentials (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST155	Implementing Windows Network Infrastructure	3
MST157	Implementing Windows Directory Services	3

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Scottsdale Community College Programs

Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:

MST242	Microsoft Exchange Server	4
MST244	Microsoft SQL Server Administration	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST253	Designing MS Windows 2000 Directory Svcs Infrastructure	3
MST254	Microsoft SQL Server Design and Implementation	3
MST255	Microsoft Structured Query Language (SQL) Server Level II	3
MST259	Designing Windows Network Security	3

Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Systems Engineer.

CERTIFICATE OF COMPLETION IN MICROSOFT NETWORKING TECHNOLOGY: 36 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 36 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS126DA	UNIX Operating System (3) or	
CIS126AA	UNIX Operating System: Level I (1) and	
CIS126BA	UNIX Operating System: Level II (1) and	
CIS126CA	UNIX Operating System: Level III (1)	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS270	Data Communications	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST155	Implementing Windows Network Infrastructure	3
MST157	Implementing Windows Directory Services	3

Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:

MST242	Microsoft Exchange Server	4
MST244	Microsoft SQL Server Administration	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST253	Designing MS Windows 2000 Directory Svcs Infrastructure	3
MST254	Microsoft SQL Server Design and Implementation	3
MST255	Designing Windows Network Infrastructure	3
MST259	Designing Windows Network Security	3

Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Networking Technology.

AAS IN MICROSOFT NETWORKING TECHNOLOGY: 64 credits

REQUIRED COURSES: 30 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS126DA	UNIX Operating System (3) or	
CIS126AA	UNIX Operating System: Level I (1) and	
CIS126BA	UNIX Operating System: Level II (1) and	
CIS126CA	UNIX Operating System: Level III (1)	3
CIS190	Introduction to Local Area Networks (3) or	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS270	Data Communications	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST155	Implementing Windows Network Infrastructure	3
MST157	Implementing Windows Directory Services	3

RESTRICTED ELECTIVES: 9 credits

Students should select nine (9) credits from the following courses in consultation with a program advisor:

BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
BPC171	Recycling Used Computer Technology	1-3
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AB	C++: Level I	3
CIS290AA-AC	CIS Internship (any module) (1-3) or	
CIS296WA-WD	Cooperative Education (any module) (1-4)	1-4
CNT140	Cisco Networking Fundamentals	4
CNT150	Cisco Networking Router Technologies	3
MST242	Microsoft Exchange Server	4
MST244	Microsoft SQL Server Administration	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST253	Designing MS Windows 2000 Directory Services Infrastructure	3
MST254	Microsoft SQL Server Design and Implementation	3
MST255	Designing Windows Network Infrastructure	3
MST259	Designing Windows Network Security	3
MST298AA-AC	Special Projects (any module)	1-3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25 credits

CORE: 15 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3) or	
ENG107	First-Year Composition for ESL (3) and	
ENG108	First-Year Composition for ESL (3)	6

Oral Communication

Any approved G. S. course in the Oral Communication area		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or Equivalent as indicated by assessment	3
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Mathematics

Any approved G. S. course in the Mathematics area		3
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area		3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area		4
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Grade of "C" or better required for all courses in the AAS in Microsoft Networking Technology.



Scottsdale Community College Programs

MICROSOFT SOLUTIONS DEVELOPMENT

MST

Business Division Office AP 246 (480) 423-6253
 Program Director, Jim Simpson CM 408 (480) 423-6257

The Certificate of Completion in Microsoft Solutions Development and the Associate in Applied Science in Microsoft Solutions Development are designed to provide training in preparation for the Microsoft Certified Solutions Developer (MCSD) certification examinations. The MCSD credential is the premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies, and platforms. Focus is on application development for desktop, distributed, and Internet/intranet environments.

ALSO SEE: Computer Hardware and Network Support, page 75
 Computer Information Systems, page 76
 Microsoft Networking Technology, page 89
 Network Administration, page 77
 Office Automation Systems, page 97
 Personal Computer Applications, page 74
 Programming and System Analysis, page 78

PROGRAM NOTES:

Students entering the Microsoft Solutions Development program often come with background or experience in the computer programming area. Students must consult with a program advisor as the program prerequisites may not be necessary and may be waived as requirements to the program. Students without background or experience in the computer programming area may need to take additional program prerequisites.

CERTIFICATE OF COMPLETION IN MICROSOFT SOLUTIONS DEVELOPMENT: 24 credits

PROGRAM PREREQUISITES: 4-6 credits

CIS233BA Internet Web Publishing II (1) or
 CIS233DA Internet Web Publishing (3) or
 MST244 Microsoft SQL Server Administration (3) and
 CIS105 Survey of Computer Information Systems (3) or
 permission of Department or Division 4-6

REQUIRED COURSES: 24 credits

ACC230 Uses of Accounting Information I (3) or
 GBS151 Introduction to Business (3) 3
 CIS150 Programming Fundamentals 3
 CIS159 Visual Basic Programming I 3
 CIS164AG Oracle: Data Modeling/Relational Database Design (2) or
 MST146 Data Modeling and Relational Database Design (2) 2
 MST170 Visual Basic Desktop Application Development 4
 MST172 Microsoft Visual Basic Distributed Applications 3
 MST270 Microsoft Solution Architectures 3

Students should select three (3) credits from the following courses in consultation with a program advisor:
 MST171 Microsoft FrontPage (3) or
 MST174 Microsoft Visual InterDev (3) or
 MST254 Microsoft SQL Server Design and Implementation (3) 3
Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Solutions Development.

AAS IN MICROSOFT SOLUTIONS DEVELOPMENT: 64-66 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) or
 permission of Department or Division 3

REQUIRED COURSES: 25 credits

ACC230 Uses of Accounting Information I (3) or
 GBS151 Introduction to Business (3) 3
 CIS102 Customer Service/Technical Support 1
 CIS150 Programming Fundamentals 3
 CIS159 Visual Basic Programming I 3
 CIS164AG Oracle: Data Modeling/Relational Database Design (2) or
 MST146 Data Modeling and Relational Database Design (2) 2
 MST170 Visual Basic Desktop Application Development 4
 MST172 Microsoft Visual Basic Distributed Applications 3
 MST270 Microsoft Solution Architectures 3

Students should select three (3) credits from the following courses in consultation with a program advisor:

MST171 Microsoft FrontPage (3) or
 MST174 Microsoft Visual InterDev (3) or
 MST254 Microsoft SQL Server Design and Implementation (3) 3

RESTRICTED ELECTIVES: 14 credits

CIS162AB C++: Level I 3
 CIS163AA Java Programming: Level I 3
 CIS166 Web Scripting/Programming 3
 CIS225AB Object-Oriented Analysis and Design 3
 CIS233DA The Internet Web Publishing 3
 CIS235 e-Commerce 3
 CIS290AA-AC CIS Internship (any module 1-3 credits) or
 CIS296++ Cooperative Education (any module 1-4 credits) 1-4
 MST140 Microsoft Networking Essentials 3
 MST150 Microsoft Windows Professional 3
 MST152 Microsoft Windows Server 4
 MST171 Microsoft FrontPage 3
 MST174 Microsoft Visual InterDev 3
 MST244 Microsoft SQL Server Administration 3
 MST254 Microsoft SQL Server Design and Implementation 3
 MST298++ Special Projects (any module) 1-3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101 First-Year Composition (3) and
 ENG102 First-Year Composition (3) or
 ENG107 First-Year Composition for ESL (3) and
 ENG108 First-Year Composition for ESL (3) 6

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101 Critical and Evaluative Reading I (3) or
 equivalent as indicated by assessment 3

Mathematics

MAT120 Intermediate Algebra (5) or
 MAT121 Intermediate Algebra (4) or
 MAT122 Intermediate Algebra (3) or
 Equivalent as indicated by assessment or satisfactory
 completion of a higher-level mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area 3

Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area 3

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Grade of "C" or better required for all courses in the AAS in Microsoft Solutions Development.

MOTION PICTURE/TELEVISION PRODUCTION

TCM

Communication Arts Office LC 305 (480) 423-6076
 Fine Arts Division Office MB 139 (480) 423-6328

The Motion Picture/Television Production Program is designed for students who plan to enter the field of motion pictures and/or television production. Successful completion of this program will qualify students for the AAS degree in Motion Picture/Television Production. Students will receive “hands-on” practical training in a fine arts learning environment and may select one or more of several specialization “tracks” within the AAS degree.

Certificates of Completion in Screenwriting, Broadcast Production, Film Production, Editing, and Film Analysis and Criticism are also available.

In addition, the Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology (MIAET) is also available following this program (see page 88). The Institute provides learners with a high level of occupational and artistic training in their area(s) of specialization within the media arts and entertainment field. Students will participate in a combination of corporate and educational partnerships, residencies, and master classes. Partnerships of this type provide students with opportunities to work with industry leaders in the creation of professional-level products while remaining in a campus setting.

Admission to the Institute is by application through audition/portfolio review.

REQUIREMENTS FOR THE AAS DEGREE AND CERTIFICATES OF COMPLETION

Program Prerequisites: 2 Credits

TCM100 Digital Multimedia (2) or
 waived by permission of Program Director 2

Program Common Core: 12 Credits

The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

REQUIRED COURSES: 12 credits

HUM/THE205 Introduction to Cinema 3
 TCM101 Fundamentals of Radio and Television 3
 TCM134 Pre-Production for Motion Picture and Television 2
 TCM135 Production for Motion Picture and Television 2
 TCM136 Post-Production for Motion Picture and Television 2

Program Tracks

In addition to the courses required in the Program Prerequisites and Common Core areas listed above, the required courses in a specialization area (listed below), and the minimum Restricted Elective credits must be completed to earn a certificate in a selected Program Track (see the required courses on the page listed):page#

Track I: Certificate of Completion in Screenwriting 93
 Track II: Certificate of Completion in Broadcast Production 93
 Track III: Certificate of Completion in Film Production 94
 Track IV: Certificate of Completion in Editing 94
 Track V: Certificate of Completion in Film Analysis and Criticism 94

AAS IN MOTION PICTURE/TELEVISION PRODUCTION: 64-66 credits

The general studies requirement of 22-24 credits must be completed in addition to the credits earned in the Program Common Core, a Program Track and the Restricted Electives to earn the total of 64-66 credits required for the AAS in Motion Picture/Television Production.

PROGRAM PREREQUISITES: 2 credits

TCM100 Digital Multimedia (2) or
 waived by permission of Program Director 2

GENERAL STUDIES (G.S.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

ENG101 First-Year Composition (3) or
 ENG107 First-Year Composition for ESL (3) 3
 ENG102 First-Year Composition (3) or
 ENG108 First-Year Composition for ESL (3) 3

Oral Communication

Any approved G. S. course in the Oral Communication area 3

Critical Reading

CRE101 Critical and Evaluative Reading I (3) or
 equivalent as indicated by assessment 3

Mathematics

Any approved G. S. course in the Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by HUM/THE205 course listed in the Required Courses areas 0

Natural Sciences

Any approved G. S. course in the Natural Sciences area 4

Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area 3

Grade of “C” or better required for all courses in the AAS in Motion Picture/Television Production.

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN SCREENWRITING: 42 credits

The Certificate of Completion in Screenwriting is designed for students who plan to enter the field of Motion Picture/Television Production as screenwriters. Students will receive hands-on training in Motion Picture/Television Production, in feature film and media theory. Students will also write a variety of screenplays for short films, feature films and television markets.

PROGRAM PREREQUISITES: 8 credits

ENG101	First-Year Composition (3) or	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First-Year Composition (3) or	
ENG108	First-Year Composition for ESL (3)	3
TCM100	Digital Multimedia (2) or waived by permission of Program Director	2

REQUIRED COURSES: 30 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television	3
TCM111	Screenwriting I	3
TCM111AA	Screenwriting I: The Short Film	3
TCM112	Writing the Situation Comedy (3) or	
TCM116	Writing the Television Drama (3)	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM211	Screenwriting II	3
TCM216	Screenwriting III	3
TCM218	Screenwriting IV	3

RESTRICTED ELECTIVES: 12 credits

ENG210	Creative Writing	3
HUM/THE210	Contemporary Cinema	3
HUM211AA	Foreign Films: Classics	3
TCM140	Modern Media Concepts	3
TCM213	Motion Picture Workshop	4
TCM214	Television Workshop	3
TCM285++	Special Topics: Motion Picture/Television Production	1-3
TCM296++	Cooperative Education	1-4

Grade of "C" or better required for all courses in the Certificate of Completion in Screenwriting.

CERTIFICATE OF COMPLETION IN BROADCAST PRODUCTION: 42 credits

The Certificate of Completion in Broadcast Production is designed for students who plan to enter the field of Motion Picture/Television Production in the specific area of broadcasting. Students will receive hands-on training in Motion Picture/Television Production, in media theory and in the production of both live and pre-recorded television shows including news, sports, commercials, on-the-scene reporting, interviewing and studio anchoring. Technical elements stressed include multi-camera techniques in studio, on-location shooting, editing, sound, graphics, and the operation of the studio.

PROGRAM PREREQUISITES: 2 credits

TCM100	Digital Multimedia (2) or waived by permission of Program Director	2
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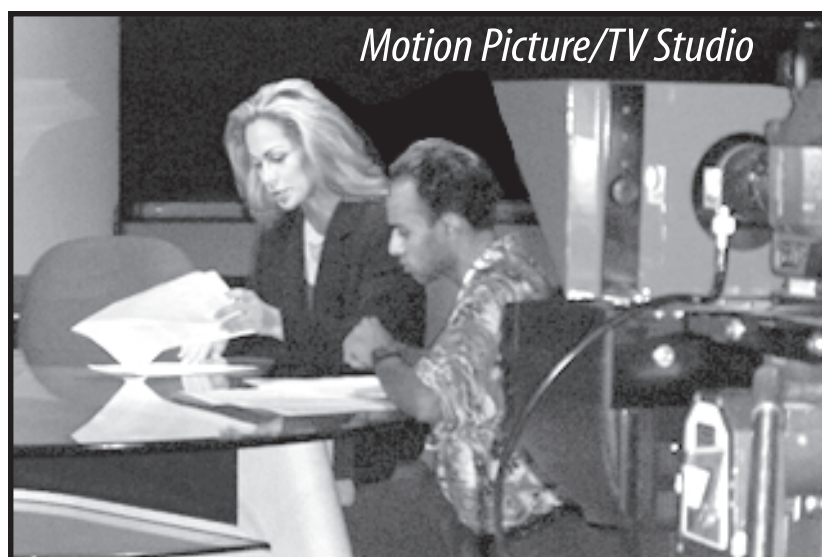
REQUIRED COURSES: 36 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM151	Broadcast Production	2
TCM180	Television Production Techniques	4
TCM212	Introduction to Television Technology	3
TCM240	Advanced Television Production	3
TCM241AA	Introduction to Non-Linear Editing: AVID (4) or	
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM251	Advanced Studio Production	3
TCM260	Film/Video Producing and Financing	3

RESTRICTED ELECTIVES: 6 credits

ADA/ART177	Computer-Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
TCM111	Screenwriting I	3
TCM/MTC120	Introduction to Sound Design for Film and Video	3
TCM131	Radio-Television Announcing	4
TCM214	Television Workshop	3
TCM215	Cinematography	3
TCM285++	Special Topics: Motion Picture/Television Production	1-3
TCM296++	Cooperative Education	1-3

Grade of "C" or better required for all courses in the Certificate of Completion in Broadcast Production.



Motion Picture/TV Studio

Continued next page...

Programs

CERTIFICATE OF COMPLETION IN FILM PRODUCTION: 42 credits

The Certificate of Completion in Film Production is designed for students who plan to enter the production aspect of motion pictures. Students will receive hands-on training in Motion Picture/Television Production by producing a variety of short films and videos which will include writing screenplays, developing a production, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound, and editing the finished product. In addition, students will study feature film theory.

PROGRAM PREREQUISITES: 2 credits

TCM100 Digital Multimedia (2) or
waived by permission of Program Director 2

REQUIRED COURSES: 38 credits

HUM/THE205 Introduction to Cinema 3
TCM101 Fundamentals of Radio and Television 3
TCM111 Screenwriting I 3
TCM/MTC120 Introduction to Sound Design for Film and Video 3
TCM134 Pre-Production for Motion Picture and Television 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM151 Broadcast Production 2
TCM215 Cinematography 3
TCM230 Motion Picture Directing 3
TCM241AA Introduction to Non-Linear Editing: AVID 4
TCM 242 Portfolio Non-Linear Editing 2
TCM245 Advanced Motion Picture Production 3
TCM260 Film Video Producing and Financing 3

RESTRICTED ELECTIVES: 4 credits

ART131 Photography I 3
TCM213 Motion Picture Workshop 4
TCM213AA Motion Picture Workshop: On-Location Shooting 4
TCM/MTC220 Advanced Sound Design for Film and Video 3
TCM240 Advanced Television Production 3
TCM285++ Special Topics: Motion Picture/Television Productio 1-3
TCM296++ Cooperative Education 1-4
THP112 Acting I 3
THP210 Acting: Television and Film 3

Grade of "C" or better required for all courses in the Certificate of Completion in Film Production.

CERTIFICATE OF COMPLETION IN EDITING: 42 credits

The Certificate of Completion in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as editors. Students will receive hands-on training in Motion Picture/Television Production, media theory and editing theory. Students will demonstrate their knowledge by producing a variety of projects using both linear and non-linear systems and by using computer-based video compositing and title animation.

PROGRAM PREREQUISITES: 2 credits

TCM100 Digital Multimedia (2) or
waived by permission of Program Director 2

REQUIRED COURSES: 39 credits

ADA/ART177 Computer-Photographic Imaging 3
HUM/THE205 Introduction to Cinema 3
TCM101 Fundamentals of Radio and Television 3
TCM/MTC120 Introduction to Sound Design for Film and Video 3
TCM134 Pre-Production for Motion Picture and Television 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM241AA Introduction to Non-Linear Editing: AVID 4
TCM241AB Introduction to Non-Linear Editing: Final Cut Pro 4

TCM242 Portfolio Non-Linear Editing 2
TCM243 Introduction to Video Compositing and Title Animation 4
TCM271 Advanced Non-Linear Effects and Compositing (4) or
TCM282AA Advanced Non-Linear Editing Techniques: AVID (4) 4
TCM280 Advanced Portfolio Non-Linear Editing 3

RESTRICTED ELECTIVES: 3 credits

ART100 Introduction to Computer Graphic Art 1
ART131 Photography I 3
TCM151 Broadcast Production 2
TCM180 Television Production Techniques 3
TCM215 Cinematography 3
TCM/MTC220 Advanced Sound Design for Video and Film 3
TCM240 Advanced Television Production 3
TCM260 Film/Video Producing and Financing 3
TCM271 Advanced Non-Linear Effects and Compositing (4) or
TCM282AA Advanced Non-Linear Editing Techniques: AVID (4) 4
TCM285++ Special Topics: Motion Picture/Television Production 1-3
TCM296++ Cooperative Education 1-3

Grade of "C" or better required for all courses in the Certificate of Completion in Editing.

**CERTIFICATE OF COMPLETION IN
FILM ANALYSIS AND CRITICISM: 42 credits**

The Certificate of Completion in Film Analysis and Criticism is designed for students who plan to enter the field of Motion Picture/Television Production as script analysts, reviewers, and film feature writers. Students will receive hands-on training in motion picture production and will write short screenplays, as well as a variety of material analyzing film content and execution. In addition, they will acquire knowledge of film histories and various subcategories of film.

PROGRAM PREREQUISITES: 8 credits

ENG101 First-Year Composition (3) or
ENG107 First-Year Composition for ESL (3) 3
ENG102 First-Year Composition (3) or
ENG108 First-Year Composition for ESL (3) 3
TCM100 Digital Multimedia (2) or
waived by permission of Program Director 2

REQUIRED COURSES: 33 credits

ENG210 Creative Writing 3
HUM/THE205 Introduction to Cinema 3
HUM/WST209 Women in Film (3) or
TCM225 Film Noir (3) 3
HUM/THE210 Contemporary Cinema 3
HUM211AA Foreign Films: Classics 3
JRN201 Newswriting 3
TCM101 Fundamentals of Radio and Television 3
TCM111 Screenwriting I 3
TCM134 Pre-Production for Motion Picture and Television 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM140 Modern Media Concepts 3

RESTRICTED ELECTIVES: 9 credits

ENH254 Literature and Film 3
JRN234 Feature Writing 3
TCM213 Motion Picture Workshop 4
TCM214 Television Workshop 3
TCM230 Motion Picture Directing 3
TCM285++ Special Topics: Motion Picture/Television Production 1-3
TCM296++ Cooperative Education 1-4
THP112 Acting I 3

Grade of "C" or better required for all courses in the Certificate of Completion in Film Analysis and Criticism.

NURSING SCIENCE

Health Sciences Division Office SB 132 (480) 423-6225

The Maricopa Community College District Nursing Program (MCCDNP) is available at five Maricopa Colleges and the Maricopa Skill Center. The nursing pathway provides multiple exit points for employment that begins with the nurse assisting course and continues to the Practical Nurse certificate and Registered Nurse degree programs. The Nursing Program provides eligibility for students seeking certification and licensure through the Arizona State Board of Nursing. Licensure 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.

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the MCCC 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 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).

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 Requirements:

1. Immunizations
 - Annual negative TB skin test or documentation of TB disease-free status;
 - MMR (measles, mumps, rubella)–documentation of two MMR vaccinations in lifetime, or proof of immunity;
 - Varicella (chickenpox)–proof of positive immunity, or two vaccinations; and
 - Hepatitis B vaccine series–If beginning series, the first injection must begin before enrollment and the series completed within six months.
2. Health declaration form signed by licensed health care provider.
3. Negative urine drug screen.
4. CPR card for Health Care Provider.

NUR

Admission Requirements:

High school diploma or GED, official college transcripts, Nursing Program Application; signed waiver form, CPR Health Care Provider card, and completed and signed Health Declaration Form.

CERTIFICATE OF COMPLETION IN NURSE ASSISTING: 8 credits

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.

REQUIRED COURSES: 8 credits

HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behaviors in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication/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
NUR156	Nurse Assisting	2
NUR157	Nurse Assisting Lab	2

Grade of “C” or better required for all courses in the Certificate of Completion in Nurse Assisting.

CERTIFICATE OF COMPLETION IN PRACTICAL NURSING: 49.5-62.5 credits

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 (LPN) 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.

PROGRAM PREREQUISITES: 25-38 credits*

***The credit-hour range is subject to change depending on the student’s educational experiences.**

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BIO205	Microbiology	4
One year of high school chemistry or		
CHM130	Fundamental Chemistry (3) and	
CHM130LL	Fundamental Chemistry Lab (1)	4
CRE101	Critical and Evaluative Reading I or exempt by assessment	0-4
ENG101	First-Year Composition	3
HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behaviors in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication/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
MAT120/121/122	Intermediate Algebra or higher-level math course	3-5
Current CNA or ICAN Placement or		
NUR156	Nurse Assisting (2) and	
NUR157	Nurse Assisting Lab (2)	0-4
PSY101	Introduction to Psychology	3

Continued next page...



Scottsdale Community College Programs

REQUIRED COURSES: 24.5 credits

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

Grade of "C" or better required for all courses in the Certificate of Completion in Practical Nursing.

AAS IN NURSING: 74.5-87.5 credits

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.

PROGRAM PREREQUISITES: 25-38 credits*

*The credit-hour range is subject to change depending on the student's educational experiences.

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BIO205	Microbiology	4
One year of high school chemistry or		
CHM130	Fundamental Chemistry (3) and	
CHM130LL	Fundamental Chemistry Lab (1)	4
CRE101	Critical and Evaluative Reading I or exempt by assessment	0-4
ENG101	First-Year Composition	3
HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behaviors in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication/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
MAT120/121/122	Intermediate Algebra or higher-level math course	3-5
Current CNA or ICAN Placement or		
NUR156	Nurse Assisting (2) and	
NUR157	Nurse Assisting Lab (2)	0-4
PSY101	Introduction to Psychology	3

REQUIRED COURSES: 44.5 credits

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

NUR261	Nursing Process and Critical Thinking III	3
NUR263	Health Assessment and Health Promotion II	1
NUR267	Pharmacology and Medication Administration III	1
NUR269	Nursing Science III	5
NUR281	Nursing Process and Critical Thinking IV	3
NUR285	Developing the Nurse's Role II	1
NUR289	Nursing Science IV	6

GENERAL STUDIES (G.S.) REQUIREMENTS: 5 credits

CORE: 3 credits

First-Year Composition

Met by ENG101 in Program Prerequisites area	0
ENG102 First-Year Composition	3

Oral Communication

Waived	0
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Critical Reading

Met by CRE101 in Program Prerequisites area	0
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Mathematics

Met by MAT requirements in Program Prerequisites area	0
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DISTRIBUTION: 2 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area	2
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Natural Sciences

Met by BIO201 and BIO202 in Program Prerequisites area	0
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Social and Behavioral Sciences

Met by PSY101 in Program Prerequisites area	0
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Grade of "C" or better is required for all courses in the AAS in Nursing.

UNIVERSITY TRANSFER STUDENTS

Students who are planning to earn the Bachelor of Science in Nursing degree may obtain their prerequisite courses at SCC. The following courses are suggested for meeting requirements for admission to a baccalaureate nursing program. Prospective students should check the catalog of the school to which they plan to transfer.

CAUTION: Frequent communication with a university advisor is the best safeguard when selecting first- and second-year courses. Requirements may change from year to year.

SUGGESTED COURSES:

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)	4
CHM230	Fundamental Organic Chemistry (3) and	
CHM230LL	Fundamental Organic Chemistry Lab (1)	4
ENG101	First-Year Composition or	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First-Year Composition or	
ENG108	First-Year Composition for ESL (3)	3
FON241	Principles of Human Nutrition	3
Humanities/Fine Arts Elective (See Advisor)		
MAT150	College Algebra Concepts (5) or	
MAT151	College Algebra/Functions (4) or	
MAT152	College Algebra (3)	3-5
PSY101	Introduction to Psychology	3
PSY240	Developmental Psychology	3

Scottsdale Community College Programs

OFFICE AUTOMATION SYSTEMS

OAS

Business Division Office AP 246 (480) 423-6253
 Program Director, Pat Serrano CM 416 (480) 423-6264

The two-year AAS in Office Automation Systems is designed to prepare students for positions as administrative assistants and executive secretaries. The Certificate of Completion in Office Automation Systems is composed of two semesters of course work, emphasizing microcomputer operations using a variety of applications, and learning to function as a professional in the office of today.

The Certificate of Completion in Office Fundamentals is one semester in length, and designed to prepare students to perform satisfactory word processing applications and functions as an entry-level employee in a professional office.

Students who have completed courses in the skill areas prior to enrollment in the program may begin at a more advanced level and may substitute business electives after consulting with an advisor in the Office Automation Systems area.

A Certificate of Completion in Word Processing is also offered. See page 100 for the specific requirements.

CERTIFICATE OF COMPLETION IN OFFICE FUNDAMENTALS: 15 credits

REQUIRED COURSES: 15 credits

BPC110	Computer Usage and Applications	3
BPC135	Any Word Processing module (OAS135)	2
CIS133AA	The Internet: Level I	1
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3

Grade of "C" or better required for all courses in the Certificate of Completion in Office Fundamentals.

CERTIFICATE OF COMPLETION IN OFFICE AUTOMATION SYSTEMS: 31 credits

REQUIRED COURSES: 31 credits

ACC111	Accounting Principles I	3
BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS114	Any Spreadsheet module	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
GBS151	Introduction to Business	3
GBS175	Professional Development	3
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
OAS296WC	Cooperative Education	3

Grade of "C" or better required for all courses in the Certificate of Completion in Office Automation Systems.

AAS IN OFFICE AUTOMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I	3
ACC115	Computerized Accounting	2
BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS114	Any Spreadsheet module	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1

GBS151	Introduction to Business	3
GBS175	Professional Development	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
OAS296WC	Cooperative Education	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM110	Interpersonal Communication	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment.	3
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Mathematics

Any approved G. S. course in the Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area	3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area	4
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Social and Behavioral Sciences

Any approved G. S. course in the Social/Behavioral Sciences area	3
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Grade of "C" or better required for all courses in the AAS in Office Automation Systems.

SPEECH-LANGUAGE PATHOLOGY

SLP

Language/Communication Division Office LC 305 (480) 423-6459
 Program Director, Kathleen Moore LC 355 (480) 423-6462

The Speech-Language Pathology Program is designed to train students to work as speech pathology assistants under the supervision of a certified speech language pathologist. The coursework and practicum train students to work with individuals with communication disorders, ages birth to 22. The certificate program's focus is preparing students to work in the public schools with a special emphasis on working with bilingual individuals with communication disorders. All credits earned in the Certificate program can be applied to the AAS degree. Scholarships are available for the 2002-2003 academic year for the certificate program through the *Traineeship Appointment for Bilingual Speech-Language Pathology Assistants*. Interested individuals should contact Kathleen Moore.

CERTIFICATE OF COMPLETION IN SPEECH-LANGUAGE PATHOLOGY: 25 credits

PROGRAM PREREQUISITES: 3 credits

CRE101	Critical and Evaluative Reading or equivalent by assessment	3
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REQUIRED COURSES: 25 credits

ENG101	First-Year Composition	3
MAT102	Mathematical Concepts/Applications	3
SLP104	Speech, Language, Hearing Development	3
SLP210	Speech and Hearing Anatomy and Physiology	2
SLP212	Language Disorders and Rehabilitation	3
SLP214	Speech Disorders and Rehabilitation	3
SLP216	Aural Rehabilitation	3
SLP230	Modifying Communicative Behaviors	2
SLP235AA	Speech-Language Pathology Practicum (1) and	
SLP235AB	Speech-Language Pathology Practicum (2) or	
SLP235AC	Speech-Language Pathology Practicum (3)	3

Grade of "C" or better required for all courses in the Certificate of Completion in Speech-Language Pathology.

Continued next page...

Scottsdale Community College Programs

AAS IN SPEECH-LANGUAGE PATHOLOGY: 64-66 credits

PROGRAM PREREQUISITES: 3 credits

CRE101	Critical and Evaluative Reading or equivalent by assessment	3
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REQUIRED COURSES: 25 credits

ENG101	First-Year Composition	3
SLP104	Speech, Language, Hearing Development	3
SLP205	Introduction to Communication Disorders	3
SLP210	Speech and Hearing Anatomy and Physiology	2
SLP212	Language Disorders and Rehabilitation	3
SLP214	Speech Disorders and Rehabilitation	3
SLP216	Aural Rehabilitation	3
SLP230	Modifying Communicative Behaviors	2
SLP235AA	Speech-Language Pathology Practicum (1) and	
SLP235AB	Speech-Language Pathology Practicum (2) or	
SLP235AC	Speech-Language Pathology Practicum (3)	3

RESTRICTED ELECTIVES: 13 credits

BIO201	Human Anatomy and Physiology I	4
COM263	Elements of Intercultural Communication	3
ENG213	Introduction to the Study of Language	3
PHY111	General Physics I	4
PSY230	Introduction to Statistics	3
PSY240	Developmental Psychology	3
SLP298++	Special Projects	1-3
SOC101	Introduction to Sociology	3
SOC210	The Child in Society	3
Any foreign language sequence (i.e., SPA101 and SPA102 or SPA101AA and SPA102AA)		6-8

FREE ELECTIVES: 7 credits

GENERAL STUDIES (G.S.) REQUIREMENTS: 19-21 credits

CORE: 9-11 credits

First-Year Composition

Met by ENG101 in Program Required Courses area		0
ENG102	First-Year Composition	3

Oral Communication

COM100	Introduction to Human Communication (3) or COM100AA(1), COM100AB(1) and COM100AC(1)	3
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Critical Reading

Met by CRE101 in Program Prerequisites area		0
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Mathematics

Any approved G. S. course in the Mathematics area		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

BIO100	Biology Concepts (4) or	
BIO156	Human Biology for Allied Health (4)	4

Social and Behavioral Sciences

PSY101	Introduction to Psychology (3)	3
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Grade of "C" or better required for all courses in the AAS in Speech-Language Pathology.

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE) EDU

Social/Behavioral Sciences Division Office SB 130 (480) 423-6206
 Program Director, Dr. Bobbie Sferra SB121 (480) 423-6217

SCC offers a program that allows people with bachelor's degrees to become teachers in one year. The fast-track schedule is designed to help ease Arizona's teacher shortage. This program was developed in collaboration with local elementary schools, and allows professors and master teachers to work together to teach and mentor prospective teachers.

This teacher-in-training model is based on the conviction that future teachers must have lengthy experience in schools to practice what they've been learning in college. The immersion concept allows one-third of the time at SCC for classes and the remaining two-thirds of the time working side-by-side with teachers in classrooms. The accelerated 45 credits required for certification in elementary education will be completed through full-time participation in one summer session and two full semesters. Students will spend approximately 20 hours per week in structured field experiences at schools.

Applications into this program will be accepted from adults who have earned a bachelor's degree in any discipline and are seeking a career in the teaching profession. For further information on this program, contact the program director at (480) 423-6217. (Registration for all courses require approval by the program director.)

Post-Baccalaureate Teacher Certification Immersion Program

One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification.

PROGRAM PREREQUISITES: Bachelor's Degree

REQUIRED COURSES: 45 credits

EDU222	Introduction to the Exceptional Learner	3
EDU225	Foundations of ESL and Bilingual Education	3
EDU240	Methods for Teaching the ESL Student	3
EDU270	Learning and the Brain	3
EDU270AA	Elementary Reading and Decoding	3
(Prerequisites: EDU271)		
EDU271	Phonics-based Reading and Decoding	3
EDU272	Education Psychology	3
(Prerequisites: PSY101)		
EDU276	Classroom Management	3
EDU285	Education Seminar	2
EDU288AA	Student Teaching Lab - Elementary	8
EDU290	Science Methods and Curriculum Development	3
(Prerequisites: EDU270 and EDU272)		
EDU293	Math Methods and Curriculum Development	3
(Prerequisites: EDU270, EDU272, MAT122 and MAT156)		
EDU295	Social Studies Methods and Curriculum Development	3
(Prerequisites: EDU270 and EDU272)		
EDU298AA	Special Projects	2

Scottsdale Community College Programs

THEATRE ARTS

Performance Arts Office PA 133A (480) 423-6356
 Fine Arts Division Office MB 139 (480) 423-6328

The Theatre Arts curriculum includes study in the following areas: acting, dramatic literature, makeup, play production, theatre history, theatre technology and voice production. Students who enroll in this curriculum do so for both cultural and vocational purposes. Several plays are staged during the year utilizing both traditional and experimental forms. Auditions for these plays are open.

Suggested theatre courses include:

THE111	Introduction to Theatre	3
THE118	Playwriting	3
THE205	Introduction to Cinema (HUM105)	3
THE220	Modern Drama	3
THP112	Acting I	3
THP115	Theatre Makeup	3
THP120AA	Audition Techniques: Prepared Monologue	1
THP120AB	Audition Techniques: Cold Readings	1
THP201AA	Theatre Production I	1
THP210	Acting: TV/Film	3
THP211AA	Creative Drama: Improvisation	1
THP211AB	Creative Drama: Storytelling/Puppets	1
THP212	Acting II	3
THP213	Introduction to Technical Theatre	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP241	Performance of Literature (COM241)	3
THP243	Interpreter's Theatre (COM243)	3
THP271	Voice and Diction (COM271)	3
THP281	Production and Acting I	3
THP282	Production and Acting II	3

TRIBAL DEVELOPMENT

American Indian Program Office SB 118 (480) 423-6221
 Program Director, Manuel F. Pino SB 118 (480) 423-6221

The college, in recognition of its special relationship to the Indian community, offers an innovative program in Tribal Development. The program seeks to prepare individuals to assume positions of management and leadership within tribal communities.

The Associate in Applied Science requirements include courses unique to tribal management in addition to courses which provide a broad preparation in management and supervision. A Certificate of Completion in Tribal Development is also offered.

Tribal Development course descriptions are listed under the various prefixes throughout the catalog.

CERTIFICATE OF COMPLETION IN TRIBAL DEVELOPMENT: 28 credits

REQUIRED COURSES: 28 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing (MGT113)	3
AIS141	Sovereign Indian Nations (SOC141)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I (MGT201)	1
AIS202	Tribal Management Seminar II (MGT202)	1
CPD103BE	Personal Development for Native Americans	2
CRE101*	Critical and Evaluative Reading I	3
ENG101	First-Year Composition	3
GBS131	Business Calculations	3

*If the student obtains equivalency by assessment for CRE101, then the student will be required to take COM225 Public Speaking (3 credits) to satisfy the 28-credit hour certificate requirement.

Grade of "C" or better required for all courses in the Certificate of Completion in Tribal Development.

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AAS IN TRIBAL DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 31 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing (MGT113)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I (MGT201)	1
AIS202	Tribal Management Seminar II (MGT202)	1
CPD103BE	Personal Development for Native Americans	2
GBS131	Business Calculations	3
GBS151	Introduction to Business (3) or	
PAD103	Introduction to Public Administration (3)	3
MGT101	Techniques of Supervision (3) or	
MGT175	Business Organization and Management (3)	3
MGT276	Personnel/Human Resource Management	3
MGT296WC	Cooperative Education	3

RESTRICTED ELECTIVES: 8 credits

ACC111	Accounting Principles I (3) or	
ACC230	Uses of Accounting Information I (3)	3
AIS203	Fundamentals of Economic Development for Indian Tribes (MGT203)	3
CIS105	Survey of Computer Information Systems	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
MGT296	Cooperative Education module (WB or WC)	2-3

GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6

Oral Communication

COM225	Public Speaking	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) or equivalent as indicated by assessment	3
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Mathematics

Any approved G. S. course in the Mathematics area		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts area		3
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Natural Sciences

Any approved G. S. course in the Natural Sciences area		4
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Social and Behavioral Sciences

AIS141	Sovereign Indian Nations (SOC141)	3
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Grade of "C" or better required for all courses in the AAS in Tribal Development.



Scottsdale Community College Programs

WORD PROCESSING

Business Division Office AP 246 (480) 423-6253
Program Director, Pat Serrano CM 416 (480) 423-6264

The Word Processing Program seeks to prepare individuals to assume productive positions in the field of word processing. Integrated concepts of modern office systems are included in the program. Note: BPC course descriptions begin on page 114; CIS course descriptions begin on page 118; OAS course descriptions begin on page 164.

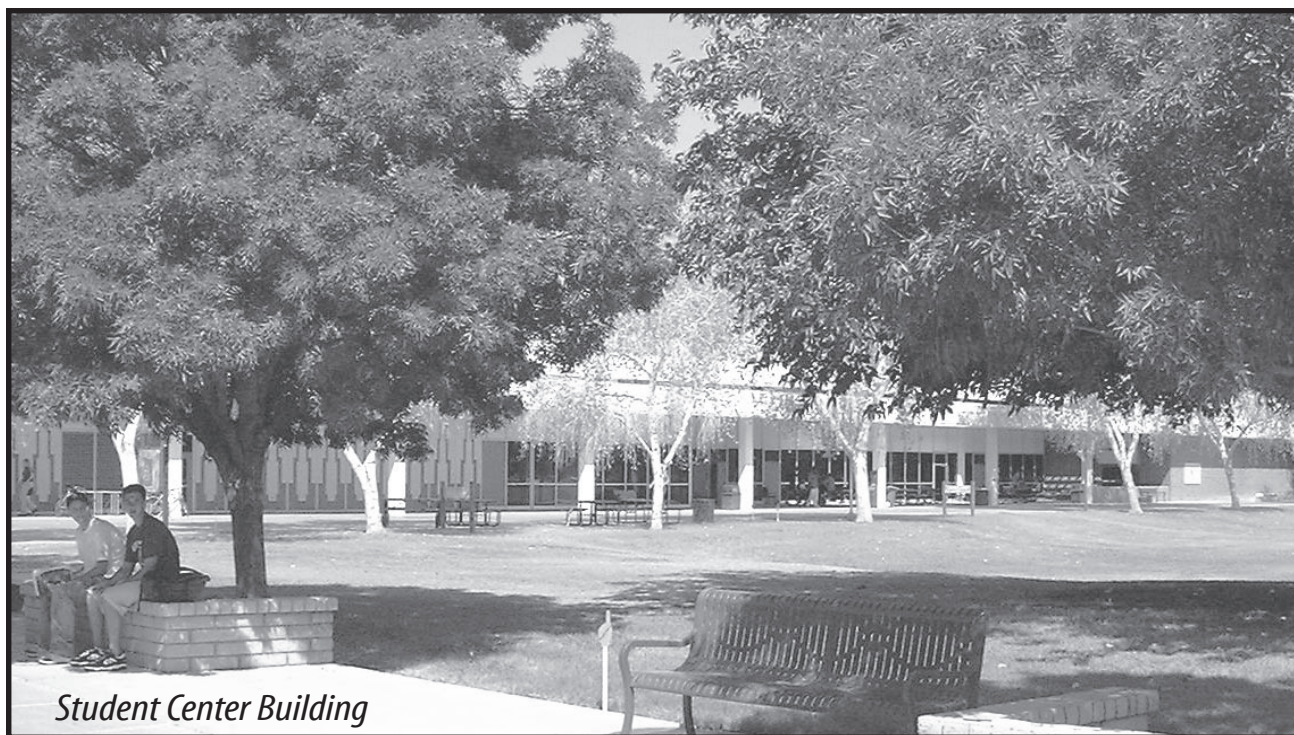
ALSO SEE: Office Automation Systems (OAS) and Office Fundamentals Programs, page 97.

CERTIFICATE OF COMPLETION IN WORD PROCESSING: 18 credits

REQUIRED COURSES: 18 credits

BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3

Grade of "C" or better required for all courses in the Certificate of Completion in Word Processing.



Student Center Building

COURSE PREFIX LIST

ACC	Accounting	102	HIT	Health Information Technology	142
ADA	Advertising Arts	108	HRM	Hospitality and Tourism: Golf Management	143
AES	Aerospace Studies	105	HRM	Hospitality and Tourism: Hotel Management	143
AET	Aeronautics	105	HRM	Hospitality and Tourism: Restaurant Management	143
AGS	Agricultural Science	105	HUM	Humanities	144
AIS	American Indian Studies	105	IBS	International Business	146
AJS	Administration of Justice Studies	102	INT	Interior Design	145
ARH	Art Humanities	111	ITA	Italian Language	148
ART	Art: Computer	108	ITD	Infant/Toddler Development	145
ART	Art: Photographic	109	JPN	Japanese Language	148
ART	Art: Visual	109	JRN	Journalism	148
ASB	Cultural Anthropology	106	LAT	Latin Language	149
ASM	Physical Anthropology	106	LBS	Library Science	149
AST	Astronomy	111	MAE	Media Arts and Entertainment	155
BIO	Biology	112	MAT	Mathematics	151
BLT	Building Safety Technology	113	MCO	Mass Communications	151
BPC	Business – Personal Computers	114	MGT	Management	150
CAT	Complementary/Alternative Therapies	118	MHL	Music: History and Literature	159
CET	Civil Engineering Technology	116	MIS	Military Science	156
CHM	Chemistry	115	MKT	Marketing	151
CIS	Computer Information Systems	118	MST	Microsoft Networking Technology	155
CNT	Cisco Network Technology	116	MTC	Music: Theory and Composition	159
COM	Communication Arts	116	MUC	Music: Commercial and Business	160
CPD	Counseling and Personal Development	123	MUE	Music: Education	160
CRE	Critical Reading	124	MUP	Music: Performance/Private Instruction	160
CSC	Computer Science	122	MYO	Mayo Radiography	153
CUL	Culinary Arts	124	NCE	Nursing: Continuing Education	161
DAH	Dance Humanities	127	NUR	Nursing Science	162
DAN	Dance	125	OAS	Office Automation Systems	164
DFT	Architectural Technology (CAD)	107	PED	Physical Education	165
ECE	Engineering Science	131	PHI	Philosophy	164
ECH	Early Childhood Development	127	PHY	Physics	166
ECN	Economics	128	PIM	Pima Language	166
EDU	Education	129	POS	Political Science	166
EMT	Emergency Medical Technology	130	PSY	Psychology	167
ENG	English	131	RDG	Reading	134, 168
ENH	English Humanities	135	REA	Real Estate	168
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COURSE DESCRIPTIONS

ACCOUNTING

ACC

Business Division Office AP 246 (480) 423-6253

ACC105 3 credits 3 periods

Payroll, Sales and Property Taxes

Tax reporting for payroll, sales and personal property. Prerequisites: None.

ACC110 3 credits 3 periods

Understanding and Using Accounting Systems (*Fastrack*)

Develops basic comprehension of the balance sheet, income statement and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll, receivables, payables, inventory, cash and credit card receipts. Prerequisites: None.

ACC111 3 credits 3 periods

Accounting Principles I

Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 3 credits 3 periods

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 3 periods

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. (Note: requires understanding of debits/credits.) (*Offered in both online and open-entry formats.*)

ACC211 3 credits 3 periods

Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 credits 3 periods

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).

ACC221 3 credits 3 periods

Tax Accounting

Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of department/division. (*Offered only during the Fall semester.*)

ACC230 3 credits 3 periods

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 3 periods

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.

ADMINISTRATION OF JUSTICE STUDIES

AJS

Applied Sciences Division Office AP 237B (480) 423-6599

AJS101 3 credits 3 periods

Introduction to Criminal Justice

An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Required in AJS curriculum. Prerequisites: None.

AJS109 3 credits 3 periods

Substantive Criminal Law

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS112 3 credits 3 periods

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: AJS101, AJS109, AJS212, AJS230, AJS260, AJS270 and AJS275.

AJS119 3 credits 3 periods

Computer Applications in Justice Studies

Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None.

AJS123 3 credits 3 periods

Ethics and the Administration of Justice

Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

AJS125 3 credits 3 periods

Criminal Justice Community Resources

Probation, parole, community correctional centers (halfway houses), release programs and alternatives to incarceration. Emphasis on programs with consideration of personnel and fiscal management laws governing the operation of community service and treatment models and the services available to offenders who are not incarcerated. Prerequisites: None.

AJS131 3 credits 3 periods

Police Management Techniques I

Planned for police officers aspiring to supervisory work. Police supervisory techniques for planning, organization, coordination, reporting, budgeting and handling related personnel problems. Prerequisites: None.



Course Descriptions

AJS132	3 credits	3 periods
Police Management Techniques II		
Continuation of AJS131. Management of police personnel including selections procedures, disciplinary practices, public relations, elements of supervision, service ratings, recruiting and probation and related personnel problems. Prerequisites: None.		
AJS145	3 credits	3 periods
Criminal Justice System Experiences		
Examines the purpose, organization, operation and employment opportunities of various criminal justice agencies including police departments, crime labs, morgues, courts, juvenile detention facilities, jails, prisons, parole boards and halfway houses. Includes tours of a variety of criminal justice facilities. Prerequisites: None.		
AJS153	1 credits	1 periods
Firearms II/Handguns		
Advanced familiarization with handguns. Variations of basic shooting stance. Legal and moral repercussions of self-defense. Includes range practice. Prerequisites: AJS151 or approval of instructor.		
AJS155	2 credits	2 periods
Concealed Weapons Carry		
Training in safe handling and use of handguns. Examines legal provisions related to carrying a concealed weapon; legal and moral implications of self-defense. Prerequisites: None. <i>(Pass/Fail grade only.)</i>		
AJS158AB	1 credit	1 period
Concealed Weapon Recertification		
Legal provisions, safety precautions and restrictions covering the use of firearms and the firing of sidearms. Prerequisites: AJS151 or AJS155.		
AJS190	3 credits	3 period
Sex Crimes and Non-Conventional Sexual Behaviors		
Examines evolving sexual mores and acts in the United States. Studies processes and procedures involved in labeling sex or sex-related acts as criminal and/or non-conventional. Explores impact of sex crimes on victims and responses by the criminal justice system. Prerequisites: None.		
AJS195	3 credits	3 period
International and Domestic Terrorism		
An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.		
AJS198	0.5 credit	0.5 period
Special Topics in the Administration of Justice		
Explores special topics related to the administration of justice. Focuses on examination and investigation of existing and innovative problem solving techniques within the criminal justice system. Prerequisites: None.		
AJS200	3 credits	3 periods
Current Issues in Criminal Justice		
Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.		
AJS201	3 credits	3 periods
Rules of Evidence		
A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.		

AJS206	3 credits	3 periods
Comparative Study of Criminal Justice		
A comparative study of international criminal justice systems. Reviews crime on the world scene and explores historical and cultural impact of justice systems on their societies. Prerequisites: None.		
AJS209	3 credits	3 periods
Criminal Jurisdiction on Federal Land and Indian Reservations		
Jurisdiction of local and state law enforcement authorities over crimes committed on federal military reservations, National Parks, National Forests, Indian Reservations, federal buildings and other federal enclaves. Deals with the administration of justice on Indian Reservations, including the courts and police; jurisdictional problems and the various criminal justice agencies of the tribes, state and federal government. Prerequisites: None.		
AJS210	3 credits	3 periods
Constitutional Law		
An examination of the U. S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. Prerequisites: None.		
AJS211	3 credits	3 periods
Police Planning		
An analysis of the process of planning and a descriptive study of logical and systematic approaches to strategic, short-range, operational, organizational and tactical planning within a law enforcement organization. Prerequisites: None.		
AJS212	3 credits	3 periods
Juvenile Justice Procedures		
Examines the history and development of juvenile justice theories, procedures and institutions. Prerequisites: None.		
AJS213	3 credits	3 periods
Evidence Technology/Fingerprints		
Fingerprint identification, interpretation and classification. The fundamentals of fingerprinting and the problems in developing latent prints, preservation of evidence and the chain of evidence. Prerequisites: None.		
AJS214	3 credits	3 periods
Evidence Technology/Photography		
The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. Prerequisites: None.		
AJS216	3 credits	3 periods
Criminalistics: Biological Evidence		
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers and topics of special interest in criminalistics. Prerequisites: None.		
AJS217	3 credits	3 periods
Court Procedures		
Study of procedures practiced by courts of general and original jurisdiction. Extensive use of mock and moot trial methods used to prepare students in legal research, case preparation and presentation and adversary hearings. Prerequisites: AJS260, or AJS290BN, or permission of instructor.		

Course Descriptions

AJS219 **3 credits 3 periods**
Crime Scene Technology: Physical Evidence
 Scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS220 **3 credits 3 periods**
Organized Crime
 Examines the history, structure and activities of organized crime groups. Reviews theories explaining the existence of organized crime and enforcement strategies used to combat it. Prerequisites: None.

AJS225 **3 credits 3 periods**
Criminology
 Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

AJS230 **3 credits 3 periods**
The Police Function
 Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS240 **3 credits 3 periods**
The Correction Function
 Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS249 **3 credits 3 periods**
Community Policing
 Examines the history, philosophy, implementation, administration, application, benefits and future of community policing. Prerequisites: None.

AJS258 **3 credits 3 periods**
Victimology and Crisis Management
 Focuses on victimology and techniques of crises intervention; and the importance of multicultural perspective. Includes coverage of sexual assault, family violence, child abuse, post-traumatic stress disorder, substance abuse, coping skills, stress management and community resources. Prerequisites: None.

AJS260 **3 credits 3 periods**
Procedural Criminal Law
 Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings and their effect on the daily operations of the criminal justice system. Prerequisites: None.

AJS269AA/AB/AC **1-3 credits 5-15 periods**
Internship
 Supervised field training for preservice administration of justice students. Maximum of three (3) credit hours allowed in program. Prerequisites: Student sponsored by governmental enforcement agency and departmental approval.

AJS270 **3 credits 3 periods**
Community Relations
 Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior,

victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. Prerequisites: None.

AJS275 **3 credits 3 periods**
Criminal Investigation I
 Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing and basic investigative techniques. Prerequisites: None.

AJS280 **3 credits 3 periods**
Crime Laboratory
 Practical experience in use of forensic laboratory equipment and chemical processes. Focuses on the technology and methodology of crime scene investigation. Students ride along with a professional crime scene investigator, view testimony by an expert witness and participate in a mock trial. Prerequisites: AJS213, AJS214, AJS216 and AJS219 or permission of instructor.

AJS282AA/AB/AC **1-3 credits 1-3 periods**
Volunteerism for Administration of Justice: A Service Learning Experience
 Service learning field experience within private/public agencies and citizen volunteer groups. May be repeated for a total of six (6) AJS282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

AJS288AA **1 credit 1 period**
Community Policing
 Methods for incorporating community-oriented policing into the police environment. Prerequisites: None.

AJS288AB **1 credit 1 period**
Cultural Awareness for Police Supervisors
 Explores the complex issues of multiculturalism and the police in the United States, and the possible effects into the next century. Addresses the historical perspectives of the formation of the Anglo-Saxon Northern European culture along with the formation and structure of the "police culture." Aspects and responsibilities of leadership and supervision in a multicultural world. Understanding complex cultural communication and the challenge of community-based policing. Prerequisites: None.

AJS288AC **1 credit 1 period**
Ethics and Professionalism
 Ethics defined; principles of ethics; professional demeanor and police integrity in law enforcement. Prerequisites: Certified police officer or permission of department.

AJS290BC **1 credit 1 period**
Police Supervision
 Skills needed to be an effective frontline supervisor, including personnel relations, communication techniques and administrative policies and procedures. Prerequisites: None.

AJS290BN **1 credit 1 period**
Courtroom Testimony Seminar
 Courtroom demeanor and protocol. Role and primary functions of witness and legal counsel. Prerequisites: None.

AJS290BS **1 credit 1 period**
Stress in Law Enforcement
 Major stress that affect a police officer; effects of stress and methods for reducing stress. Prerequisites: None.

Course Descriptions

AJS290BW 1 credit 1 period

Communication in Criminal Justice

Study of barriers to effective communication in the field of criminal justice. Development of effective intradepartmental and interdepartmental communication as well as communication with the community and within the courtroom. Prerequisites: None.

ADVERTISING ARTS

See ART/ADVERTISING ART (ART/ADA), page 108.

AERONAUTICS

AET

Applied Sciences Division Office AP 237B (480) 423-6599

AET101 5 credits 5 periods

Private Pilot Ground School, FAR Part 61

Federal Aviation Regulation (FAR) Part 61 ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, airplane systems, airports, airspace, communications, federal aviation regulations, weather, navigation, airplane performance, flight planning and flight physiology. Prerequisites: None.

AET201 3 credits 3 periods

Instrument Ground School, FAR Part 61

Federal Aviation Regulation (FAR) Part 61 ground school in preparation for the Federal Aviation Administration (FAA) instrument rating written examination. Includes instrument, navigation and engine indication systems; airspace; Federal Aviation Regulations applicable to instrument flight; weather, air traffic control procedures; and charts and approach plates. Flight planning, operations and physiology. Prerequisites: Completion of AET101 with a grade of "C" or better or FAA Private Pilot Certificate or permission of instructor.

AEROSPACE STUDIES

AES

Applied Sciences Division Office AP 237B (480) 423-6599

Through an arrangement with Arizona State University at Tempe, Arizona, students at Scottsdale Community College can take freshman and sophomore year classes in ROTC. Students register for the classes at Scottsdale Community College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Air Force) Aerospace Studies. For further information, contact Air Force ROTC or (480) 965-3181.

AES101 2 credits 1 period

The Air Force Today Part I

Introduction to the U. S. Air Force and Air Force Reserve Officer Training Corps. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: None.

AES103 2 credits 1 period

The Air Force Today II

Continuation of AES101. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: AES101 or ASU Department of Aerospace Studies approval.

AES201 2 credits 1 period

Evolution of USAF Air and Space Power I

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC candidate. Featured topics include: Air Force heritage, Air Force leaders, Quality Air Force and introduction to ethics

and values, introduction to leadership, group leadership problems and continuing application of communication skills. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. Prerequisites: AES103 or ASU Department of Aerospace Studies approval.

AES203 2 credits 1 period

Evolution of USAF Air and Space Power II

Continuation of AES201 course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC candidate. Featured topics include: Air Force heritage, Air Force leaders, Quality Air Force, an introduction to ethics and values, introduction to leadership, group leadership problems and continuing application of communication skills. Leadership laboratory is mandatory for Air Force ROTC cadets, and it complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

AGRICULTURAL SCIENCE

AGS

Mathematics/Sciences Division PS 153 (480) 423-6111

ALSO SEE: Biology (BIO), page 112.

AGS187 3 credits 3 periods

Indoor Foliage Plants

Environmental and nutritional requirements for foliage plants used for interior decoration. Includes identification, nomenclature and uses. Prerequisites: None.

AMERICAN INDIAN STUDIES

AIS

American Indian Studies Office SB 118 (480) 423-6221
AIS Course Coordinator, Manuel F. Pino

American Indian Studies at Scottsdale Community College (SCC) offers an Associate in Transfer Partnership Degree (ATP) which requires a minimum of 60 semester credits for the program of study. The Maricopa Community College District Associate in Transfer Partnership Degree is designed to meet the needs of Maricopa Community College students transferring to public and private colleges and universities. The degree in American Indian Studies is developed specifically for students who have identified American Indian Studies as a major and have selected Arizona State University as the baccalaureate degree-granting institution to which they intend to transfer.

American Indian Studies at SCC is an interdisciplinary opportunity to develop a wider scope of understanding of American Indians, their traditions, struggles and aspirations for sovereignty and self-determination. Coursework offers students an opportunity to fulfill general studies requirements consistent with the ATP degree and a series of classes concentrating on historic relations with non-Indian societies, the development of federal Indian law, tribal governments, treaty rights, environmental issues, public policy, economic development and contemporary social problems.

AIS101 3 credits 3 periods

Survey of Native American Issues

Introduction to critical issues related to Native Americans. Examines political, economic and social issues. Focuses on contemporary issues and factors influencing American Indian communities. Prerequisites: None.

AIS105 3 credits 3 periods

Introduction to American Indian Studies

Introduction to political, economic and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact and the influence of western social systems on tribal nations. Prerequisites: None.

Course Descriptions

AIS112 3 credits 3 periods
American Indian Policy (SOC112)
 Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

AIS113 3 credits 3 periods
Proposal Writing (MGT113)
 Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue. Prerequisites: None.

AIS140 3 credits 3 periods
American Indian History (HIS140)
 Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

AIS141 3 credits 3 periods
Sovereign Indian Nations (SOC141)
 Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues and contemporary social problems. Prerequisites: None.

AIS160 3 credits 3 periods
American Indian Law (SOC160)
 Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

AIS201 1 credit 1 period
Tribal Management Seminar I (MGT201)
 Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: None.

AIS202 1 credit 1 period
Tribal Management Seminar II (MGT202)
 Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: MGT201 or permission of instructor.

AIS203 3 credits 3 periods
Fundamentals of Economic Development for Indian Tribes (MGT203)
 Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants. Prerequisites: ACC230 or permission of instructor.

AMERICAN SIGN LANGUAGE SLG

Language/Communication Division LC 305 (480) 423-6459

SLG101 4 credits 4 periods
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 4 periods
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. SLG110 suggested as a corequisite but not required.

SLG201 4 credits 4 periods
American Sign Language III
 Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102, with a grade of "C" or better, or permission of department/division. Suggested but not required: (ENG101 or ENG107) and (CRE101 or CRE111 or exemption by score on the reading placement test [ASSET]).

SLG202 4 credits 4 periods
American Sign Language IV
 Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG103, SLG110 and SLG201, with a grade of "C" or better, or permission of department/division. Suggested but not required: ENG101, SLG120, SLG200 and CRE101 or CRE111 or exemption by score on the reading placement test (ASSET).

ANTHROPOLOGY ASB and ASM

Social/Behavioral Sciences Division SB 130 (480) 423-6206

ASB102 3 credits 3 periods
Introduction to Cultural and Social Anthropology
 Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political and economic systems; religion, aesthetics and language. Prerequisites: None.

Course Descriptions

ASB202 3 credits 3 periods
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.

ASB230 3 credits 3 periods
Principles of Archaeology
 Introduction to archaeological methods and theory. Prerequisites: None.

ASB231 4 credits 8 periods
Introduction to Archaeological Field Methods
 Excavation of an archaeological site; recording and interpreting data collected during the field experience. Overview of the cultures concerned; contemporary issues in archaeology. Prerequisites: None.

ASB245 3 credits 3 periods
Indians of the Southwest
 Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. Prerequisites: None.

ASM104 4 credits 5 periods
Introduction to Biological Anthropology
 Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. Prerequisites: None.

ARCHITECTURAL TECHNOLOGY (Computer-Aided Drafting)

DFT

Applied Sciences Division Office AP 237B (480) 423-6599

DFT105 3 credits 6 periods
Computer-Aided Drafting I
 Industrial use of Computer-Aided Drafting (CAD) equipment (hardware and software) in the areas of mechanical, electronic and construction drawings. Prerequisites: None.

DFT121 3 credits 6 periods
Introduction to Architectural Drafting
 Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting instruments. Includes lettering, line weights, dimensioning, multi-view projection, floor plans, elevations, construction details and portfolio development. Prerequisites: None.

DFT126 3 credits 3 periods
Building Trades Blueprint Reading
 Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

DFT150 3 credits 6 periods
Architectural CAD I: Floor Plans and Elevations
 CAD-based instruction directed to the creation of fully annotated plan and elevation views including dimensions, notes and symbols. Development of professional quality floor plans, exterior and interior elevations working from given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 recommended.

DFT151 3 credits 6 periods
Architectural CAD II: Site Plans and Sections
 CAD-based instruction directed to the creation of fully annotated site plans and sectional views. Development of professional quality site plans, wall sections and building sections working from residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 is recommended.

DFT200 3 credits 6 periods
Architectural CAD III: Structural Systems
 CAD-based instruction for layout and completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 is recommended.

DFT201 3 credits 6 periods
Architectural CAD IV: Mechanical and Electrical Systems
 CAD-based instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 is recommended.

DFT221 3 credits 6 periods
Architectural Rendering: Pen and Ink, Technical Techniques
 Two- and three-dimensional drawing with shades/shadows, landscape, hardscape, finishes, human figures, and architectural entourage in pencil and ink media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT222 3 credits 6 periods
Architectural Rendering: Color, Freehand Techniques
 Emphasis on color rendering of two- and three-dimensional drawings using a variety of color media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT225 3 credits 6 periods
Architectural CAD V: Construction Details
 Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: DFT151 and GTC124, or department permission.

DFT254AA 3 credits 6 periods
Computer-Aided Drafting II: AutoCAD
 Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use. Prerequisites: DFT105AA or DFT252AA, or equivalent, or departmental approval.

DFT298 - SPECIAL PROJECTS: Information about DFT298 courses can be found on page 171.

Course Descriptions

Course Descriptions

ART/ADVERTISING ART

Art Department Office AB 112 (480) 423-6344
 Fine Arts Division Office MB 139 (480) 423-6238

The Art Department offers a full range of courses designed to meet the needs of students who wish to pursue the transfer-oriented Associate in Arts degree or the more general Associate in General Studies degree. Students who plan to transfer to a four-year college or university are urged to become familiar with the specific requirements of the transfer institution. For those who pursue the Associate in General Studies degree, recommended areas of emphasis are computer graphics, drawing, graphic design, painting, photography, sculpture and watercolor. Departmental faculty members are available for assistance with course selection and guidance.

Most art courses require out-of-pocket expenses of \$25 to \$150.

ADA Advertising Arts

ADA105 3 credits 4 periods
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.

ADA109 3 credits 4 periods
Cartooning Methods

Production of cartoon drawing suitable for reproduction and submission to publishers. Introduction to greeting card design, editorial cartooning, comic strips and other uses of cartoons. Prerequisites: None.

ART Computer Arts

ART100 1 credit 2 periods
Introduction to Computer Graphic Art

Conceptualization, visualization and production of art using the computer. Prerequisites: None.

ART169 3 credits 6 periods
Two-Dimensional Computer Design (ADA169)

Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

ART170 3 credits 6 periods
Three-Dimensional Computer Design (ADA170)

Artistic manipulation of computer images. Emphasis on color and three-dimensional design in production of these images. Existing software used to generate three-dimensional art. Prerequisites: ART100, ART169 or permission of instructor.

ART175 3 credits 6 periods
Electronic Publishing Design I (ADA175)

Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ART177 3 credits 6 periods
Computer-Photographic Imaging (ADA177)

Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART179AB 2 credits 4 periods
Electronic Presentation Design Part II

Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials. Prerequisites: ART179AA or permission of instructor.

ART183 3 credits 6 periods
Computer Aided Graphic Arts I

Graphic design use in microcomputer, black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. Prerequisites or Corequisites: ART100 or permission of instructor. (*ART183 not offered every semester.*)

ART184 3 credits 6 periods
Computer Animation (ADA/MMT184)

The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100 or ART111 or ART116 or permission of instructor.

ART190 3 credits 6 periods
Art of Web Site Design

Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Discussion of color, proportion and design emphasis. Producing Web sites using HyperText Markup Language (HTML), digital text and graphics to produce artistic form and content for the Web. Prerequisites: ART180AB or ART180AC or ART180AE or permission of instructor. (*ART190 not offered every semester.*)

ART199SA 3 credits 6 periods
Digital Storytelling (COM199SA)

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a five-minute story. Prerequisites: None.

ART270 3 credits 6 periods
Intermediate Computer Photographic Imaging

Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

ART274 3 credits 6 periods
Advanced Computer Photographic Imaging

Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

Course Descriptions

ART283 3 credits 6 periods
Computer-Aided Graphic Arts II (ADA283)
 Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183 or ART183 or permission of instructor.

ART285 3 credits 6 periods
Multipresentation Graphics (ADA285)
 Computer aided design and development of a company identity program; development of a videotape demonstrating market impact; preparation of a portfolio of completed art and graphics. Prerequisites: ART100, ART169 or permission of instructor.

ART289 3 credits 6 periods
Computer Illustration
 Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices. Prerequisites or Corequisites: ART100 or permission of instructor. (ART289 offered Spring semester only.)

ART291 3 credits 6 periods
Digital Prepress
 Introduction to multiple elements of digital prepress concepts and techniques using the microcomputer. Basic foundation in the use of trapping and stripping software for the desktop. Use of electronic page layout techniques including color separations, registration, spot colors, impositions, signatures, and output production devices. Emphasis on prepress concepts. Prerequisites: ART100 or permission of instructor.

ART **Photographic Arts**

The photography curriculum is designed for students who desire to specialize in photography, either in a two-year preprofessional program or in a college transfer program. Students interested in a college transfer program are urged to consult the catalog of the college to which they will transfer.

Photography courses require additional out-of-pocket expenses of \$100 to \$150.

ART130 2 credits 2 periods
35MM Slide Techniques
 Fundamentals of 35MM slide photography. Includes camera operations, exposure techniques, color slide materials and theory of color photography. Prerequisites: None.

ART131 3 credits 6 periods
Photography I
 Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132 3 credits 6 periods
Photography II
 Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART133 3 credits 6 periods
Photography III
 Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor. ART111 and ART116 recommended but not required.

ART134 3 credits 6 periods
Photography IV
 Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: ART133 or permission of instructor.

ART138 3 credits 6 periods
Commercial Photography I
 Basic techniques of lighting, camera work and reproduction of commercial photography. Cooperation with commercial art community. Prerequisites: None.

ART139 3 credits 6 periods
Commercial Photography II
 Continuation of ART138. Advanced techniques with portfolio organization and presentation. Prerequisites: ART138.

ART140 2 credits 4 periods
Portrait Photography
 Insight into the profession of portrait photography. Application of the principles of design and fine art in lighting, composition and posing. Prerequisites: ART131 or permission of instructor.

ART234 3 credits 6 periods
Color Photography I
 Basic principles of color theory, camera and darkroom techniques, using positive materials. Prerequisites: ART131 or permission of instructor.

ART **Visual Arts**

ART110 1 credit 2 periods
Experimental Chinese Painting
 Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works. Prerequisites: None.

ART111 3 credits 6 periods
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 6 periods
Two-Dimensional Design (ADA112)
 Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 credits 6 periods
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 6 periods
Three-Dimensional Design (ADA115)
 Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART116 3 credits 6 periods
Life Drawing I
 Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

Course Descriptions

ART117 Life Drawing II	3 credits	6 periods	Further study of form, structure and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.
ART122 Drawing and Composition II	3 credits	6 periods	Emphasis on composition and exploration of drawing media. Prerequisites: ART111.
ART151 Sculpture I	3 credits	6 periods	Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.
ART152 Sculpture II	3 credits	6 periods	Continuation of ART151 with emphasis on control of sculptural media. Prerequisites: ART151.
ART165 Watercolor Painting I	3 credits	6 periods	Transparent and Gouache watercolor painting. Prerequisites: ART111 and ART112 or permission of instructor.
ART166 Watercolor Painting II	3 credits	6 periods	Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.
ART167 Painting I	3 credits	6 periods	Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: ART111 and ART112 or permission of instructor.
ART168 Painting II	3 credits	6 periods	Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.
ART171 Jewelry I	3 credits	6 periods	Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering and lost wax technique. Prerequisites: None.
ART172 Jewelry II	3 credits	6 periods	Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.
ART181 Graphic Design I	3 credits	6 periods	Introduction to development of lettering and design skills through functional and aesthetic use of typography. Concentration on lettering for reproduction, type indication, historical development, type specification and use of letter forms as design elements. Prerequisites: ART112 or permission of instructor.

ART182 Graphic Design II	3 credits	6 periods	Concept development and design solutions to problems in consumer advertising, sales promotion and public relations material. Interpreting art form and copy through creative graphic solutions. Pasteup and production processes. Prerequisites: ART181 or permission of instructor.
ART211 Drawing and Composition III	3 credits	6 periods	Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.
ART216 Life Drawing III	3 credits	6 periods	Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.
ART217 Life Drawing IV	3 credits	6 periods	Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of instructor.
ART222 Drawing and Composition IV	3 credits	6 periods	Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.
ART251 Sculpture III	3 credits	6 periods	Continuation of ART152 with particular attention to individual problems and techniques. Prerequisites: ART152.
ART252 Sculpture IV	3 credits	6 periods	Advanced sculpture problems and professional practices. Prerequisites: ART251.
ART255 Art Marketing	3 credits	3 periods	Career goals, presentation of artist and art work (portfolio, resumé, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping and communication skills. Prerequisites: None. (<i>ART255 not offered every semester.</i>)
ART265 Watercolor Painting III	3 credits	6 periods	Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.
ART266 Watercolor Painting IV	3 credits	6 periods	Advanced problems directed toward more personal expression. Prerequisites: ART265.
ART267 Painting III	3 credits	6 periods	Development of materials and techniques of painting. Individual problem solving. Prerequisites: ART168 or permission of instructor.

Course Descriptions

ART268 **3 credits 6 periods**
Painting IV
 Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.

ART281 **3 credits 6 periods**
Graphic Design III
 Advanced course in designing with letter forms and type styles. Projects in creative use of lettering and type such as book covers, pamphlets, point of purchase, logo design and letterform used as shape for advertisement. Prerequisites: ART182 or permission of instructor.

ART282 **3 credits 6 periods**
Graphic Design IV
 Continuation of skill development reached in ART181, ART182 and ART281 with emphasis on new product development and advertising; creating design program for industry or major event; and preparing professional portfolio. Prerequisites: ART281 or permission of instructor.

ART290 **3 credits 6 periods**
Studio Art
 Studio course for art majors allowing continuation in a subject field. Prerequisites: All 100- and 200-level courses in subject matter area or permission of instructor.

ART295AA-JC **1-3 credits 2-6 periods**
Art Workshop/Seminar
 Advanced-level workshop/seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate-level courses in specific field or permission of department/division chair.

ART HUMANITIES

ARH

Art Department Office AB 112 (480) 423-6344
 Fine Arts Division Office MB 139 (480) 423-6328

ARH100 **3 credits 3 periods**
Introduction to Art
 Understanding and enjoyment of art through study of painting, sculpture, architecture and design. Prerequisites: None.

ARH101 **3 credits 3 periods**
Prehistoric Through Gothic Art
 History of art from prehistoric through medieval period. Prerequisites: None.

ARH102 **3 credits 3 periods**
Renaissance Through Contemporary Art
 History of art from Renaissance through contemporary period. Prerequisites: None.

ARH115 **3 credits 3 periods**
History of Photography
 Survey of history of photography from beginning to present. Emphasizes medium's impact upon society and other visual arts. Technical developments, aesthetic concerns and individual photographers studied. Prerequisites: None.

ARH118 **3 credits 3 periods**
Introduction to Chinese Art
 Explores Chinese philosophy, symbolism, history and religions that underlie the choice of subject matter and life forms in Chinese art. Uses Chinese bamboo brush, ink and rice paper to study Chinese calligraphy and traditional subjects for painting. Prerequisites: None.

ARH145 **3 credits 3 periods**
History of American Indian Art
 Survey of American Indian Art from pre-contact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections. Prerequisites: None.

ASTRONOMY

AST

Mathematics/Sciences Division PS 153 (480) 423-6111

The astronomy courses satisfy the natural sciences requirement for the Associate in Arts degree and most four-year curricula. AST111 and AST112 fulfill ASU's natural sciences requirement (SG, SQ) when they are taken with AST113 and AST114, respectively.

AST101 **3 credits 3 periods**
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 3 periods**
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.

NOTE: AST111 and AST112 are each a first course in astronomy. Either course can be taken alone or both can be taken in either order.

AST111 **3 credits 3 periods**
Introduction to Astronomy I
 Introduction to astronomy for the nonscience major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

AST112 **3 credits 3 periods**
Introduction to Astronomy II
 Introduction to astronomy for the nonscience major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent. (AST112 offered Spring semester only.)

AST113 **1 credit 3 periods**
Astronomy I Laboratory
 Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114 **1 credit 3 periods**
Astronomy II Laboratory
 Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112. (AST114 offered Spring semester only.)



Course Descriptions

BIOLOGY

Mathematics/Sciences Division PS 153 (480) 423-6111

ALSO SEE: Agricultural Science (AGS), page 105, and Pre-Professional Programs, page 167.

The biology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as marine biology, wildlife biology, biological research, biology teacher or other professional biological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including one or two years of biology, a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor to select courses that should be taken to strengthen their science and mathematics background before pursuing the biology curriculum. Recommended courses to be taken in sequence are BIO181 and BIO182. Supporting courses include CHM151, CHM152 or CHM154, CHM230 or (CHM235 and CHM236), PHY111, PHY112, MAT151, MAT182 and MAT212. Consultation with the catalog of the college to which you plan to transfer may recommend a more rigorous math sequence as follows: MAT151, MAT182, MAT221, MAT231 and MAT241. In addition to the general education courses required for the Associate in Arts degree, BIO109, BIO205, BIO241 and BIO280 are suggested electives. Since there is some variation in specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly. Students who take BIO181 and BIO182 should plan to take both of these courses at SCC to ensure that no course information is missing. Students registering for any of the following courses should be aware that many of these courses require field trip activities at students' expense.

BIO100 4 credits 6 periods
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 6 periods
Environmental Biology

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO108 4 credits 6 periods
Plants and Society

The study of plants in relation to humans as a source of food, fiber, drugs and other products; for aesthetic value, survival and energy. Field trips may be required at students' expense. Prerequisites: None.

BIO109 3 credits 3 periods
Natural History of the Southwest

Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior and ecology. Field trips may be required at students' expense. Prerequisites: None.

BIO110 1 credit 3 periods
Laboratory for Natural History of the Southwest

Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Weekend field trips required at students' expense. Prerequisites or Corequisites: BIO109 or permission of instructor.

BIO

BIO149 1-4 credits 7-28 days
Field Biology

Field expeditions designed to study natural history of selected geographical locations. Field observations of behavior, distribution and adaptations of organisms within natural communities emphasized. May be repeated for up to four hours elective credit. Prerequisites: None.

BIO156 4 credits 6 periods
Human Biology for Allied Health

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology and genetics. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry recommended.

BIO181 4 credits 6 periods
General Biology (Majors) I

Principles of structure and function of living things at molecular, cellular and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182 4 credits 6 periods
General Biology (Majors) II

Additional principles of structure and function of living things at molecular, cellular and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: BIO181 or permission of instructor.

BIO183 4 credits 6 periods
Marine Biology

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO201 4 credits 6 periods
Human Anatomy and Physiology I

Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system and nervous system. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor.

BIO202 4 credits 6 periods
Human Anatomy and Physiology II

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems; and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205 4 credits 6 periods
Microbiology

Study of microorganisms and their relationship to health, ecology and related fields. Prerequisites: BIO156, or BIO181, or equivalent, or permission of instructor. *NOTE: One semester of college-level chemistry recommended.*

BIO241 4 credits 6 periods
Human Genetics

An introduction to the basic concepts of human heredity and cytogenetics including Mendelian, molecular and population genetics. Prerequisites: BIO100, or BIO181, or equivalent, or permission of instructor.

BIO254 4 credits 6 periods
Entomology

Form, activities and classification of insects. Prerequisites: One semester of college-level biology or equivalent or permission of instructor.



Course Descriptions

BIO280 3 credits 3 periods

Animal Behavior

A study of the genetics, physiology, ecology and evolutionary history of animal behavior. Prerequisites: BIO100, or BIO105, or BIO181, or equivalent, or permission of instructor.

BUILDING SAFETY TECHNOLOGY BLT

Applied Sciences Division Office AP 237B (480) 423-6599

ALSO SEE: Civil Engineering Technology (CET), page 116, and General Technology (GTC), page 139.

BLT120 3 credits 3 periods

Techniques of Building Inspection

Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction. Prerequisites: None.

BLT121 3 credits 3 periods

Electrical Codes

Principles of safe electrical installations and proper inspection procedures. Topics include conduit installation, transformer service, raceways, control circuits, grounding and bonding; hazardous occupancies and the National Electrical Code. Prerequisites: None.

BLT124 3 credits 3 periods

Designing for the Americans with Disabilities Act (ADA)

In-depth analysis of federal standards described in the Americans with Disabilities Act (ADA). Reviews the state of Arizona's enforcement document (AzDAAG). Focuses on helping designers, architects and building officials create barrier-free buildings and facilities. Prerequisites: None.

BLT127 3 credits 3 periods

Plumbing Codes

Code requirements and construction practices. Topics include underground and above-ground plumbing, venting and finish plumbing. Prerequisites: None.

BLT128 3 credits 3 periods

Mechanical Codes

Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation and controls. Prerequisites: None.

BLT129 3 credits 3 periods

Materials of Construction

Fundamental characteristics of modern construction materials and the effective use of these materials in construction. Prerequisites: None.

BLT140 3 credits 3 periods

Environmentally Responsible Building

An overview of environmentally responsible building and a historical survey of building methodologies. Introduces design concepts and strategies related to the mitigation of environmental impacts. Examines building processes, environmental issues and the interdependent nature of our built environment. Topics include human impacts, climate and geography, sustainability, renewable energies, water use and energy, resource efficiency, building materials, indoor air quality and waste reduction. Prerequisites: None.

BLT263 3 credits 3 periods

Building Codes

Designed specifically to acquaint students with safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials and ratings and occupancy requirements. Prerequisites: None.

BUSINESS (Fastrack)

Business Division Office AP 246 (480) 423-6253

For course descriptions in the Business (Fastrack) Program, see:

- ACC110 – page 102
- GBS120 and 200 – below
- IBS201 – page 148
- MGT109, 126, 127, 179 and 206 – page 150
- MKT210 – page 151

BUSINESS GBS and SBU

Business Division Office AP 246 (480) 423-6253

GBS Business

GBS120 3 credits 3 periods

Workplace Communication Skills (Fastrack)

Reviews planning, organization, development and evaluation of written and oral communication in business settings, including informative and persuasive messages. Prerequisites: None.

GBS131 3 credits 3 periods

Business Calculations

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount and markups. Prerequisites: None.

GBS151 3 credits 3 periods

Introduction to Business

Characteristics and activities of current local, national and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS200 3 credits 3 periods

Understanding the Business Environment (Fastrack)

Provides an overview of the major external factors and issues affecting the contemporary business environment. Prerequisites: None.

GBS205 3 credits 3 periods

Legal, Ethical, and Regulatory Issues in Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220 3 credits 3 periods

Quantitative Methods in Business

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, MAT151 or MAT152) or equivalent, or satisfactory score on district placement exam. NOTE: Course can be substituted for Finite Math, MAT172, (for business majors only).

GBS221 3 credits 3 periods

Business Statistics

Business applications of descriptive and inferential statistics, measurement of relationships and statistical process management. Prerequisites: Grade of "C" or better in GBS220 or MAT172.

GBS233 3 credits 3 periods

Business Communication

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107, with grade of "C" or better, or permission of department/division.

Course Descriptions

GBS261 3 credits 3 periods
Investments I
 Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.

SBU **Society and Business**

SBU200 3 credits 3 periods
Society and Business
 The study of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of business responses. Prerequisites: None.

BUSINESS-PERSONAL COMPUTERS **BPC**

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Computer Information Systems (CIS), page 118
 Microsoft Networking Technology (MST), page 155
 Office Automation Systems (OAS), page 164

BPC100 2 credits 2 periods
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. (Offered in both online and open-entry formats.)

BPC101AA 1 credit 2 periods
Introduction to Microcomputers I: IBM
 Microcomputer software applications for the IBM personal computer, including electronic spreadsheet and word processing, keyboarding review and a desktop environment. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC101BA 1 credit 1 period
Introduction to Microcomputers II: IBM
 Microcomputer software applications for the IBM personal computer, including database management, computer graphics, electronic spreadsheet and word processing and operating system commands. Prerequisites: BPC101AA. (Offered in both online and open-entry formats.)

BPC106AH 0.5 credit 0.5 period
MS Outlook: Level I
 Messaging and word processing functions of a Microsoft Outlook electronic work state. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC106BH 0.5 credit 0.5 period
MS Outlook: Level II
 Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of instructor. (Offered in both online and open-entry formats.)

BPC110 3 credits 4 periods
Computer Usage and Applications
 Exploration of computer operations and uses. Specific applications to business-personal computers. Prerequisites: None. NOTE: Includes extensive hands-on exercises with current industry-standard word processing, spreadsheet and database software packages.

BPC111AA 1 credit 1.7 periods
Computer Keyboarding I (OAS111AA)
 Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC111AB 1 credit 1.7 periods
Computer Keyboarding II (OAS111AB)
 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. (Offered in both online and open-entry formats.)

BPC114AE 1 credit 2 periods
Excel: Level I (CIS114AE)
 Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC114BE 1 credit 2 periods
Excel: Level II (CIS114BE)
 Additional Excel spreadsheet techniques, including macro programming, database searching, extraction and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor. (Offered in both online and open-entry formats.)

BPC115AA 1 credit 2 periods
Personal Finance Software: Quicken - Level I
 Introduction to the basic features of Quicken, a computerized personal finance software program. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC117AM 1 credit 2 periods
Database Management: Microsoft Access - Level I (CIS117AM)
 Introduction to the basic elements of a current version of the Microsoft Access database management program for casual and beginning users. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC117BM 1 credit 2 periods
Database Management: Microsoft Access - Level II (CIS117BM)
 Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor. (Offered in both online and open-entry formats.)

BPC118AB 1 credit 2 periods
PowerPoint: Level I (CIS118AB)
 Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC118BB 1 credit 2 periods
PowerPoint: Level II (CIS118BB)
 Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB. (Offered in both online and open-entry formats.)

BPC121AB 1 credit 2 periods
MS-DOS Operating System (CIS121AB)
 The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories and editor. Prerequisites: None. (Offered in both online and open-entry formats.)

Course Descriptions

BPC121AE 1 credit 2 periods

Windows Operating System: Level I (CIS121AE)

Specific topics include booting and shutting down the computer, navigating the desktop, start button features, task bar status and receiving online help/support. Exploring and managing folders and files, running programs and learning about Wordpad and Paint application programs. Prerequisites: None. *(Offered in both online and open-entry formats.)*

BPC128AF 1 credit 2 periods

Introduction to Desktop Publishing: MS Publisher

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None. *(Offered in both online and open-entry formats.)*

BPC133AA 1 credit 2 periods

The Internet/World Wide Web: Level I

Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication tools. Prerequisites: None. *(Offered in both online and open-entry formats.)*

BPC133BA 1 credit 1 period

The Internet/World Wide Web: Level II

Exploration of additional Internet/WWW resources. Hands-on experience with a variety of resource discovery and information retrieval tools. Prerequisites: BPC/CIS133AA. *(Offered in both online and open-entry formats.)*

BPC135DK 2 credits 2 periods

Word: Level I (OAS135DK)

Using Word word processing software to create and name files, edit text, format and print a variety a documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor. *(Offered in online, open-entry and lecture formats.)*

BPC138AA 3 credits 4 periods

Windows Desktop Design and 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. *(Offered in both online and open-entry formats.)*

BPC170 3 credits 4 periods

Computer Maintenance I: A+ Prep

Technical aspects of the microcomputer, including system setup (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.

BPC210 3 credits 4 periods

Advanced Computer Usage and Applications

Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC110 or permission of instructor.

BPC235DK 2 credits 2 periods

Word: Level II (OAS235DK)

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. *(Offered in both online and open-entry formats.)*

BPC270 3 credits 4 periods

Microcomputer Maintenance II

Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. Prerequisites: BPC170, with grade of "C" or better, or permission of instructor.

CHEMISTRY

CHM

Mathematics/Sciences Division PS 153 (480) 423-6111

The chemistry curriculum recommended for students who plan to become majors in chemistry, biology, pre-medical, pre-dental or pre-pharmacy is CHM151, 154, 235 and 236. Students with insufficient chemistry background should enroll in CHM130. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM151, CHM152

CHM107 3 credits 3 periods

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Sciences requirement. Prerequisites: None.

CHM107LL 1 credit 3 periods

Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

CHM130 3 credits 3 periods

Fundamental Chemistry

Elements of general chemistry for all students. Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others. Serves to prepare the student 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.

CHM130LL 1 credit 3 periods

Fundamental Chemistry Laboratory

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM151 3 credits 3 periods

General Chemistry I

A detailed study of the principles of chemistry. Designed for science majors and students in preprofessional curricula. Completion of CHM151LL is required to meet the Natural Sciences requirement. Prerequisites: CHM130 and CHM130LL or one year of high school chemistry, with a grade of "C" or better, and completion of Intermediate Algebra or equivalent.

CHM151LL 1 credit 3 periods

General Chemistry I Laboratory

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM151.

Course Descriptions

CHM152 3 credits 3 periods
General Chemistry II
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry and other selected topics. Prepares students for all sophomore chemistry courses. Completion of CHM151LL is required to meet the Natural Sciences requirement. Prerequisites: CHM151 and CHM151LL.

CHM152LL 1 credit 3 periods
General Chemistry II Laboratory
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152 or equivalent.

CHM154 3 credits 3 periods
General Chemistry II with Qualitative Analysis
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Completion of CHM154LL is required to meet the Natural Sciences requirement. Prerequisites: CHM151 and CHM151LL.

CHM154LL 2 credits 6 periods
General Chemistry II with Qualitative Laboratory
Laboratory experience in support of CHM154. Includes qualitative analysis. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM154.

CHM220 3 credits 3 periods
Analytical Chemistry
Principles and methods of chemical analysis. Prerequisites: CHM152 and CHM152LL or CHM154 and CHM154LL.

CHM220LL 2 credits 6 periods
Analytical Chemistry Lab
Laboratory experience in support of CHM220. Prerequisites: CHM152LL or CHM154LL or equivalent. Prerequisites or Corequisites: CHM220.

CHM230 3 credits 3 periods
Fundamental Organic Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Course content designed to meet the needs of students in agriculture, home economics, nursing, pre-physician assistant, and physical education among others. Prerequisites: (CHM130 and CHM130LL) or (CHM151 and CHM151LL).

CHM230LL 1 credit 4 periods
Fundamental Organic Chemistry Laboratory
Laboratory experience in support of CHM230. Prerequisites: CHM130LL or CHM151LL or equivalent. Prerequisites or Corequisites: CHM230.

CHM235 3 credits 3 periods
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 4 periods
General Organic Chemistry I Laboratory
Laboratory experience in support of CHM235. Prerequisites: CHM152LL or CHM154LL or equivalent. Prerequisites or Corequisites: CHM235.

CHM236 3 credits 3 periods
General Organic Chemistry IIA
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL.

CHM236LL 1 credit 4 periods
General Organic Chemistry IIA Laboratory
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CISCO NETWORK TECHNOLOGY **CNT**

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 114
Computer Information Systems (CIS), page 118
Microsoft Networking Technology (MST), page 155
Office Automation Systems (OAS), page 164

CNT140 4 credits 6 periods
Cisco Networking Fundamentals
Emphasis on the OSI model and industry standards. Includes network topologies, IP addressing, subnet masks, basic network design and cable installation. Preparation for Cisco certification examination. Prerequisites: None.

CNT150 3 credits 6 periods
Cisco Networking Router Technologies
Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CIVIL ENGINEERING TECHNOLOGY **CET**

Applied Sciences Division Office AP 237B (480) 423-6599

ALSO SEE: Building Safety Technology (BLT), page 113
General Technology (GTC), page 139

CET104 3 credits 3 periods
Community Planning and Development
Provides a comprehensive overview of the urban planning and development process. Introduces planning theories, methodologies and strategies with practical applications from local and other urban communities. Topics include municipal planning, land use and zoning, circulation, water and waste water management, storm drainage and public utility services. Examines the economic development process, environmental and legal issues and focuses on the interdependent nature of development. Prerequisites: None.

COMMUNICATION ARTS **COM**

Communication Arts Dept. Office PA 133A (480) 423-6076
Fine Arts Division Office MB 139 (480) 423-6328

Speech communication classes include both theory and practice in a variety of communication situations (group, interpersonal, public) and settings (cultural, organizational, performance). Many college programs require specific communication courses. To assure they meet the unique communication requirements of their major, students should check with an advisor before selecting a communication course.

COM100 3 credits 3 periods
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.

Course Descriptions

COM102 1 credit 1 period
Group Discussion in the Workplace
Concept of a decision-making group; role requirements in group discussion; characteristics and responsibilities of small-group leaders; tools for problem solving in a group; presenting proposals to management. Prerequisites: None.

COM110 3 credits 3 periods
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.

COM120 3 credits 3 periods
American English Speech Production
Analysis of American speech production problems due to accents produced by another language, correction of misarticulated American speech sounds, critical listening to sound production, understanding American English speech patterns, practicing American idioms and expressions and preparing and delivering group and individual speech presentations. Prerequisites: None.

COM125 3 credits 3 periods
Presentational Speaking
Techniques for developing oral presentations which include visual media. Principles of verbal message development and related visual design stressed. Techniques of managing the presentational environment including question and answer periods and the operation of common equipment. Prerequisites: None.

COM199SA 3 credits 6 periods
Digital Storytelling (ART199SA)
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a five-minute story. Prerequisites: None.

COM207 3 credits 3 periods
Introduction to Communication Inquiry
Bases of inquiry into human communication, including introduction to notions of theory, philosophy, problems and approaches to the study of communication. Required for communication major status at ASU. Prerequisites: ENG101 or ENG107 or equivalent and COM100 or equivalent, or permission of instructor.

COM225 3 credits 3 periods
Public Speaking
Designed to improve one's self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student's ability to present his/her ideas in an organized, time-constrained format. To improve critical thinking skills and enhance student's ability to express himself or herself objectively, subjectively and creatively. Prerequisites: ENG101 or ENG107 or equivalent.

COM230 3 credits 3 periods
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.

COM241 3 credits 3 periods
Performance of Literature (THP241)
The study, analysis and preparation of prose, poetry and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

COM250 3 credits 3 periods
Introduction to Organizational Communication
Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: COM207. (*COM250 not offered every semester.*)

COM251 3 credits 3 periods
Interviewing
Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive and employee-related situations. Prerequisites: None.

COM259 3 credits 3 periods
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.

COM260 3 credits 3 periods
Communication of Sex and Sexual Identity
Communication of personal, interpersonal and cultural messages about sexuality. Prerequisites: COM100 and permission of instructor.
Course Note: Students must be 18 years or older.

COM263 3 credits 3 periods
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.

COM271 3 credits 3 periods
Voice and Diction (THP271)
Exercises and techniques to free the voice and improve projection, resonance and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM281 3 credits 3 periods
Communication Activities
Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations to service organizations and/or competition at other colleges and universities. Prerequisites: None. (*COM281 not offered every semester.*)

COM298 - SPECIAL PROJECTS: Information about COM298 courses can be found on page 171.

Course Descriptions

COMPLEMENTARY AND ALTERNATIVE THERAPIES

CAT

Health Sciences Division Office SB 132 (480) 423-6225

ALSO SEE: Wellness Education (WED), page 173.

CAT140 2 credits 2 periods

Introduction to Energy Therapy (WED140)

Provides an overview of the many different types of healing modalities used to maintain health and prevent illness encompassed within the concept of Energy Therapy. Reviews a variety of therapies and explores energy therapy from a consumer's point of view. Specific modalities discussed and demonstrated. Prerequisites: None.

CAT142 1 credit 1 period

Therapeutic Touch: Level I (WED142)

Provides an overview of Therapeutic Touch (TT) as a contemporary interpretation of several ancient healing practices that are based on learned skills for directing and balancing the human energy field via the practitioners' hands. Focuses on relaxation centering techniques, energy exercises, scanning assessments, treatment and individual practice. Prerequisites: None.

CAT242 1 credit 1 period

Therapeutic Touch: Level II (WED242)

Experience in specific Therapeutic Touch (TT) exercises and practice at the intermediate-level. Includes healing processes for the client and practitioner. Prerequisites: CAT/WED142 and current TT practice.

COMPUTER INFORMATION SYSTEMS

CIS

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business Personal Computers (BPC), page 114
Cisco Network Technology (CNT), page 116
Microsoft Networking Technology (MST), page 155

CIS100 0.5 credit 0.5 period

Internet: A Tool for Learning

Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 1 credit 1 period

Customer Service/Technical Support

Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 3 credits 4 periods

Survey of Computer Information Systems

Overview of computer information systems, fundamental computer concepts and programming techniques. Hands-on experience with selected business software and one programming language. Prerequisites: None.

CIS114AE 1 credit 2 periods

Excel: Level I (BPC114AE)

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None.

CIS114BE 1 credit 2 periods

Excel: Level II (BPC114BE)

Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor.

CIS117BM 1 credit 2 periods

Database Management: Microsoft Access - Level II (BPC117BM)

Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.

CIS117DM 3 credits 5 periods

Microsoft Access: Database Management (BPC117DM)

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Combines the contents of BPC/CIS117AA and BPC/CIS117BA and BPC/CIS117CA. Prerequisites: None.

CIS118AB 1 credit 2 periods

PowerPoint: Level I (BPC118AB)

Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS118BB 1 credit 2 periods

PowerPoint: Level II (BPC118BB)

Use of PowerPoint software to add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

CIS119DO 3 credits 4 periods

Introduction to Oracle: SQL and PL/SQL

Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database. Creating PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisites: CIS105 or permission of instructor.

CIS119DP 3 credits 4 periods

Oracle: Database Management

Develops a conceptual understanding of the Oracle database architecture and reinforces learning with structured hands-on practices. Designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Prerequisites: CIS119DO or CIS126AA or CIS126DA or permission of instructor.

CIS120DC 3 credits 4 periods

Computer Graphics: Macromedia Flash

Provides students with the ability to use Macromedia Flash 5.0 graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation and editing of Flash animation graphics. Prerequisites: None.

CIS120AF 1 credit 2 periods

Computer Graphics: Adobe Photoshop - Level I (BPC120AF)

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, and edit images for graphics design, and image correction. Prerequisites: None. *(Offered in both online and open-entry formats.)*



Course Descriptions

CIS120DC 3 credit 4 periods
Computer Graphics: Macromedia Flash
 Provides students with the ability to use Macromedia Flash 5.0 graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF 3 credit 4 periods
Computer Graphics: Adobe Photoshop (BPC120DF)
 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, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None.

CIS121AB 1 credit 2 periods
MS-DOS Operating System (BPC121AB)
 The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories and editor. Prerequisites: None.

CIS121AC 1 credit 2 periods
UNIX Operating System: Single User (BPC121AC)
 The use of the UNIX operating system: basic concepts, built-in command files and directories, editors, UNIX shell command lines and information processing. Prerequisites: None.

CIS121AE 1 credit 2 periods
Windows Operating System: Level I (BPC121AE)
 Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

CIS122AC 1 credit 2 periods
UNIX Operating System: Multi-User
 The use of the UNIX operating system on a midrange or mainframe computer; basic concepts, commands, file organization and management and task management. Prerequisites: None.

CIS126DA 3 credits 4 periods
UNIX Operating System
 Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

CIS133AA 1 credit 2 periods
The Internet: Level I
 Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133BA 1 credit 1 period
The Internet: Level II
 Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools. Prerequisites: BPC/CIS133AA.

CIS133CA 1 credit 1 period
The Internet: Level III
 Independent exploration of the Internet. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS133DA 3 credits 4 periods
The Internet/World Wide Web (BPC133DA)
 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.

CIS150 3 credits 4 periods
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.

CIS158 3 credits 4 periods
COBOL Programming I
 Programming in structured COBOL for preparation of business reports. Hands-on computer experience. Prerequisites: CIS105 or permission of instructor.

CIS159 3 credits 4 periods
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.

CIS162 3 credits 4 periods
C Programming I
 Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures and unions, and disk file operations. Prerequisites: CIS105 or permission of instructor.

CIS162AB 3 credits 4 periods
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.

CIS162AC 3 credits 4 periods
Visual C++: Level I
 Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structure, and unions, and disk file operations. Prerequisites: CIS105 or permission of instructor.

CIS163AA 3 credits 4 periods
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.

CIS164AB 3 credits 4 periods
Oracle: PL/SQL Programming
 Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects. Prerequisites: CIS119DO or permission of instructor.

Course Descriptions

CIS164AG 2 credits 3 periods

Oracle: Data Modeling and Relational Database Design

Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

CIS166 3 credits 4 periods

Web Scripting/Programming

Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: (CIS233 or CIS126DA and prior programming experience/coursework) or permission of instructor.

CIS167AA 3 credits 4 periods

C++ Object-Oriented Programming

Key object-oriented programming concepts in C++; hands-on experience developing C++ programs. Includes language constructs and extensions. Prerequisites: CIS162AA or permission of instructor.

CIS169 3 credits 4 periods

Introduction to Visual Basic for Applications

Introduction to Visual Basic for Applications (VBA) using Microsoft Office environments. Includes Dynamic Data structures, VBA class modules and error trapping and handling. Creation of customized office applications and network shares as well as multimedia techniques also covered. Prerequisites: CIS159 or permission of instructor.

CIS175SA 3 credits 4 periods

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.

CIS183AA 3 credits 4 periods

Microsoft Works

Utilization of the Microsoft Works integrated software program. Utilizing electronic spreadsheet, word processing, database, telecommunication, and graphics components to solve business problems. Prerequisites: None.

CIS190 3 credits 4 periods

Introduction to Local Area Networks

Overview of local area networks. Emphasis on the elements of a local area network, current issues and products and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105 or permission of instructor.

CIS191 3 credits 4 periods

Novell NetWare System Administration

Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II and III network management tasks. Prerequisites or Corequisites: CIS109AL and BPC121AB, or BPC102AA and BPC102BA, or CIS105, or permission of instructor.

CIS217AM 3 credits 4 periods

Advanced Microsoft Access: Database Management (BPC217AM)

Basic database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros,

events, Visual Basic modules and Access Internet features also covered. Prerequisites: (BPC/CIS117DM or BPC/CIS117CM) and CIS159.

CIS219DO 1 credit 2 periods

Oracle: Extended Data Retrieval with SQL

Retrieve data using advanced techniques such as set operators and hierarchical retrieval. Focuses on writing SQL and SQL *Plus script files. Prerequisites: CIS119DP or permission of instructor.

CIS224 3 credits 4 periods

Project Management Microsoft Project for Windows (BPC224)

Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, PowerPoint and cc Mail. Prerequisites: None.

CIS225 3 credits 3 periods

Business Systems Analysis and Design

Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS225AB 3 credits 3 periods

Object-Oriented Analysis and Design

Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language or permission of instructor.

CIS226AA 3 credits 4 periods

Internet/Intranet Server Administration: UNIX

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a UNIX environment. Includes coverage of security issues. Prerequisites: (CIS126DA and CIS133DA) or permission of instructor.

CIS226AB 3 credits 4 periods

Internet/Intranet Server Administration: Windows

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Windows server environment. Includes coverage of security issues. Prerequisites: CIS133DA and CIS191DL or permission of instructor.

CIS226AC 3 credits 4 periods

Internet/Intranet Server Administration: Novell NetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Novell NetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS226AD 3 credits 4 periods

Internet/Intranet Server Administration: IntranetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in an IntranetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS233AA 1 credit 2 periods

The Internet Web Publishing I

Introduction to designing and creating pages on the Internet's World Wide Web using the hypertext markup language (HTML). Hands-on experience authoring HTML and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

Course Descriptions

CIS233BA 1 credit 1 period
The Internet Web Publishing II
Advanced hypertext markup language (HTML), including tables, forms, image maps, gateway scripts and multimedia. Hands-on experience designing advanced Web presentations. Prerequisites: CIS233AA or permission of instructor.

CIS233DA 3 credits 4 periods
The Internet Web Publishing
Design and creation of presentations on the Internet's World Wide Web with the Web's hypertext markup language (HTML). Hands-on experience authoring HTML and preparing web documents. Covers emerging issues in Web publishing. Prerequisites: BPC/CIS133BA or BPC/CIS133DA or permission of instructor.

CIS234 3 credits 4 periods
XML Application Development
The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: CIS233DA and (CIS117DM or CIS119DO), or permission of the instructor.

CIS235 3 credits 4 periods
e-Commerce
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS233DA.

CIS240 3 credits 3 periods
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.

CIS242 1 credit 2 periods
Local Area Network Installation
Installation of a local area network (LAN). Emphasis on LAN product overview and requirements, preinstallation procedures and testing, installation, administration, use and problem resolution of a local area network product. Includes installation of hardware and network operating system, configuration of security parameters and user accounts. Installation of applications software, testing of network and applications, console operations problem resolution and use of the network. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS245 3 credits 4 periods
Novell NetWare Advanced System Administration
NetWare network management and monitoring skills. Topics related to server and client management and network performance. Prerequisites: CIS191.

CIS250 3 credits 3 periods
Management Information Systems
Business organization, control, and communication; database concepts; systems design; and computer systems. Prerequisites: CIS225.

CIS258 3 credits 4 periods
COBOL Programming II
Advanced COBOL concepts and file maintenance techniques. Hands-on computer experience. Prerequisites: CIS158.

CIS259 3 credits 4 periods
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.

CIS262 3 credits 4 periods
C Programming II
Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency and advanced debugging techniques. Prerequisites: CIS162 or permission of instructor.

CIS262AC 3 credits 4 periods
Visual C++ : Level II
Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency and advanced debugging techniques. Prerequisites: CIS162AC or permission of instructor.

CIS263AA 3 credits 4 periods
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 the instructor.

CIS266 4 credits 5 periods
Network Service and Support
Troubleshooting, servicing and supporting computer networks. Hands-on experience in supporting, expanding, servicing, diagnosing and troubleshooting networked computers of multiple architectures and configurations. Use of diagnostic equipment, common troubleshooting procedures and documentation necessary to maintain networks. Prerequisites: (CIS191 or CIS191DB or CIS191DC or CIS191DD) and CIS242 or permission of instructor.

CIS268 3 credits 4 periods
Microsoft Visual InterDev for Web Developers
Provides students the skills necessary to take full advantage of Visual InterDev to develop Web sites that support their organization's business goals. Prerequisites: CIS233DA or permission of the instructor.

CIS270 3 credits 4 periods
Data Communications
Exploration of data communication and network technologies, security, functionality, specifications of various protocols, industry standards, media types and access methods. Local, metropolitan, enterprise and wide area networks discussed. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS275AG 3 credits 4 periods
Mastering Visual Basic 6 Development
Creating database applications using components. Covers design, optimization and deployment of applications using Microsoft Visual Basic 6.0. Includes use of visual data access tools, class modules, ActiveX controls and data objects, and Component Object Model (COM) components. Creating Internet applications also covered. Prerequisites: CIS159 or permission of instructor.

Course Descriptions

CIS277AA 3 credits 4 periods

Windows CE Programming for Visual Basic

Extensive hands-on experience developing Windows CE applications using the Microsoft Windows CE Toolkit for Visual Basic. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS259 or permission of instructor.

CIS277AB 3 credits 4 periods

Windows CE Programming for Visual C++

Extensive hands-on experience developing Windows CE applications using MFCs and the Win32 API. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS163AB or permission of instructor.

CIS277AC 3 credits 4 periods

Windows CE Programming for Java

Extensive hands-on experience developing Windows CE applications using Visual J++ and the Microsoft SDK for Java. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: (CIS163AA or CIS163AB) or permission of instructor.

CIS280 3 credits 4 periods

Current Topics in Computing

Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AA-AC 1-3 credits 6-18 periods

Computer Information Systems Internship (BPC290AA-AC)

Work experience in business or industry. Prerequisites: Permission of instructor.

COMPUTER SCIENCE

CSC

Mathematics/Sciences Division PS 153 (480) 423-6111
CSC Course Coordinator Gerald Thurman .. CM 424 (480) 423-6110

CSC110AB 4 credits 4 periods

Introduction to Computer Science (Java)

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering majors. Prerequisites: MAT120 or MAT121 or MAT122.

CSC185 3 credits 3 periods

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.

CSC200AB 4 credits 4 periods

Principles of Computer Science (Java)

Introduction to computer science. Issues and concepts throughout the field, including software development, data organization, machine architecture, algorithmic machines and ethics in computing. Programming in Java. Prerequisites: CSC110 or (CSC100 or equivalent) and permission of instructor.

CSC210AA 3 credits 4 periods

Data Structures and Algorithms (Java)

Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object-oriented design and programming techniques; software engineering methods

including design models and implementation/testing strategies; professional responsibilities; Java language. Prerequisites: CSC200.

CSC210AB 4 credits 4 periods

Data Structures and Algorithms (Java)

Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object-oriented design and programming techniques; software engineering methods including design models and implementation/testing strategies; professional responsibilities; Java language. Prerequisites: CSC200.

CSC285 4 credits 4 periods

Computer Programming in the WWW Environment

Software development paradigms and environments including Advanced HTML, JavaScript, Common Gateway Interface (CGI) and CGI scripting languages. Security and large scale data management. Prerequisites: CSC185 and prior programming experience/coursework.

CSC294AA 3 credits 4 periods

Special Topics in Computing

Investigation of special topics in computing technology and applications. Examination of industry trends to solve problems and/or investigate issues. Prerequisites: Permission of instructor.

COOPERATIVE EDUCATION

(Work Experience)

Cooperative Education Office SC 131 (480) 423-6258
Website address www.sc.maricopa.edu/co-op

Cooperative Education is a program that combines classroom theory with supervised work experience. Students have the opportunity to earn college credit for planned growth in a job that is related to their career goals. A joint agreement is set up among the employer, the college and the student to facilitate the process. At Scottsdale Community College, Cooperative Education is available to students in nearly every discipline and is required in certain occupational programs. The coordinator of the program meets with students to determine their eligibility. The Cooperative Education staff helps students locate suitable positions which relate to their field of study. A student's present job may also qualify. Each student is assigned to a faculty-coordinator who monitors the student's progress by making on-site visits to the place of employment.

Prerequisites:

1. Must have successfully completed at least 12 college credits.
2. Must have earned at least a 2.6 Grade Point Average (GPA).
3. Must be concurrently enrolled in at least one class which is related to the student's major or career interest or by permission of program coordinator.
4. Must have authorization to work in the U.S. if not a U.S. citizen.
5. Must obtain a position related to the student's career field. The employer must be willing to abide by the responsibilities as outlined in the training agreement.

Determination of College Credit

1. Completion of a minimum of 80 hours of work per semester for each credit to be earned, with a maximum of four (4) credit hours per semester. A student may accumulate a total of six (6) credit hours. However, the number of credits which can be applied toward a degree may be limited by individual departmental requirements.
2. Successful achievement of one learning objective for each credit to be earned.
3. Completion of Final Report, Employer Evaluation of Student Performance and documentation of completed learning objectives.
4. Attendance at Cooperative Education Professional Development activity. An alternative method of completing this requirement may be authorized by the program coordinator.
5. Students receive a letter grade for the Cooperative Education experience. The grade is based on specific criteria and is awarded by the faculty-coordinator to whom the student is assigned.

Continued next page...



Course Descriptions

Application Process

Special application for Cooperative Education is required in addition to the application for general admission to the college. Applications are available in the Cooperative Education Office, SC 131, in the Student Center Building. It is suggested that interested students call (480) 423-6258 to make an appointment with the Coordinator who will explain the program and determine each student's eligibility.

The prefix for the credits for which the student registers is determined by the academic department:

XXX296WC Cooperative Education 3 credits 15 periods

Tuition for the Cooperative Education credits is the same as for other academic credits.

Veterans and Financial Aid Benefits

Veterans and financial aid recipients must also have written departmental approval for any courses not listed as electives or core courses within a specific program. Failure to do so may result in a pro rata reduction in financial assistance.

COUNSELING AND PERSONAL DEVELOPMENT CPD

Counseling Services SC 108 (480) 423-6524

Group counseling courses are designed to promote and enhance students' educational, career, and personal success. Included are basic orientation and personal-career development courses, as well as courses for special populations. Students are advised to enroll in only one counseling group concurrently.

CPD102AA 2 credits 2 periods

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 2 periods

Career Exploration

Designed to assist students making career choices. Focuses 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 2 periods

Eliminating Self-Defeating Behavior

Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement, etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AH 2 credits 2 periods

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.

CPD102AS 2 credits 2 periods

Conflict Resolution

Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. Prerequisites: None.

CPD102AT 2 credits 2 periods

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 2 periods

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 educational/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD103BB 2 credits 2 periods

Men in Transition

Designed to assist men who are experiencing life transitions. Emphasis on assessing potential, increasing self-confidence, managing change, exploring educational/career options, and exploring men's roles in a changing society. Prerequisites: None.

CPD103BC 2 credits 2 periods

Personal Development for Blacks/African Americans

Designed to help Black/African American students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BD 2 credits 2 periods

Personal Development for Chicanos/Mexicans/Hispanics/Latinos

Designed to help Chicano/Mexican/Hispanic/Latino students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BE 2 credits 2 periods

Personal Development for Native Americans

Designed to help Native American students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BH 2 credits 2 periods

Male-Female Communication

Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

CPD103BL 2 credits 2 periods

Dynamics of Leadership

Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate competitive behaviors, problem-solving skills and techniques of leadership. Prerequisites: None.

CPD103BN 2 credits 2 periods

Living Well with Chronic Illness

Designed to assist individuals with a chronic illness or condition to regain a sense of control and purpose in their lives. Focuses on overcoming fears and self-limiting attitudes and behaviors, identifying personal strengths and assets, developing goals, and connecting with campus and community resources for support and life enrichment. Prerequisites: None.

Course Descriptions

CPD110 2 credits 2 periods

Assessment and Planning for University Transfer

Designed for “undecided” students planning to transfer to a university. Assessment of individual needs, priorities, interests and abilities. Investigates university options to assist transfer-oriented students in selecting a major and specific university programs best suited to their needs. Prerequisites: None.

The following Success Orientation Seminar courses, CPD150 and CPD150 with modules, are designed especially for incoming freshmen and returning adult students enrolling in community college classes. These courses help students develop study skills, learning strategies, and career plans so they may improve their chances of academic success.

CPD150 3 credits 3 periods

Strategies for College Success

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

CPD150AA 1 credit 1 period

College Orientation and Personal Growth (AAA150AA)

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting and interpersonal communication strategies. Prerequisites: None.

CPD150AB 1 credit 1 period

Study Skills Development (AAA150AB)

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

CPD150AC 1 credit 1 period

Educational and Career Planning (AAA150AC)

Emphasis on increasing student success through educational and career planning. Prerequisites: None.

CPD160 3 credits 3 periods

Introduction to Multiculturalism

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.

CPD195AA 0.5 credit 0.5 period

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting and enhancing personal development. Prerequisites: None.

CPD195AB 1 credit 1 period

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting personal development. Focuses on a variety of techniques and strategies to improve personal and interpersonal effectiveness. Prerequisites: None.

CPD202AA 1 credit 1 period

Assertiveness Training II

Designed to provide additional practice in assertiveness. Focuses on assisting students to apply and refine assertiveness skills in response to a variety of interpersonal situations. Prerequisites: CPD102AA or permission of instructor.

CRITICAL READING

CRE

Language/Communication Division LC 305 (480) 423-6459

ALSO SEE: Reading (RDG), page 168.

CRE101 3 credits 3 periods

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 score of 41 or higher (ASSET), or grade of “C” or better in RDG091, or permission of instructor].

CRE111 3 credits 3 periods

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.

CULINARY ARTS

CUL

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Hospitality and Tourism/Hotel, Golf and Restaurant Management (HRM), page 143

CUL110 2 credits 2 periods

Food Service Nutrition

Study of basic nutrition concepts with an emphasis on the nutritional concerns of restaurants and other types of food service operations. Focuses on nutrients in foods, the relationships to other nutrients and the planning of well-balanced menus throughout the life cycle. Prerequisites: None.

CUL115 1 credit 1 period

Food Service Sanitation and Safety

Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Prerequisites: None.

CUL120 2 credits 4.5 periods

Stewarding

Focuses on stewarding as an important kitchen support service. Students will gain hands-on experience in dish and pot washing, cleaning and care of equipment, kitchen cleanup and the principles and practices of purchasing and receiving. Prerequisites: None. Corequisites: CUL130, CUL150, CUL160 and CUL170.

CUL126 1 credit 1 period

Applied Mathematics for Food Service

Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and yield analysis. Overview of systems for purchasing, storage, production control and budgeting. Prerequisites: None.

CUL130 3 credits 6 periods

Hot Foods I

Studies all facets of hot foods; including vegetable preparation, stocks, sauces, soups and line work for an American-style grill. Emphasis on techniques, taste, speed, organization, communication, teamwork and the development of professional knife skills. Reviews ingredients, production and plating techniques unique to grill kitchens. Prerequisites: None. Corequisites: CUL120, CUL150, CUL160 and CUL170.



Course Descriptions

CUL140 **2 credits** **2 periods**
Culinary Principles I
 Historical background of culinary work. Emphasis on principles and terminology used in contemporary kitchens. Includes food history, tools and equipment, food preparation, food tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables and menu usage. Prerequisites: None.

CUL150 **2 credits** **3 periods**
Garde Manger I
 Provides a foundation in Garde Manger. Includes equipment, sanitation and safety, production, salads, emulsified and non-emulsified dressings, sandwiches, cold sauces, salad condiments, knife skills, cleaning of salad greens, and spice and herb identification. Studies culinary terms and presentation techniques. Teaches cooking techniques such as poaching, sauté and grilling in the context of Garde Manger work. Prerequisites: None. Corequisites: CUL120, CUL130, CUL160 and CUL170.

CUL160 **3 credits** **6 periods**
Bakery and Pastry Production I
 Theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis on rapid, high-quality hand production of doughs, creams, fillings, cookies and breads. Prerequisites: None. Corequisites: CUL120, CUL130, CUL150 and CUL170.

CUL170 **2 credits** **4 periods**
Dining Room Operations I
 Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, and writing and presenting guest checks. Emphasis on customer accommodations. Prerequisites: None. Corequisites: CUL120, CUL130, CUL150 and CUL160.

CUL180 **3 credits** **3 periods**
Food In History
 Focuses on the history of foodstuffs, the story of cuisine and the social history of eating. Includes the relationship between people and what they eat, between particular foods and social behavior, and between dietary habits, customs and methods of cooking. Prerequisites: None.

CUL190 **3 credits** **3 periods**
Catering Operations I
 Studies theory and practice of planning and executing catering functions; includes initial customer contact and follow-up, room setup and scheduling, menu and incidental planning event execution and breakdown, billing and post-event follow-up. Prerequisites: None.

CUL210 **2 credits** **2 periods**
Menu Planning and Facilities Design
 Principles and techniques of menu planning and restaurant design for food service operations. Includes applications for health care institutions, commercial kitchens and industrial facilities. Studies building codes and examines the relationships among equipment, staff and customers in the design of a facility. Prerequisites: None.

CUL230 **3 credits** **7 periods**
Hot Foods II
 Hot food preparation and service in a contemporary American kitchen. Focuses on modern adaptation of classical preparation skills. Emphasis on local foods, organization, communication, teamwork and developing plating skills. Prerequisites: CUL130. Corequisites: CUL250, CUL260 and CUL270.

CUL240 **2 credits** **2 periods**
Culinary Principles II
 Advanced culinary instruction. Emphasis on principles and terminology used in contemporary kitchens. Identification and use of fruits, grains, pasta, cheese, fish and shellfish, and game. Includes study of international cuisines, wine, beer and spirits. Prerequisites: CUL140.

CUL250 **2 credits** **4 periods**
Garde Manger II
 Refinement of skills required in a Garde Manger Department. Preparation of salads, salad dressings, cold buffet, charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing, production and storage of ingredients. Includes sanitation and hygiene standards. Prerequisites: CUL150. Corequisites: CUL230, CUL260 and CUL270.

CUL260 **2 credits** **5 periods**
Bakery and Pastry Production II
 Focuses on theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis placed on rapid, high-quality hand production and assembly of breads, desserts and garnishes. Prerequisites: CUL160. Corequisites: CUL230, CUL250, CUL270 or permission of program director.

CUL270 **3 credits** **6 periods**
Dining Room Operations II
 Theory and practice of operating a formal dining room, including set-up and clean-up, food and beverage service, proper etiquette and tableside food preparation. Emphasis on buffet and banquet set-up and managerial duties. Prerequisites: CUL170. Corequisites: CUL230, CUL250 and CUL260.

DANCE **DAN**
 HPERD Division Office PE 149 (480) 423-6606
 Dance Department Office PE 151 (480) 423-6600

Scottsdale Community College offers a variety of dance courses each semester, designed for the absolute beginning dancer (beginning or level I courses), as well as those interested in transferring to a four-year university, pursuing a career in dance education or a career in performance (intermediate or level II, III and IV courses). Course offerings each semester include beginning through advanced level technique classes in Ballet, Modern Dance, Modern Jazz Dance, Musical Theater and Tap. Also offered each semester: Fundamentals of Choreography, Dance for Children, Dance Production, Rhythmic Theory (music for dance), Dance Seminar (conditioning), Pointe, Dance Technology and Dance Performance which performs regularly on campus, in the community, in Arizona and throughout the United States. In addition to a variety of classes offered in the DAN prefix, a number of dance courses are also offered under the PED prefix. These courses include: Intermediate Ballet, Tap Dance, Dance Performance and Dance Sampler. Students planning to transfer should be advised each semester for effective transition to a four-year institution. For further information on Scottsdale's dance program, please look under the PED and MAE prefixes or contact (480) 423-6600. The following courses are suggested for students majoring in dance.

DAN131 **1 credit** **3 periods**
Ballet I
 Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

Course Descriptions

DAN132 1 credit 3 periods
Modern Dance I
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN133 1 credit 3 periods
Modern Jazz Dance I
Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Corequisites: DAN138 for dance majors.

DAN134 1 credit 3 periods
Ballet II
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN131 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN135 1 credit 3 periods
Modern Dance II
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN132 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN136 1 credit 3 periods
Modern Jazz Dance II
Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN133 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN138 1 credit 1 period
Dance Seminar I
Scientific and critical evaluation of work done in level I dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN131 or DAN132 or DAN133.

DAN139 1 credit 1 period
Dance Seminar II
Scientific and critical evaluation of work done in level II dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN134 or DAN135 or DAN136.

DAN140 1 credit 3 periods
Tap Dance I
An introduction to the theory and practice of tap dance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DAN211 3 credits 3 periods
Dance Production II
Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

DAN221 2 credits 3 periods
Rhythmic Theory for Dance I
Exploration of the ways in which music, time, pitch and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

DAN231 1 credit 3 periods
Ballet III
Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN134 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN232 1 credit 3 periods
Modern Dance III
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN135 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN233 1 credit 3 periods
Modern Jazz Dance III
Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN136 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN234 1 credit 3 periods
Ballet IV
Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN231 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN235 1 credit 3 periods
Modern Dance IV
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN232 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN236 1 credit 3 periods
Modern Jazz Dance IV
Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN233 or instructor's permission. Corequisites: DAN138 for dance majors.

DAN237 1 credit 1 period
Ballet Pointe I
An introduction to the theory and practice of pointe work at the beginning level. Development of strength and movement quality. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN134 or permission of instructor. Corequisites: DAN231 or DAN234.

DAN238 1 credit 1 period
Dance Seminar III
Scientific and critical evaluation of work done in level III dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN231 or DAN232 or DAN233.

DAN239 1 credit 1 period
Dance Seminar IV
Scientific and critical evaluation of work done in level IV dance technique allowing the student to engage in in-depth discussion of the theory and practice of dance. Prerequisites: None. Corequisites: DAN234 or DAN235 or DAN236.

Course Descriptions

ECH270 1 credit 1 period
Observing Young Children
 Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271 1 credit 1 period
Arranging the Environment
 Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.

ECH272 1 credit 1 period
Science for the Young Child
 Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273 1 credit 1 period
Math for the Young Child
 Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH274 1 credit 1 period
Books and Verse for the Young Child
 Introduction to verse, storytelling, books and bookmaking for infants, toddlers and preschoolers. Information as well as storybooks considered. Prerequisites: None.

ECH275 1 credit 1 period
Literacy Development and the Young Child
 Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing and reading in the home and classroom. Prerequisites: None.

ECH276 1 credit 1 period
Musical Beginnings
 Considers responses to sound, rhythm and melody from infancy through early childhood. Management and planning for listening, singing, moving and creating rhythms and music with young children. Prerequisites: None.

ECH279 1 credit 1 period
Early Childhood Curriculum Development
 An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. May be repeated for a total of four (4) credits. Prerequisites: None.

ECH280 1 credit 1 period
Food Experiences with Young Children
 A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None.

ECH282 1 credit 1 period
Discipline/Guidance of Child Groups
 Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

ECH283 1 credit 1 period
Physical Well-Being of the Young Child
 Ensuring the physical health and safety of young children through age-appropriate environments, routines and learning experiences. Prerequisites: None.

ECH285 2 credits 3 periods
Assistant Teaching in Early Childhood Settings I
 Supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites: CFS176 or ECH176 and permission of instructor.

ECH286 2 credits 3 periods
Assistant Teaching in Early Childhood Settings II
 Continued supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites or Corequisites: ECH285 and permission of instructor.

ECH287 1 credit 1 period
Professional Development in Early Childhood Education
 Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None.

ECH288 1 credit 1 period
Community Resources and Referral
 Survey of current community agencies, resources and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up. Prerequisites: None.

ECH290 1 credit 1 period
Early Childhood Small Business Internship
 Supervised participation in a program serving young children and their families. Involves assisting and observing the administrative and management roles and responsibilities in the program. Minimum of 30 hours of on-site, supervised participation in a state licensed early childhood facility. Prerequisites: MGT127 and MGT253 and a minimum of 6 credits of ECH courses and permission of instructor.

ECONOMICS

ECN

Social/Behavioral Sciences Division SB 130 (480) 423-6206

ECN111 3 credits 3 periods
Macroeconomic Principles
 A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN112 3 credits 3 periods
Microeconomic Principles
 Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues examined. Prerequisites: None.



Course Descriptions

EDUCATION

Social/Behavioral Sciences Division SB 130 (480) 423-6206

Students planning to enter the teaching profession should consult early with the institution to which they plan to transfer. Universities differ in their recommendations for the first two years of college work. States also differ in their certification requirements for various teaching levels (elementary or secondary) and different teaching areas (ESL, early childhood, special needs, etc.). A strong general studies transfer program and a start toward an area of subject teaching proficiency are recommended. Students planning to teach in the state of Arizona may need to include Arizona Constitution (POS221) and United States Constitution (POS222). See college advisement center for current Arizona General Education Curriculum information.

In addition, SCC offers a program that allows people with bachelor's degrees to become teachers in one year. A fast-track schedule is designed to help ease the state's teacher shortage (see Programs section, page 98). Applications into this program will be accepted from adults who have earned a bachelor's degree in any discipline and are seeking a career in the teaching profession. For further information on this program, contact the program director at (480) 423-6217.

EDU221 3 credits 3 periods
Introduction to Education

Overview of education and educational institutions in our society; including current issues, responsibilities and qualifications of educators. Opportunity for students to assess their interest in this area. Includes minimum of 30 hours of field experience in elementary or secondary classroom environment. Prerequisites: None.

EDU222 3 credits 3 periods
Introduction to the Exceptional Learner

Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None.

EDU225 3 credits 3 periods
Foundations of ESL and Bilingual Education

Rationale for and current educational and legal issues in bilingual education. Comparison and evaluation of various types of bilingual education programs. Includes ten (10) hours of field experience. Prerequisites: None.

EDU230 3 credits 3 periods
Cultural Diversity in Education

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU240 3 credits 3 periods
Methods for Teaching the ESL Student

Methods of developing lesson plans in language arts, science, math, social studies, and culture for the ESL student. Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials, includes 15 hours of field experience. Prerequisites: Baccalaureate Degree and (EDU225 or permission of instructor).

EDU250 3 credits 3 periods
Overview of the Community Colleges

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Meets Arizona community college course requirement for certification. Prerequisites: None.

EDU

EDU270 3 credits 3 periods
Learning and the Brain

Teaching and learning issues within a cognitive processes content. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Includes ten (10) hours of field experience. Prerequisites: None.

EDU270AA 3 credits 3 periods
Elementary Reading and Decoding

Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Includes ten (10) hours of field experience. Prerequisites: None.

EDU271 3 credits 3 periods
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 ten (10) hours of field experience. Prerequisites: None.

EDU272 3 credits 3 periods
Educational Psychology

Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Emphasis on developmental theories, learning theories and motivational theories. Current trends and Arizona State Board of Education Professional Teaching Standards also covered, includes ten (10) hours of field experience. Prerequisites: PSY101.

EDU276 3 credits 3 periods
Classroom Management

Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Arizona State Board of Education Professional Teaching Standards emphasized, includes 20 hours of field experience. Prerequisites: None.

EDU285 2 credits 2 periods
Education Seminar

Special topics in education with an emphasis on current issues not covered in education courses. May be repeated or a total of six (6) credit hours. Prerequisites: Baccalaureate Degree and departmental approval.

EDU288AA 8 credits 5 periods
Student Teaching Lab - Elementary

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and departmental approval.

EDU290 3 credits 3 periods
Science Methods and Curriculum Development

Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Arizona State Board of Education Professional Teaching Standards, includes 15 hours of field experience. Prerequisites: Baccalaureate Degree, (EDU270 and EDU272), and departmental approval.

Course Descriptions

EDU293 3 credits 3 periods

Mathematics Methods and Curriculum Development

Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, Arizona State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes 15 hours of field experience. Prerequisites: Baccalaureate Degree, (EDU270, EDU272, MAT122, and MAT156), and departmental approval.

EDU295 3 credits 3 periods

Social Studies Methods and Curriculum Development

Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Arizona State Board of Education Professional Teaching Standards, includes 15 hours of field experience. Prerequisites: Baccalaureate Degree, (EDU270 and EDU272), and departmental approval.

EDU298AA 1 credits 1 periods

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Departmental approval.

EMERGENCY MEDICAL TECHNOLOGY

EMT

Health Sciences Division Office SB 132 (480) 423-6225

EMT101 0.5 credit 0.5 period

Cardiopulmonary Resuscitation/Basic Cardiac Life Support (HLR101)

Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask and cardiac compression, stabilization of adult, infant and child victims with airway obstruction, respiratory and cardiac arrest. Prerequisites: None.

EMT104 8 credits 9.45 periods

Basic Emergency Medical Technology (FSC104)

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 Training Program per Arizona Revised Statute and must have a current Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2000. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or equivalent. Proof of TB testing or chest x-ray with a negative result within six (6) months prior to application. Immunity to rubella (German Measles) and rubeola as specified in ARS 36-2202 and ARS 2204.

EMT200 2 credits 2.3 periods

Refresher Course for Certified Emergency Medical Technicians

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current basic EMT certification or permission of department.

EMT208 16 credits 20 periods

Intermediate Emergency Medical Technology

Designed to meet U.S. Department of Transportation (U.S. DOT) Arizona Department of Health Services (A-DHS) Office of Emergency Medical Services (O-EMS) requirements for EMT-Intermediate. Provides advanced knowledge and skills related to hypoperfusion state, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious states of undetermined etiology, head injury with altered levels of consciousness and chest trauma. Prerequisites: (MAT102 or equivalent or a satisfactory score on an applicable district placement exam) and ENG101, BIO160, EMT235, EMT236, EMT/FSC238, twenty-four hour Hazardous Materials Operations Level class or equivalent, and current course in American Heart Association Health Care provider or equivalent. Comprehensive written, oral, and practical evaluation on all prerequisite courses required prior to selection for this course. Valid Arizona Certification and be employed as an EMT for one full calendar year prior to registration in this course. Corequisites: EMT208AA.

EMT208AA 2 credits 10 periods

Intermediate Emergency Medical Technology Practicum

Clinical and vehicular practicum in support of EMT208. Prerequisites or Corequisites: EMT208.

EMT215 3 credits 3 periods

Stress and Emergency Services Professionals

Participative course designed to familiarize students with differences which exist in the socioeconomic, cultural, organizational and technologic environments and the distress that can occur to emergency-care providers functioning in those arenas. Physiologic, psychologic and behavioral manifestations of distress as it relates to emergency responders. Explores distress management options with emphasis on individual techniques and organizational programs. Prerequisites: Currently employed as prehospital-care provider or registered nurse working in the prehospital setting.

EMT235 3 credits 3 periods

Emergency Cardiac Care

Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and prehospital setting. Required content for the identification and treatment of cardiac emergencies. Prerequisites: EMT/FSC104 or permission of instructor.

EMT236 3 credits 3 periods

Pharmacology in an Emergency Setting

Designed for the Emergency Medical Technician dealing with the administration of emergency medications in the field as outlined in current paramedic legislation. In-depth coverage of medications enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. Indications, therapeutic effect, contraindications, toxicology and side effects to medications. Prerequisites: EMT/FSC104 or permission of instructor. MAT082 or equivalency preferred but not required.

EMT238 2 credits 2 periods

Vehicular Extrication and Patient Stabilization (FSC238)

Participative course designed for Emergency Medical Technicians (EMTs) and other prehospital care providers. Enhances the knowledge base of the EMT and incorporates new knowledge and skills necessary to access, extricate and care for victims of crash incidents. Provides exposure to scene management skills to include size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (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.



Course Descriptions

EMT240 2 credits 2 periods

Advanced Cardiac Life Support

Didactic and psychomotor skills training and validation in techniques of Advanced Cardiac Life Support according to the 1994 Standards and Guidelines of the American Heart Association. Includes endotracheal intubation, ECG arrhythmia recognition, synchronized, unsynchronized and automated defibrillation, cardiovascular pharmacology and electronic pacemaker. For all health care-related professionals, clinical and prehospital. Prerequisites: Current American Red Cross or American Heart Association Basic Life Support Health Care Provider validation or National Safety Council Green Cross Professional Rescuer, EMT235, EMT236 or permission of instructor.

EMT242 1 credit 1 period

Pediatric Advanced Life Support

Didactic and psychomotor child education and training in techniques of Pediatric Advanced Life Support. Includes endotracheal intubation, defibrillation, arrhythmia recognition, pharmacology and intraosseous infusion. Required for American Heart Association Provider approval and validation. Prerequisites: Current course in American Heart Association Health Care Provider or American Red Cross Professional Rescuer or National Safety Council Green Cross Professional Rescuer, EMT235, EMT236 or permission of instructor.

EMT245 3 credits 3 periods

Trauma Management I

Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility and documentation. Prerequisites: Basic EMT Certification or nurse with emergency room experience or permission of department.

EMT246 4 credits 4 periods

Trauma Management II

Designed to instruct advanced prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances advanced emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides advanced exposure to victim assessment, initial treatment, resuscitative skills, invasive techniques, electrical and pharmacologic interventions, stabilization, transportation of the victim to an emergency care facility and documentation. Prerequisites: Certified as a Basic EMT, Intermediate EMT, Paramedic or Arizona registered prehospital nurse, or permission of instructor.

EMT272 25.05 credits 34.75 periods

Advanced Emergency Medical Technology

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: MAT102 or equivalent, or a satisfactory score on an applicable district placement exam, ENG101, BIO201 and BIO202 and EMT235, EMT236. Comprehensive written, oral and practical evaluation on all prerequisite courses required prior to selection for this course. Student must have a valid Arizona Certification and be employed as an EMT for one full calendar year prior to registration in this course. *Corequisites: EMT272AA.*

EMT272AA 7.50 credits 37.5 periods

Advanced Emergency Medical Technology Practicum

Clinical and vehicular practicum in support of EMT272. *Prerequisites or Corequisites: EMT272.*

ENGINEERING SCIENCE

ECE

Mathematics/Sciences Division PS 153 (480) 423-6111
ECE Course Coordinator Keith Worth CM 413 (480) 423-6425

ECE101 3 credits 3 periods

Origins of Science and Engineering

Introduction to the profession of engineering from a historical perspective. Evolution of engineering from its ancient roots in China, Europe and the Mideast to the development of engineering during the Renaissance and the 18th and 19th centuries in Europe and the growth of engineering in the United States from its French and British roots to current day practices. Includes electronic research methods. Prerequisites: None.

ECE102 2 credits 4 periods

Engineering Analysis Tools and Techniques

Learning culture of engineering, engineering use of computer tools and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

ECE103 2 credits 4 periods

Engineering Problem Solving and Design

Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering science as a profession. Prerequisites: ECE102, high school physics or PHY111.

ECE201 4 credits 6 periods

Electrical Network I

Introduction to electrical networks. Component models, transient and steady state analysis. Prerequisites: ECE103. Prerequisites or Corequisites: MAT262 and (PHY115 and PHY116) or (PHY121 and PHY131).

ECE211 3 credits 5 periods

Engineering Mechanics - Statics

Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

ECE212 3 credits 5 periods

Engineering Mechanics - Dynamics

Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

ECE298 - SPECIAL PROJECTS: Information about ECE298 courses can be found on page 171.

ENGLISH

ENG

Language/Communication Division LC 305 (480) 423-6459

ALSO SEE: Writing Across the Curriculum (WAC), page 174.

ENG061 3 credits 3 periods

Basic Writing Skills

Emphasis on basic writing skills, including grammar and mechanics necessary to write clear and correct sentences in paragraphs. Prerequisites: Appropriate English placement test score, or ENG056 with a grade of "C" or better, or permission of department/division chair.

Course Descriptions

ENG071 Fundamentals of Writing	3 credits	3 periods	Emphasis on the fundamentals of sentence, paragraph and multi-paragraph structure. Prerequisites: Appropriate English placement test score, or ENG056 with a grade of "C" or better, or ENG061 with a grade of "C" or better, or permission of department/division chair.
ENG100AA American-English Spelling System	1 credit	1 period	American-English spelling system rules, mnemonic devices. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ESL040 or (ESL040AA, ESL040AB and ESL040AC) or ENG071 or permission of instructor.
ENG100AC The Mechanics of Written English	1 credit	1 period	Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense and sentence patterns. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ESL040, or (ESL040AA, ESL040AB and ESL040AC), or ENG071, or permission of instructor.
ENG100AD Grammar and Usage	1 credit	1 period	The social aspects of grammar and usage, including appropriate levels of formal and informal language. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ENG061 or ENG071.
ENG101 First-Year Composition	3 credits	3 periods	Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ENG071.
ENG102 First-Year Composition	3 credits	3 periods	Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Prerequisites: ENG101 with a grade of "C" or better.
ENG103 Research Methods and Styles	1 credit	1 period	Discipline-specific methods and styles of research and preparation of a discipline-specific research paper. Prerequisites: (ENG101 and ENG102), or permission of instructor.
ENG111 Technical Writing	3 credits	3 periods	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.
ENG161 Word Study	3 credits	3 periods	Study of English word elements derived from many languages to increase the student's command of words. Prerequisites: None.
ENG200 Reading and Writing About Literature	3 credits	3 periods	Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism

and practice in interpretation and evaluation. For English or English education majors and minors. Prerequisites: ENG102.

ENG210 Creative Writing	3 credits	3 periods	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.
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ENG213 Introduction to the Study of Language	3 credits	3 periods	Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and sociolinguistics. Prerequisites: ENG102 or ENG111 with a grade of "C" or better, or permission of instructor.
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ENG215 Strategies of Academic Writing	3 credits	3 periods	Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based. Prerequisites: A grade of "C" or better in ENG102 or ENG111, or permission of instructor.
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ENG217 Personal and Exploratory Writing	3 credits	3 periods	Using writing to explore one's self and the world one lives in; emphasis on expository writing as a means of learning. Prerequisites: ENG101 and ENG102.
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ENG235 Magazine Article Writing	3 credits	3 periods	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.
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ENGLISH AS A SECOND LANGUAGE ESL

Language/Communication Division LC 305 (480) 423-6459

ESL Course Sequence Block Schedule

Developmental English Classes:

CELSA score: 0 - 14		
ESL001BA	ESL002BA	Basic ESL: Personal Health & Safety
ESL001BB	ESL002BB	Basic ESL: Services & Employment
ESL001BC	ESL002BC	Basic ESL: Shopping & Everyday Life



Level I:

CELSA score: 0 - 29			
ESL010	Grammar	ESL014	Idiomatic English
ESL011	Listening & Speaking	RDG010	Reading
ESL012	Writing		



Level II:

CELSA score: 30 - 38			
ESL020	Grammar	ESL024	Idiomatic English
ESL021	Listening & Speaking	RDG020	Reading
ESL022	Writing		

Course Descriptions



Level III:

CELSA score: 39 - 50

ESL030 Grammar	ESL034 Idiomatic English
ESL031 Listening & Speaking	RDG030 Reading
ESL032 Writing	



Level IV:

CELSA score: 51 - 66

ESL040 Grammar	ESL044 Idiomatic English
ESL041 Listening & Speaking	RDG040 Reading
ESL042 Writing	



Transitional ESL classes:

CELSA score: 67 - 75 Take ASSET Test for placement

CRE101 Critical/Evaluative Reading	ENG107 First-Year Composition
ESL051 Pronunciation Improvement	ENG108 First-Year Composition
ESL067 Basic Writing Skills	ENG109 Business Writing
ESL077 Fundamentals of Writing	

ESL English as a Second Language

ESL001BA 2 credits 2 periods

Basic ESL I: Personal Health and Safety

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.

ESL001BB 2 credits 2 periods

Basic ESL I: Services and Employment

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor.

ESL001BC 2 credits 2 periods

Basic ESL I: Shopping and Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BB or permission of instructor.

ESL002BA 2 credits 2 periods

Basic ESL II: Personal Health and Safety

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to personal health and safety when living in the United States. Continuing development of grammatical patterns. Prerequisites: ESL001 or ESL001AF or ESL001BC or permission of instructor.

ESL002BB 2 credits 2 periods

Basic ESL II: Services and Employment

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to services and employment when living in the United States. Continuing development of grammatical patterns. Prerequisites: ESL002BA or permission of instructor.

ESL002BC 2 credits 2 periods

Basic ESL II: Shopping and Everyday Life

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to shopping and everyday life when living in the United States. Continuing development of grammatical patterns. Prerequisites: ESL002BB or permission of instructor.

ESL010 3 credits 3 periods

English as a Second Language I: Grammar

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL011 3 credits 3 periods

English as a Second Language I - Listening and Speaking

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL012 3 credits 3 periods

ESL I - Writing with Oral Practice

Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation and simple sentence structure. May be repeated for a maximum of six (6) credits. Prerequisites: Approximate ESL placement test score or permission of instructor.

ESL014 1 credit 1 period

Idiomatic English for ESL I

Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Permission of instructor.

ESL020 3 credits 3 periods

English as a Second Language II: Grammar

Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB and ESL010AC).

ESL021 3 credits 3 periods

English as a Second Language II - Listening and Speaking

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL022 3 credits 3 periods

ESL II - Writing with Oral Practice

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: ESL012 or appropriate ESL placement test score.

Course Descriptions

ESL024 1 credit 1 period
Idiomatic English for ESL II
Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Permission of instructor.

ESL030 3 credits 3 periods
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).

ESL031 3 credits 3 periods
English as a Second Language III - Listening and Speaking
Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL032 3 credits 3 periods
ESL III - Writing with Oral Practice
Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: ESL022 or appropriate ESL placement test score.

ESL034 1 credit 1 period
Idiomatic English for ESL III
Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Permission of instructor.

ESL040 3 credits 3 periods
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 ENG030, or (ESL030AA, ESL030AB and ESL030AC).

ESL041 3 credits 3 periods
English as a Second Language IV - Listening and Speaking
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL042 3 credits 3 periods
ESL IV - Writing with Oral Practice
Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: ESL032 or appropriate ESL placement test score.

ESL044 1 credit 1 period
Idiomatic English for ESL IV
Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Permission of instructor.

ESL051 3 credits 3 periods
Pronunciation Improvement for ESL Speakers
Individualized pronunciation practice and drills for English as a second language (ESL) speakers. May be repeated for a maximum of six (6) credits. Prerequisites: None.

ESL067 3 credits 3 periods
Basic Writing Skills for English as a Second Language
Emphasis on basic writing skills in sentences and short paragraphs using correct, clear and idiomatic English. Prerequisites: Appropriate English or ESL placement score or ESL040 or ESL042 or permission of department chair.

ESL077 3 credits 3 periods
Fundamentals of Writing English as a Second Language
Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate English or ESL placement score or ESL040 or ENG056 or ENG061 or ESL042 or permission of department chair.

ENG107 3 credits 3 periods
First-Year Composition for ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on expository composition. Prerequisites: Appropriate ESL or ASSET placement test score or a grade of "C" or better in ESL040 or (ESL040AA, ESL040AB and ESL040AC) or ESL042 or ENG071 or ESL077.

ENG108 3 credits 3 periods
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a second language. Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Not open to students who have completed ENG101. Prerequisites: Grade of "C" or better in ENG107.

ENG109 3 credits 3 periods
Business Writing for ESL
ESL focus: Writing business letters and memos with an emphasis on persuasion and organization. Prerequisites: Appropriate ESL or ASSET placement test score or a grade of "C" or better in (ENG107 or ENG108 or ENG101 or ENG102 or ENG111) or permission of instructor.

RDG Reading English as a Second Language

RDG010 3 credits 3 periods
Reading English as a Second Language I
Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

Course Descriptions

RDG020 3 credits 3 periods
Reading English as a Second Language II
 Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG010 or permission of instructor.

RDG030 3 credits 3 periods
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 3 periods
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.

ENGLISH HUMANITIES

ENH

Language/Communication Division LC 305 (480) 423-6459

ENH110 3 credits 3 periods
Introduction to Literature
 Introduction to international literature through various forms of literary expression, e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

ENH113 3 credits 3 periods
Writers/Directors and Current Issues
 In-depth analysis of literary texts by contemporary writers/directors from 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 such topics as environment, technology, medicine, economics, politics, education, human rights, law and order. Prerequisites: None.

ENH130 3 credits 3 periods
American Detective Fiction
 A study of American detective fiction as a literary genre and as a reflection of American culture through the writings of Ellery Queen and others. Prerequisites: None.

ENH201 3 credits 3 periods
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 3 periods
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 3 periods
Poetry Study
 Involves reading, discussing and analyzing poetry of various forms and from selected periods. Prerequisites: None.

ENH221 3 credits 3 periods
Survey of English Literature Before 1800
 Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: None.

ENH222 3 credits 3 periods
Survey of English Literature After 1800
 Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: None.

ENH230 3 credits 3 periods
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 3 periods
American Literature Before 1860
 Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 3 credits 3 periods
American Literature After 1860
 Includes literature written after 1860 in the United States. Prerequisites: None.

ENH250 3 credits 3 periods
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 3 periods
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.

ENH254 3 credits 3 periods
Literature and Film
 Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101 or ENG107 or equivalent.

ENH256 3 credits 3 periods
Shakespeare on Film
 Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film. Prerequisites: None.

ENH259 3 credits 3 periods
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.

Course Descriptions

ENH260 3 credits 3 periods
Literature of the Southwest
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

ENH275 3 credits 3 periods
Modern Fiction
Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

ENH285 3 credits 3 periods
Contemporary Women Writers (WST285)
Explores twentieth century literature (short stories, essays, plays and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed or ethnic background. Prerequisites: None.

ENH291 3 credits 3 periods
Children's Literature (EDU291)
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.

ENH292 3 credits 3 periods
Literature for Adolescents
Reviews selected literature written for adolescents. Develops and applies literary criteria for the evaluation of adolescent literature. Prerequisites: None.

EQUINE SCIENCE

EQS

Applied Sciences Division Office AP 237B (480) 423-6599

EQS105 3 credits 3 periods
Principles of Equine Science
Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: None.

EQS120 3 credits 3 periods
Equine Anatomy and Physiology
Study of structure and function of the equine. Includes cell structure and anatomy and physiology of major systems with emphasis on skeletal, muscular and digestive systems. Prerequisites: None.

EQS130 3 credits 3 periods
Equine Business Practices
Types of records used in the equine business. Includes record keeping systems and basic accounting principles; taxes; personnel management practices; computer programs for record keeping and operations management. Prerequisites: None.

EQS140 3 credits 3 periods
Equine Behavior
Equine behavior modification using the horse's natural behavior patterns. Emphasis on intelligence level, vision, emotions, hearing and attention span of the horse. Prerequisites: None.

EQS145 3 credits 6 periods
Basic Horsemanship
Rudimentary knowledge concerning horse handling safety, basic riding equipment, grooming techniques, saddling, bridling, mounting, dismounting and basic control of the horse at the walk and trot. English or western equipment used. Emphasis on position of rider as it relates to basic control of the horse. Prerequisites: None.

EQS150 4 credits 3 periods
Equine Management
Hands-on practice sessions devoted to good horse keeping skills. Includes temperature, pulse, respiration, methods of restraint. Examines intermuscular injections, oral medications, emergency first aid, exercise management and alternative healing therapy. Prerequisites: EQS105 and EQS145 or permission of department.

EQS160 3 credits 6 periods
English Horsemanship I
Basic ground work and safety procedures; control of the horse at the walk, trot and canter; rider position and use of fundamental aids. Prerequisites: EQS145 or departmental approval.

EQS165 3 credits 6 periods
Western Horsemanship I
Basic ground work and safety procedures; control of the horse at the walk, jog and lope; rider position and use of fundamental aids. Prerequisites: EQS145 or departmental approval.

EQS180 3 credits 6 periods
English Horsemanship II
Increase control, balance, form and finesse in the balanced seat style of English riding. Emphasis on developing the rider's ability to apply precise, prompt, smooth aids and attain harmony with the horse through use of "body language." Prerequisites: EQS160 or department approval.

EQS185 3 credits 6 periods
Western Horsemanship II
Refinement of basic riding skills; weight, leg and rein aids; gathering and checking; two-track; trail obstacles; simple change of lead; elements of a Western riding pattern. Prerequisites: EQS165 or department approval.

EQS215 3 credits 3 periods
Equine Nutrition
Basic principles of equine nutrition and digestion. Proper selection, evaluation and utilization of feeds. Emphasis on nutrient content of ration, nutritionally associated diseases, general health aspects and feeding management. Prerequisites: EQS105 and EQS120 or department approval.

EQS220 3 credits 3 periods
Equine Reproduction
Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures. Prerequisites: EQS105, EQS120 and EQS215 or department approval.

EQS225 3 credits 3 periods
Equine Health and Disease Management
Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare or family horse in good health. Prerequisites: EQS105 and EQS120 or department approval.

Course Descriptions

EQS250 3 credits 6 periods

Equine Evaluation

Fundamental relationship between good conformation and ability of the horse to remain sound and useful. Includes basic skeletal structure, common blemishes and unsoundness, breed standards and performance events for the American Quarter Horse, Arabian, Thoroughbred, Morgan, American Saddlebred and National Show Horse. Prerequisites: EQS105 and EQS120 or department approval.

EQS270 3 credits 4 periods

Teaching Techniques in Horsemanship

Theory and principles in teaching horsemanship and developing a public lesson program. Emphasis on developing a lesson plan, communication and public relations skills; horse and rider problem analysis; and methods of group control. Prerequisites: EQS105 and EQS145 and (EQS160 or EQS165) or department approval.

EQS275 3 credits 4 periods

Principles of Equine Massage

Studies the major muscle groups of the horse and the relationship that exists between the muscular system, equine locomotion and lameness problems associated with muscle injuries. Reviews equine massage techniques and lays the foundation for locating major stress points in the horse and releasing them through the applied application of recognized equine massage therapy. Prerequisites: EQS105, EQS120 and EQS145.

EQS280 2 credits 10 periods

Equine Science Internship

Equine industry work experience in the area of choice. May include any type of departmentally approved equine facility or equine-related business. Prerequisites: Completion of all 100-level EQS courses and EQS215.

EQS282 1 credit 5 periods

Special Event Internship

Hands-on career track experience before, during and after a major equine event. Emphasis on event coordination and management issues. Course note: May be repeated for a total of four (4) credits with department permission. Prerequisites: Enrollment in the Equine Science program.

EQS284 1 credit 5 periods

Teaching Techniques Internship

Short term in-depth participation assisting with the organization and methods of instruction for an Equine Science horsemanship class. Prerequisites: EQS270 plus an assessment of horsemanship skills. **PLEASE NOTE:** EQS Department waives the requirement of an assessment of horsemanship skills.

FIRE SCIENCE TECHNOLOGY

FSC

Health Sciences Division Office SB 132 (480) 423-6225

FSC102 11 credits 19.6 periods

Fire Department Operations

Introductory fire science course primarily designed for the new fire department recruit. Includes fire fighting skills, equipment and administrative policies, fire department operations, personnel policies and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites or Corequisites: EMT/FSC104 and permission of instructor.

FSC104 8 credits 9.45 periods

Basic Emergency Medical Technology (EMT104)

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 Syndrome (SIDS),

patient-assisted medication administration, semiautomatic 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. Students must provide their own pocket mask, stethoscope, pen light and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS Training Program per Arizona Revised Statute and must have a current Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2000. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or equivalent. Proof of TB testing or chest x-ray with a negative result within six (6) months prior to application. Immunity to rubella (German Measles) and rubeola as specified in ARS 36-2202 and ARS 2204.

FSC105 3 credits 3 periods

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 3 periods

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 firefighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

FSC108 3 credits 3 periods

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.

FSC110 2 credits 2 periods

Wildland Firefighter

Basic-level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC113 3 credits 3 periods

Introduction to Fire Suppression

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic firefighting tactics and public relations as affected by fire suppression. Prerequisites: None.

FSC117 3 credits 3 periods

Fire Apparatus

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

FSC118 3 credits 3 periods

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.

Course Descriptions

FSC134 3 credits 3 periods Fitness and Conditioning for Firefighters

Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FSC202 3 credits 3 periods Supervisory Training for Firefighters

Administrative methods applied to the fire service, departmental organization and personnel management. Includes fire alarm signaling systems, fire service planning and relationships with other city departments. Prerequisites: None.

FSC204 3 credits 3 periods 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 3 periods Firefighter Safety and Building Construction

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC209 3 credits 3 periods Fire Investigation

Methods of determining point of fire origin, path of fire travel and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports and records. Prerequisites: None.

FSC211 3 credits 3 periods Fundamentals of Flammable Hazardous Materials

Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies, and laws at federal, state and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes. Prerequisites: FSC105.

FSC212 3 credits 3 periods Dangerous and Explosive Hazardous Materials

The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals and the measures taken to protect responders, the community and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances. Prerequisites: FSC211.

FSC214 3 credits 3 periods Human Resource Management in Fire Service

Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. Prerequisites: FSC202 or four years in the fire service.

FITNESS AND WELLNESS CENTER

See PHYSICAL EDUCATION (PED), page 165.

FOOD AND NUTRITION

FON

Health Sciences Division Office SB 132 (480) 423-6225

FON100 3 credits 3 periods Introductory Nutrition

Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the life cycle, 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 pre-dietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON241 3 credits 3 periods Principles of Human Nutrition

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of "C" or better or CHM130 and CHM130LL or BIO100 or BIO156 or BIO181 or approval of instructor.

FOREIGN LANGUAGES

Language/Communication Division LC 305 (480) 423-6459

The foreign language conversation courses (115, 116, 225, 226) qualify as general elective credit. Courses numbered 201 and 202 qualify as a global awareness requirement or for fulfillment of the foreign language requirement at the state universities. Courses numbered 265 and 266 qualify as a global awareness and humanities requirement. These language courses are offered:

French (FRE) - see below	Latin (LAT) - see page 149
German (GER) - see page 140	Pima (PIM) - see page 166
Italian (ITA) - see page 148	Spanish (SPA) - see page 170
Japanese (JPN) - see page 148	

ALSO OFFERED: American Sign Language (SLG), page 106.

FRENCH LANGUAGE

FRE

Language/Communication Division LC 305 (480) 423-6459

FRE101AA 4 credits 5 periods 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.

Course Descriptions

FRE102AA Elementary French II	4 credits	5 periods
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.		
FRE115 Beginning French Conversation I	3 credits	3 periods
Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.		
FRE116 Beginning French Conversation II	3 credits	3 periods
Continued development of speaking and listening skills for effective communication in French. Prerequisites: FRE115 or equivalent.		
FRE201 Intermediate French I	4 credits	4 periods
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 Intermediate French II	4 credits	4 periods
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.		
FRE225 Intermediate French Conversation I	3 credits	3 periods
Continued development of skills in conversational French for business or travel. Prerequisites: FRE116 or departmental approval.		
FRE226 Intermediate French Conversation II	3 credits	3 periods
Development of intermediate-level skills in conversational French for business or travel. Prerequisites: FRE225 or departmental approval.		
FRE265 Advanced French I	3 credits	3 periods
In-depth exploration of a selected theme related to French culture. Involves reading selections from French literature, writing reports and discussions in French. Emphasis on enhancing reading, writing and speaking skills. Prerequisites: FRE202 or departmental approval.		
FRE266 Advanced French II	3 credits	3 periods
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 TECHNOLOGY

GTC

Applied Sciences Division Office AP 237B (480) 423-6599

ALSO SEE: Building Safety Technology (BLT), page 113, and Civil Engineering Technology (CET), page 116.

GTC124 **3 credits** **3 periods**
Methods and Materials of Construction

Modern methods of construction and materials for residential, multiple and commercial building, including the four types of structures used: wood, concrete, steel and masonry. Methods of assembly and how different materials can be used to create desired designs. Requirements of most recent building codes and the F.H.A. standards. Prerequisites: None.

GEOGRAPHY

GCU and GPH

Social/Behavioral Sciences Division SB 130 (480) 423-6206

The cultural geography courses (GCU), which provide social/behavioral science credit, are listed first, followed by the physical geography courses (GPH), which provide natural science credit.

GCU

Cultural Geography

GCU102 **3 credits** **3 periods**
Introduction to Human Geography

Systematic study of human use of the earth. Spatial organization of economic, social, political and perceptual environments. Prerequisites: None.

GCU120 **1 credit** **1 period**
Arizona's Water Issues

History and development of Arizona's arid-land water use: sources, distribution, methods of use, floods, droughts, water law and environmental concerns. Prerequisites: None.

GCU121 **3 credits** **3 periods**
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.

GCU122 **3 credits** **3 periods**
World Geography II: Western Hemisphere

Description and analysis of variations in social, economic and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America and Anglo America. Prerequisites: None.

GCU130AA **1 credit** **1 period**
Global Issues: Great Decisions

Geographic survey of selected United States foreign policy issues relating to Europe, the former Soviet Union, Africa and Latin and Anglo America. Prerequisites: None.

GCU194 **3 credits** **3 periods**
Special Topics in Cultural Geography

Detailed study of specific regions, topics, or current issues in cultural geography. Topics may include origins, diffusion, and division of cultural areas. Examines cultural patterns and spatial organization which may include population, religion, economic, social and political characteristics. Studies interrelationships between humans and the physical environment (i.e. environmental ecosystems, physical processes and natural resources). Prerequisites: None.

Course Descriptions

Course Descriptions

GCU221 **3 credits 3 periods**

Arizona Geography

The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

GPH Physical Geography

GPH111 **4 credits 6 periods**

Introduction to Physical Geography

Spatial and functional relationships among climates, landforms, soils, water and plants. Prerequisites: None.

GPH194 **3 credits 3 periods**

Special Topics in Physical Geography

Detailed study of specific regions, topics, or current issues in physical geography. Emphasis on relationships within and between the atmosphere, lithosphere, hydrosphere, biosphere, and how humans relate to their environment. Topics may include environmental ecosystems, physical processes (i.e., weather, climate, geomorphology, oceanography), natural resources and the impacts of human population (i.e., pollution, politics, religion, economic activities). Prerequisites: None.

GPH210 **3 credits 3 periods**

Introduction to Environmental Geography

Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: ENG101 or ENG107 or equivalent.

GPH211 **3 credits 5 periods**

Landform Processes

Geographic characteristics of landforms and earth-surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. Prerequisites: ENG101, ENG107 or equivalent.

GPH212 **3 credits 3 periods**

Introduction to Meteorology I

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

GPH214 **1 credit 3 periods**

Introduction to Meteorology I Lab

Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GEOLOGY **GLG**

Mathematics/Sciences Division PS 153 (480) 423-6111

The geology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as paleontology, petroleum geology, geological research, geology teacher or other professional geological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor as to what courses should be taken to strengthen their science and mathematics background before pursuing the geology curriculum. Recommended courses to be taken during the first two years are GLG100 and GLG100LL or GLG101 and GLG103. GLG102 and GLG104 are also recommended. Supporting courses include CHM151, CHM152, CHM154, PHY111, PHY112, MAT122 or MAT152. Consultation with the catalog of the college to which the student plans to transfer may recommend a more rigorous math sequence as follows: MAT152, MAT182, MAT221 and MAT231. Since there is some variation in the specific courses required by

various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly.

GLG101 **3 credits 3 periods**

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 3 periods**

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 3 periods**

Introduction to Geology I - Physical Lab

May accompany GLG101. Study of common rock-forming minerals, rocks and maps. Prerequisites: None.

GLG104 **1 credit 3 periods**

Introduction 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 3 periods**

Geological 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 3 periods**

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 LANGUAGE **GER**

Language/Communication Division LC 305 (480) 423-6459

GER101AA **4 credits 5 periods**

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.

GER102AA **4 credits 5 periods**

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.

GER115 **3 credits 3 periods**

Beginning German Conversation I

Conversational German. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in German. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

GER116 **3 credits 3 periods**

Beginning German Conversation II

Continued development of speaking and listening skills for effective communication in German. Prerequisites: GER115, one year of high school German or departmental approval.

Course Descriptions

GER201 4 credits 4 periods
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 4 periods
Intermediate German II
 Continued development of German language skills and continued study of the German culture. Prerequisites: GER201 or equivalent or departmental approval.

GER225 3 credits 3 periods
Intermediate German Conversation I
 Continued development of skills in conversational German. Prerequisites: One year of German or departmental approval.

GER226 3 credits 3 periods
Intermediate German Conversation II
 Further development of skills in conversational German. Prerequisites: One year of college German, GER225, three semesters of high school German or departmental approval.

HEALTH CARE RELATED

Health Sciences Division Office SB 132 (480) 423-6225

HCR210 3 credits 3 periods
Clinical Health Care Ethics
 An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102.

HCR240 4 credits 4 periods
Human Pathophysiology
 Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AA 2 credits 2 periods
Human Pathophysiology I
 Chemical, biological, biochemical and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AB 2 credits 2 periods
Human Pathophysiology II
 Chemical, biological, biochemical and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: HCR240AA.

HEALTH CORE CURRICULUM

Health Sciences Division Office SB 132 (480) 423-6225

HCC101 0.5 credit 0.5 period
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 rights and quality of care. Prerequisites: None.

HCC103 0.5 credit 0.5 period
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 0.5 period
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 1 period
Communication and Teamwork in the Health Care Organizations
 Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC109 0.5 credit 0.5 period
CPR for the Health Care Provider
 Current standards for one and two rescuer Cardiopulmonary Resuscitation (CPR) and obstructed airway procedures on the adult, infant and pediatric victim. Successful completion qualifies student for an American Heart Association CPR card for health care provider. Prerequisites: None.

HCC130 3 credits 3 periods
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. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC140 2 credits 2 periods
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 1 period
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.

Course Descriptions

HIS103 **3 credits** **3 periods**
United States History to 1870
The political, economic and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104 **3 credits** **3 periods**
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** **3 periods**
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.

HIS106 **3 credits** **3 periods**
Southwest History
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS107 **3 credits** **3 periods**
Selected Issues in United States History
Survey of selected major issues in history of United States from early times to present. Prerequisites: None.

HIS140 **3 credits** **3 periods**
American Indian History (AIS140)
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

HIS145 **3 credits** **3 periods**
History of Mexico
Survey of the political, economic and social forces which have shaped the development of Mexico from pre-Colombian times to the present. Prerequisites: None. (*HIS145 not offered every semester.*)

HIS173 **3 credits** **3 periods**
United States Military History
Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

HIS201 **3 credits** **3 periods**
History of Women in America
Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None. (*HIS201 not offered every semester.*)

HIS203 **3 credits** **3 periods**
African-American History I
History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None. (*HIS203 not offered every semester.*)

HIS251 **3 credits** **3 periods**
History of England to 1700
History of England to 1660. Analysis of the major political, cultural, social, and intellectual factors in English historical development from its earliest times till 1660. Prerequisites: None.

HIS252 **3 credits** **3 periods**
History of England 1700 to Present
Analysis of the major political, cultural, social and intellectual factors in English historical development from 1650 to present. Prerequisites: None.

HIS273 **3 credits** **3 periods**
United States Experience in Vietnam 1945-1975
Survey of the United States experience in Vietnam, 1945-1975, in view of political, economic and social forces of the Cold War. Prerequisites: None.

HIS275 **3 credits** **3 periods**
Soviet Union and Slavic World
Survey of the principal political, military, economic, social and cultural developments in the Soviet Union from the Communist seizure of power in 1917 to the present. Includes a brief review of the geography, politics and culture of pre-1917 Russia as a background. Prerequisites: None. (*HIS275 not offered every semester.*)

HOSPITALITY AND TOURISM

HRM

Hotel, Golf and Restaurant Management

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Culinary Arts (CUL), page 124, and
Recreation (REC), page 168.

HRM110 **3 credits** **3 periods**
Introduction to Hospitality Management
Fundamental overview of hotel, restaurant and tourism segments of hospitality industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains career component to help students make informed career decisions. Prerequisites: None.

HRM120 **3 credits** **3 periods**
Hotel Facility Management
Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance and safety. Examines basic systems for hotel facility management record keeping. Prerequisites: None.

HRM130 **3 credits** **3 periods**
Guest Services Management
Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure guest satisfaction and efficient operations. Prerequisites: None.

HRM140 **3 credits** **3 periods**
Food Production Concepts
Concepts related to preparation of hot foods, pantry and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering and inventory. Prerequisites: None.

Course Descriptions

HRM220 3 credits 3 periods
Hospitality Managerial Accounting
 Study of financial statement analysis, asset management, ratio analysis, analytical techniques and investment decision making. Emphasis on planning, budgeting and management decisions. Prerequisites: ACC111 or ACC230.

HRM230 3 credits 3 periods
Beverage Management
 Identification, production, purchasing and service of spirits, wine and beer products. Marketing, menu development and cost controls of a beverage operation. Special emphasis on staffing, training and legal regulations for beverage sales. Prerequisites: None.

HRM235 3 credits 3 periods
Club Management
 Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs. Prerequisites: HRM110.

HRM240 3 credits 3 periods
Commercial Food Production
 Application of food preparation principles, procedures and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens. Prerequisites: HRM110 and HRM140.

HRM250 3 credits 3 periods
Hospitality Information Systems
 Use of computer systems to generate information needed for management of lodging and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: HRM110 and CIS105 or permission of instructor.

HRM260 3 credits 3 periods
Hospitality Human Resource Management
 Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: HRM110 or approval of instructor.

HRM270 3 credits 3 periods
Hospitality Marketing
 Essential skills of defining a service market, developing a market plan and directing personnel to follow marketing plan. Emphasis on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market. Prerequisites: None.

HRM275 3 credits 3 periods
Restaurant Management
 Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation and legal regulations in the restaurant industry. Prerequisites: None.

HRM280 3 credits 3 periods
Hotel and Restaurant Law
 Examines legal aspects of hotel and restaurant management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: HRM110.

HRM285 3 credits 3 periods
Gaming Management
 History, development, and management of casinos and gaming. Emphasis on environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations. Prerequisites: None.

HUMANITIES HUM

Communication Arts Office LC 305 (480) 423-6076
 Fine Arts Division Office MB 139 (480) 423-6328

HUM105AB 1 credit 1 period
Cultural Perspectives: Native American Ideas and Values
 An interdisciplinary examination of the history, arts, ideas and values of Native Americans and their contribution to life in the United States. Prerequisites: None. (*HUM105AB not offered every semester.*)

HUM190AA-AI 1 credit 1 period
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 3 periods
Introduction to Cinema (THE205)
 Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM209 3 credits 3 periods
Women and Films (WST209)
 Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

HUM210 3 credits 3 periods
Contemporary Cinema (THE210)
 A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM211AA 3 credits 3 periods
Foreign Films: Classics
 Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None.

HUM250 3 credits 3 periods
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. (*HUM250 offered Fall semester only.*)

HUM251 3 credits 3 periods
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. (*HUM250 offered Spring semester only.*)

HUM260 3 credits 3 periods
Intercultural Perspectives
 Cultural, literary and artistic expressions of Native, Hispanic and African Americans. Includes traditional and modern work and contribution to American civilization. Prerequisites: None. (*HUM260 not offered every semester.*)

Course Descriptions

INFANT/TODDLER DEVELOPMENT

ITD

Social/Behavioral Sciences Division SB 130 (480) 423-6206

ALSO SEE: Early Childhood Development (ECH), page 127.

ITD183 1 credit 1 period

Infant/Toddler Learning Materials (ECH183)

Safety and design features of commercial, homemade and household learning materials for children from birth through 30 months of age. Focus on matching items with children's developmental levels. Prerequisites: None.

ITD201 2 credits 2 periods

Attachment and Relationships

Explores the roots of human relationships in the attachment process. Considers how children become skilled at interaction with adults and peers in varied social contexts. Includes perspectives of Mahler, Erikson and Magda Gerber. Prerequisites: None.

ITD202 2 credits 2 periods

Cognition and Communication

Examines how thinking emerges in the sensorimotor period and how language is acquired. Considers the role of people and environments in facilitating cognition, communication and language. Prerequisites: None.

ITD203 2 credits 2 periods

Health, Safety and Routines in Group Care

Standards for health/safety and the importance of routines for the overall development of infants and toddlers in group care. Examines current regulations and proposed standards and the rationales supporting them. Prerequisites: None.

ITD204 1 credit 1 period

Supporting Family Development

Practical and professional ways to foster communication with family members and relationships within families of infants and toddlers. Considers sensitivity to contemporary family differences and respect for confidentiality. Prerequisites: None.

ITD205 1 credit 1 period

Emerging Individuality

An overview of the range of differences among infants and toddlers as they develop in the first three years of life. Includes consideration of physical variation, temperaments and multiple intelligences. Prerequisites: None.

ITD206 1 credit 1 period

Developmental Milestones: Birth to Age Three

An overview of major developmental milestones in the first three years of life. Motor, self-help, cognitive, communicative, social and emotional behaviors examined. Prerequisites: None.

ITD260 1 credit 2 periods

Reflective Case Study

An extended relationship with an infant or toddler and their primary caregiver in the child's own home setting. Weekly visits with the child and family members, reflective journal keeping and regular class meetings with fellow students and instructor. May be repeated for up to four credits. Prerequisites: Current enrollment in Infant/Toddler Program; must have completed at least five program credit hours and permission of instructor.

ITD261 2 credits 2 periods

Infant/Toddler Practicum

Supervised participation in a program serving children under three years of age. May include licensed family day care, center-based care, parent-

child programs or home-visitor programs. Minimum of 50 hours of supervised participation. May not be a site where student is already employed. Prerequisites: Current enrollment in program and completion of 7 credits in ITD certificate courses and permission of the instructor.

INTERIOR DESIGN

INT

Applied Sciences Division Office AP 237B (480) 423-6599

The Interior Design Program has added a third year of coursework to further educate and bring within national accreditation guidelines the interiors education. Interested students must complete their AAS degree in Interior Design, submit an application and portfolio for acceptance into the third-year program. Please consult with program advisers.

The Interior Design Program also has an articulation with Northern Arizona University for the AAS degreed student to continue work towards their B.S. Interior Design degree here in Maricopa County. Please consult with the NAU adviser.

INT105 3 credits 3 periods

Introduction to Interior Design

Introductory survey of all aspects of room design. Taste and consumerism in the purchase of home furnishings. Principles of room design for creating your own surroundings. Open to interior design majors and all interested students. Prerequisites: None.

INT115 3 credits 3 periods

Historical Architecture and Furniture

Development of furniture and architecture from antiquity to the Industrial Revolution. Emphasis placed on stylistic development of furniture and its designers. Prerequisites: None.

INT120 3 credits 3 periods

Twentieth Century Architecture and Furniture

Twentieth century development of architecture and furniture from the Industrial Revolution to present times. Emphasis on contemporary architects and designers along with future trends in design. Prerequisites: None.

INT145 3 credits 6 periods

Drawing and Rendering

Basic freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: DFT121.

INT150 3 credits 6 periods

Color and Design

Color lab and lecture regarding theories and application of color. Historical development of colors and designs. Development of design skills with possible application to manufacturing. Light and its effects on coloring. Prerequisites: None.

INT160 3 credits 3 periods

Fabrics for Interiors

Composition and design characteristics of fiber and fabrics. History of fabric and fabric use. Uses and commercial sale of fabrics. Prerequisites: None.

INT170 3 credits 6 periods

Interior Materials

Practical training in writing specifications for all permanent aspects of an interior. Includes information on evaluation of quality and estimation of flooring, wall covering, finish materials and architectural components. Emphasis on building a resource file for a variety of goods and services related to the field of interior design. Prerequisites: INT105. Prerequisite or Corequisite: INT160.

Course Descriptions

INT175 3 credits 6 periods
Custom Design
 Techniques of design and manufacture of case goods and upholstery with an overview of woods, glass, metal, stone, plastics and other closely related products with related design features. Prerequisites: INT105 and DFT121.

INT190 3 credits 6 periods
Space Planning
 Study of space utilization as it relates to people and furnishings in living and working environments. Application of design elements and principles to studio problems, including preparation of basic presentation boards and documents. Creative expression through the use of interior elements emphasized. Prerequisites: INT105 and DFT121.

INT210 3 credits 3 periods
Interior Sales and Marketing
 Techniques used in personal selling as related to residential interior design. Examines role of salesperson vs. client and client's behavior relating to sales. Includes applicable federal, state and city codes. Prerequisites: INT105.

INT225 3 credits 3 periods
History of Decorative Arts
 Development of classic forms, floor coverings, walls, textiles, glass, crystal and wood and their relationship to contemporary items. Critical appraisal of currently available artistic furnishings. Prerequisites: INT115. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT240 3 credits 6 periods
Kitchen and Bath Design
 Studio course explores kitchen and bath design. Focuses on research and design skills with portfolio development. Prerequisites: INT190 and (DFT105 or DFT105AA or DFT252AA).

INT245 3 credits 6 periods
Color Rendering
 Advanced development of rendering and drafting techniques. Detailed drawings preparing for the manufacturing of a designed item, shop and isometric drawings, and color renderings. Portfolio presentation for Interior Design majors. Prerequisites: INT145 and INT190 or instructor approval. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT260AB 1.5 credits 1.5 periods
ADA Compliance
 A study of the rules set forth by the Americans with Disabilities ACT (ADA) and how those rules impact the role of the interior designer. Prerequisites: INT105 and DFT121 or departmental approval. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT260AC 1.5 credits 1.5 periods
Interior Building Codes
 A study of how interior building codes impact the designer or interior environments. Prerequisites: INT105 and DFT121 or departmental approval. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT265 3 credits 3 periods
Residential Systems Design
 Advanced study of residential plumbing, electrical, lighting, acoustics and heating/ventilating/air conditioning (HVAC) systems. Includes theory of design systems, as related to interior design professional. Prerequisites: DFT121 and INT170 or permission of department. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT266 1 credit 2 periods
Current Topics in Interior Design
 Presentation of current topics related to the interior design industry. Emphasis on practical applications of historical, technical, business, social or creative aspects of the field. Includes demonstration or in-depth description and may involve hands-on experience. May be repeated with change of topic. Prerequisites: Permission of program director.
NOTE: This course is taught as preparation for the NCIDQ exam.

INT270 3 credits 6 periods
Commercial Design
 Design of business and commercial interiors. Prerequisite: INT190. *(Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)*

INT271AC 3 credits 15 periods
Interior Design Internship
 Interior design work experience in a business or industry. Required to work 240 hours. Supervised and evaluated by a coordinator. Prerequisites: Departmental approval.

INT274AA 1 credit 5 periods
Interior Design Study Tour
 A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career. Prerequisites: Departmental approval.

INT280 3 credits 3 periods
Design Business Procedures
 Legal and accounting procedures for design businesses, including contracts, professional ethics and professional image. Prerequisites: INT105. *COURSE NOTE: INT210 suggested but not required.*

INTERNATIONAL BUSINESS

IBS

Business Division Office AP 246 (480) 423-6253

IBS101 3 credits 3 periods
Introduction to International Business
 A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

IBS102 2 credits 2 periods
International Marketing
 Focuses on how to plan and implement international marketing strategies through application of several concepts: international marketing research; market evaluation; cultural, economic and political environments; product, price, promotion and distribution strategies; and implementation. Prerequisites: None.

Course Descriptions

IBS153 2 credits 2 periods

Central and Eastern European: International Business Environment

Analysis and assessment of economic relations of Eastern Europe with emphasis on foreign trade planning and management, countertrade, East-West business psychology and NATO country embargo policies and controls. Prerequisites: None.

IBS154 2 credits 2 periods

Pacific Rim Countries: International Business Environment

Examines the importance of the Pacific Rim within the scope of worldwide trade. Emphasis is on cultural/social customs, language and business practices. Class will focus on key East Asian and Southeast Asian countries and country states. Objective is to gain an understanding of the key factors involved in doing business successfully in Asia. Prerequisites: None.

IBS201 3 credits 3 periods

International Studies for Business

Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts to real-world business situations through case studies and experiential exercises. Prerequisites: None.

ITALIAN LANGUAGE

ITA

Language/Communication Division LC 305 (480) 423-6459

ITA101AA 4 credits 5 periods

Elementary Italian I

Basic grammar, pronunciation and vocabulary of the Italian language. Includes the study of Italian culture. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

ITA102AA 4 credits 5 periods

Elementary Italian II

Continued study of grammar and vocabulary along with the study of Italian culture. Emphasis on speaking, reading and writing skills. Prerequisites: ITA101 or equivalent.

ITA115 3 credits 3 periods

Beginning Italian Conversation I

Conversational Italian. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Italian. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

ITA116 3 credits 3 periods

Beginning Italian Conversation II

A continuation of ITA115. Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

ITA201 4 credits 4 periods

Intermediate Italian I

Review of essential grammar of the Italian language and study of the Italian culture. Continued practice and development of reading, writing and speaking skills. Prerequisites: ITA102 or equivalent or departmental approval.

ITA202 4 credits 4 periods

Intermediate Italian II

Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201 or equivalent or departmental approval.

JAPANESE LANGUAGE

JPN

Language/Communication Division LC 305 (480) 423-6459

JPN101 5 credits 6 periods

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 6 periods

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.

JPN115 3 credits 3 periods

Beginning Japanese Conversation I

Conversational Japanese. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities with little emphasis on grammar, reading or writing. Prerequisites: None.

JPN116 3 credits 3 periods

Beginning Japanese Conversation II

Continuation of conversational Japanese for survival in everyday business and social situations. Expansion of vocabulary and sentence structure through aural/oral practice. Practice in reading and writing Kana. Prerequisites: JPN115.

JPN201 5 credits 6 periods

Intermediate Japanese I

Expansion of sentence structure through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or equivalent.

JPN202 5 credits 6 periods

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.

JPN225 3 credits 3 periods

Intermediate Japanese Conversation

Continued development of skills in conversational Japanese for effective communication and study of the Japanese culture. Includes the introduction to intermediate Japanese conversation, basic structural approach to Japanese grammar, Japanese writing system and civilization. Prerequisites: JPN116 or departmental approval.

JOURNALISM

JRN

Language/Communication Division LC 305 (480) 423-6459

JRN133 3 credits 3 periods

Development of Small Publications

Design, plan and write newsletters, brochures and advertisements. Desktop computer production and paste-up techniques. Prerequisites: None. Computer experience and (BPC138AA or BPC138AB) suggested.

JRN135 2 credits 4 periods

Practicum: Writing/Events Planning

News value determination, press release feature writing, news gathering techniques, event planning. Prerequisites: MCO110 or MCO120. Corequisites: JRN134.



Course Descriptions

LBS220FA 0.5 credit 0.5 period
Information Literacy and the Internet for Medical Fields
Identification, exploration and evaluation of informational resources related to the medical fields. Development of basic search strategy skills. Prerequisites: None.

MANAGEMENT

MGT

Business Division Office AP 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Business, Business (Fastrack), Hospitality and Tourism/Golf Management, Hospitality and Tourism/Hotel Management, Hospitality and Tourism/Restaurant, and Office Automation Systems.

MGT101 3 credits 3 periods
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.

MGT109 3 credits 3 periods
Development of Professional Skills and Standards (Fastrack)

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management and human relations. Prerequisites: None.

MGT113 3 credits 3 periods
Proposal Writing (AIS113)

Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue. Prerequisites: None.

MGT126 3 credits 3 periods
Customer Service Skills and Strategies (Fastrack)

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes and systems within the organization and how to integrate these areas into a total quality delivery program.

MGT127 3 credits 3 periods
Managing and Leading for Competitive Advantage (Fastrack)

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. Prerequisites: None.

MGT172 1 credit 1 period
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 3 periods
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 3 periods
Utilizing the Human Resources Department (Fastrack)

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.

MGT201 1 credit 1 period
Tribal Management Seminar I (AIS201)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: None.

MGT202 1 credit 1 period
Tribal Management Seminar II (AIS202)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: MGT201 or permission of instructor.

MGT203 3 credits 3 periods
Fundamentals of Economic Development for Indian Tribes (AIS203)

Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants. Prerequisites: ACC230 or permission of instructor.

MGT206 3 credits 3 periods
Business Research Project (Fastrack)

Reviews basic principles and techniques for conducting research. Includes criteria for evaluation of research. Involves an in-depth analysis of a selected topic related to contemporary business. Focuses on selection of topic, research design, collection and analysis of data, and preparation and presentation of a research project. Prerequisites: Completion of a minimum of 15 credits in the Business 'Fastrack' Program with a grade of "C" or better.

MGT251 3 credits 3 periods
Human Relations in Business

Analysis of motivation, leadership, communications and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested but not required.

MGT253 3 credits 3 periods
Owning and Operating a Small Business

Starting, organizing and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

Course Descriptions

MGT276 3 credits 3 periods

Personnel/Human Resource 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

Business Division Office AP 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Business.

MKT101 3 credits 3 periods

Introduction to Public Relations

Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT109 3 credits 3 periods

Introduction to Fashion Merchandising (TEC109)

Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals of merchandising apparel, consumers' influence on demand and marketing activities. Prerequisites: None.

MKT151 3 credits 4 periods

Display and Visual Merchandising (TEC151)

An examination of the principles of design including line, color, balance and texture as they relate to the display of merchandise. Participation in displays, field trips and individual projects. Prerequisites: None.

MKT200 3 credits 3 periods

Retail Buying

Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any BPC/CIS spreadsheet course recommended.

MKT210 3 credits 3 periods

Applied Marketing Strategies (*Fastrack*)

Examines the principles and terminology utilized in the marketing function and their value and application in the day-to-day operation of a business. Focuses on marketing planning, market segmentation, positioning, targeting and aspects of international marketing. Reviews product development, pricing, promotion and distribution and explores careers in marketing. Prerequisites: None.

MKT268 3 credits 3 periods

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 3 periods

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.

MKT274AA 1 credit 5 periods

Fashion Merchandising Study Tour (TEC274AA)

A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. Prerequisites: Department approval.

MKT

MASS COMMUNICATION

MCO

Language/Communication Division LC 305 (480) 423-6459

MCO120 3 credits 3 periods

Media and Society

Study of historical and contemporary roles of media and its pervasiveness in society as it relates to politics, education and culture. Prerequisites: ENG101 or ENG107 or equivalent.

MCO220 3 credits 3 periods

Cultural Diversity and the Media

Images of the diverse cultures and gender issues within the U.S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U.S. race relations and racial change. Roles, contributions and challenges of the minority press in the United States. Prerequisites: ENG101 or ENG107 or equivalent.

MATHEMATICS

MAT

Mathematics/Sciences Division PS 153 (480) 423-6111

Mathematics Value Statement

Rapid change and growing complexity characterize our world. In this context, the ability to think critically is an increasingly important skill.

As a discipline that encompasses many forms of reasoning, mathematics is in a position to foster critical thinking and other higher-order thinking skills.

Students become critical thinkers in mathematics not only through the acquisition of course-specific knowledge and skills, but also through the development of skills in problem solving, decision making, and communication. Accordingly, all mathematics courses in the Maricopa Community College District are designed to help develop the following:

To foster critical thinking, students interpret evidence, identify arguments pro and con, analyze and evaluate alternative points of view, reach conclusions, justify results and procedures, and explain assumptions and reasons.

When solving problems, students identify the problem to be solved, determine the strategy(ies) to solve the problem, apply the selected strategy(ies), judge the correctness and appropriateness of the solution, and interpret and communicate the solution.

When making decisions, students identify the various options that could be used, select an appropriate or reasonable option(s), justify the option(s) selected, and verify the reasonableness or validity of their conclusions. To develop effective communication skills, students use mathematical language and vocabulary; explain a problem-solving or decision-making process in an understandable and logical sequence; use a variety of resources, materials, or methods; and interpret and respond to mathematical communication received from others.

MAT065 1 credit 1 period

Graphing Calculator

Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT081 4 credits 4 periods

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.

MAT082 3 credits 3 periods

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.

Course Descriptions

MAT090 5 credits 5 periods
Developmental Algebra
Beginning algebra from a developmental perspective. Intended for those who have never, or not recently, taken algebra in high school. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of "C" or better in MAT082 or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT091 4 credits 4 periods
Algebra/Anxiety Reduction
Standard first course in algebra, for students who haven't had algebra or for those needing a review of first-year algebra, supplemented by instruction in anxiety reducing techniques, math study skills, test taking techniques. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of "C" or better in MAT082 or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT092 3 credits 3 periods
Introductory Algebra
Basic axioms of algebra, linear equations in one and two variables, operations on polynomials, rational expressions, graphing of linear equations and the solving of linear equations. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of "C" or better in MAT082 or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT102 3 credits 3 periods
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 5 periods
Intermediate Algebra
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT121 4 credits 4 periods
Intermediate Algebra
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT122 3 credits 3 periods
Intermediate Algebra
Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT142 3 credits 3 periods
College Mathematics
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications rather than on manipulative skills. Appropriate for the student whose major does not require college algebra or precalculus. Prerequisites: Grade of "C" or better in MAT120 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT150 5 credits 5 periods
College Algebra Concepts
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT151 4 credits 4 periods
College Algebra
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT152 3 credits 3 periods
College Algebra
Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grades of "B" or better in MAT120, MAT121, MAT122, or equivalent, or a satisfactory score on the District placement exam.

MAT156 3 credits 3 periods
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 3 periods
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 3 periods
Finite Mathematics
An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of "C" or better in MAT150 or MAT151 or MAT152, or equivalent, or satisfactory score on District placement exam.

MAT182 3 credits 3 periods
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

Course Descriptions

MEDIA ARTS AND ENTERTAINMENT

MAE

MIAET Office MB 137 (480) 423-6332
 Fine Arts Division Office MB 139 (480) 423-6328

MAE220AA–AD is offered by The Maricopa Institute For Arts and Entertainment Technology. See page 88 for information about the MIAET Certificate of Completion.

MAE201 0.5 credit 1 period

Special Topics: Media Arts and Entertainment

Exploration of current topics, issues and activities related to one or more aspects of media arts and entertainment. Prerequisites: Permission of instructor.

MAE201AA/AB 1 or 3 credits 1 or 3 periods

Special Topics: Media Arts and Entertainment

Exploration of current topics, issues and activities related to one or more aspects of media arts and entertainment. Prerequisites: Permission of instructor.

MAE220AA–AD 6 credits 6 periods

Media Arts Ensemble I – IV

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including graphic art and animation, music composition and performance, film and video production, post-production, dance and the performing arts. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area(s) of specialization through practical experience and interaction with industry professionals. Prerequisites: Permission of the Division/Department.

MICROSOFT NETWORKING TECHNOLOGY

MST

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 114
 Cisco Network Technology (CNT), page 116
 Computer Information Systems (CIS), page 118
 Office Automation Systems (OAS), page 164

MST140 3 credits 4 periods

Microsoft Networking Essentials

Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. Recommend BPC110 or CIS105 and BPC121AB.

MST145 3 credits 4 periods

Microsoft Client System Administration

Knowledge and skills necessary to install, configure, customize, optimize, maintain, and troubleshoot the Microsoft Windows client operating system in a Microsoft networking environment. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST140 or permission of instructor.

MST146 2 credits 3 periods

Data Modeling and Relational Database Design

Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105, or MST140, or permission of instructor.

MST150 3 credits 4 periods

Microsoft Windows Professional

Knowledge and skills necessary to perform day-to-day administrative tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST152 4 credits 5 periods

Microsoft Windows Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

MST155 3 credits 4 periods

Implementing Windows Network Infrastructure

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or corequisites: Any MST152 course or permission of instructor.

MST157 3 credits 4 periods

Implementing Windows Directory Services

Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST170 4 credits 5 periods

Visual Basic Desktop Application Development

Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

MST171 3 credits 4 periods

Microsoft FrontPage

Knowledge and skills to analyze, design, build, and implement enterprise Web sites using Microsoft FrontPage. Includes use of ActiveX components, databases, and FrontPage server extensions. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST172 3 credits 4 periods

Microsoft Visual Basic Distributed Applications

Knowledge and skills to build three-tier client/server solutions. Use of Microsoft Visual Basic to build Component Object Model (COM) Dynamic-Link Libraries (DLLs), Retrieve and modify records using ActiveX Data Objects (ADO). Create stored procedures with Structured Query Language (SQL). Preparation for Microsoft Certified Solutions Developer (MCSD) examination. Prerequisites: MST170 or permission of instructor.

MST174 3 credits 4 periods

Microsoft Visual InterDev

Web site programming tasks to create enterprise-level Web sites that use Component Object Model (COM) components on both the client and the server. Preparation for Microsoft Certified Solutions Developer (MCSD) examination. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST242 4 credits 5 periods

Microsoft Exchange Server

Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

Course Descriptions

Course Descriptions

MST244 3 credits 4 periods
Microsoft SQL Server Administration
 Knowledge and skills required to install, configure, and administer Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course, or MST170, or permission of instructor.

MST246 2 credits 3 periods
Implementing Microsoft Internet Explorer
 Strong foundation in the architecture and key features of Microsoft Internet Explorer. Set up, configure, use, and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Prerequisites: MST152 or permission of instructor. Recommend knowledge of HTML.

MST247 2 credits 3 periods
Microsoft Proxy Server
 Knowledge and skills necessary to install, configure, and administer Microsoft Proxy Server. Preparation for Microsoft certification examination. Prerequisites: MST155 or MST240 or permission of instructor.

MST252 3 credits 4 periods
Microsoft Windows Network Upgrade
 Evaluate differences between current version of Microsoft Windows network operating system and upgraded version. Intended for Microsoft network administrators seeking upgrade training. Prerequisites: MST152 or permission of instructor.

MST253 3 credits 4 periods
Designing a Microsoft Windows 2000 Directory Services Infrastructure
 Provides students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. Prerequisites: Any MST152 course or permission of instructor.

MST254 3 credits 4 periods
Microsoft SQL Server Design and Implementation
 Knowledge and skills required to design and implement databases using Microsoft SQL Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course, or MST170, or permission of instructor.

MST255 3 credits 4 periods
Designing Windows Network Infrastructure
 Knowledge and skills to create a networking services infrastructure design that supports network applications and the needs of an organization. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST155 or permission of instructor.

MST259 3 credits 4 periods
Designing Windows Network Security
 Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST157 or permission of instructor.

MST270 3 credits 4 periods
Microsoft Solution Architectures
 Knowledge and skills to analyze business requirements in a given scenario and define technical solution architectures to optimize business results using Microsoft development tools. Prerequisites: (ACC230 or GBS151) and MST170, or permission of instructor.

MILITARY SCIENCE MIS

Applied Sciences Division Office AP 237B (480) 423-6599

MIS101 3 credits 5 periods
Introduction to the Military
 Overview of mission, organization and structure of the Army and its role in national defense; discussion of current military issues. Prerequisites: None.

MIS102 3 credits 5 periods
Land Navigation, First Aid and Survival
 Introduction to military maps and land navigation; first aid, and lifesaving techniques; basic outdoor survival skills. Prerequisites: None.

MIS201 4 credits 5 periods
Introduction to Leadership Dynamics
 A study of the role of military in American life during war and peace from colonial times to the present day. Prerequisites: None.

MIS202 3 credits 4.5 periods
Introduction to Leadership Dynamics
 Introduction to interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: None.

MIS293 1 credit 3 periods
Ranger Fitness
 Beginning instruction in adapted physical activities and a variety of sports: golf, scuba, karate, judo, handball, equitation, tennis, swimming, weight training, gymnastics and other activities. May be repeated for credit. Prerequisites: Must be concurrently enrolled in MIS101 or MIS102 or MIS201 or MIS202.

MOTION PICTURE/TELEVISION PRODUCTION TCM

Communication Arts Office LC 305 (480) 423-6076
 Fine Arts Division Office MB 139 (480) 423-6328

TCM100 2 credits 2 periods
Digital Multimedia
 Introduction to the major components of a multimedia project. Prerequisites: None.

TCM101 3 credits 3 periods
Fundamentals of Radio and Television
 History of American radio and television, government regulations, self-regulation of broadcasting, the relationship of networks and stations, the social and political aspects of radio and television programming, the role of mass communications in America, the socioeconomic pressures on the medium, and the responsibilities and purposes of mass communications. Prerequisites: None.

TCM111 3 credits 3 periods
Screenwriting I
 Provides an introduction to screenwriting for feature films. Prerequisites: None. *(Note: Completion of ENG101 and ENG102 prior to this course is strongly recommended.)*

TCM111AA 3 credits 3 periods
Screenwriting I: The Short Film
 Provides an overview of screenwriting for short personal art films, documentaries, training films, advertising commercials and infomercials. Prerequisites: TCM111.

Course Descriptions

TCM112 3 credits 3 periods
Writing the Situation Comedy
Workshop for writing a script for the situation comedy. Prerequisites: TCM111. (*TCM112 not offered every semester.*)

TCM116 3 credits 3 periods
Writing the Television Drama
A workshop for writing a script for the television drama. Prerequisites: TCM111. (*TCM116 not offered every semester.*)

TCM120 3 credits 5 periods
Introduction to Sound Design for Film and Video (MTC120)
Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: None.

TCM131/131AA 4 credits 6 periods
Radio-Television Announcing
Theory and practice in news reporting, commercial announcing, interviewing, studio anchoring, and of on-air technique in radio. Development of basic commercial announcing techniques including the study and practice of various dialects and characterization styles. Use of radio control room including radio equipment and specialized audio software programs for development of commercials. Prerequisites: None.

TCM134 2 credits 3 periods
Pre-Production for Motion Picture and Television
Introduction to elements of pre-production for motion picture and television. Focuses on aesthetics, scriptwriting, budgeting and selecting cast and crew. Features pre-production meetings to establish style, location, art design, shot sheet/story board, sound design, shooting schedule and film stock/video tapes. Pre-production of one film project and one video project required. Prerequisites: TCM100 or permission of department.

TCM135 2 credits 3 periods
Production for Motion Picture and Television
Introduction to elements of production for motion picture and television. Focuses on directing, crew responsibilities, camera operation, lenses, lighting and sound recording. Production of one film shoot and one video shoot required. Prerequisites: TCM134 or permission of department.

TCM136 2 credits 3 periods
Post-Production for Motion Picture and Television
Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and marketing strategies. Post-production and marketing of one film and one video required. Prerequisites: TCM135 or permission of department.

TCM140 3 credits 3 periods
Modern Media Concepts
Introduction to the mechanics of a variety of media including computation systems, still photography, film, sound recording systems, telegraph/telephone, radio, television/video, electricity, satellite and analogue/digital systems. Emphasis on the impact of these media on the individual, culture and society. Prerequisites: None.

TCM151 2 credits 3 periods
Broadcast Production
Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types. Prerequisites: TCM136 or permission of instructor.

TCM180/180AA 4 credits 6 periods
Television Production Techniques
Introduction to basic concepts of video production. Emphasis on operation of camcorders, microphones, lights, editing and post-production equipment. Prerequisites: TCM136 or permission of instructor.

TCM211 3 credits 3 periods
Screenwriting II
Advanced workshop in screenwriting for feature films and television. Prerequisites: TCM111 or permission of instructor.

TCM212 4 credits 4 periods
Introduction to Television Technology
Introduction to television technology and setup. Includes theoretical concepts, standards for television and video signals, practice in calibration and adjustment of signals, setup and control of field and studio cameras, setup of professional decks, character generation, video digitizing and compression, keying of titles and multi-layered video, and audio setup and troubleshooting. Prerequisites: TCM136 or permission of instructor.

TCM213 4 credits 4 periods
Motion Picture Workshop
Practical work and classes in selected aspects of film production. May be repeated for a total of sixteen (16) credits. Prerequisites: TCM136 or permission of instructor.

TCM213AA 4 credits 4 periods
Motion Picture Workshop: On-Location Shooting
Practical work and classes in film production. Features on-location shooting. Prerequisites: TCM134, TCM135 and TCM136 or permission of instructor.

TCM214 3 credits 5 periods
Television Workshop
Practical work and classes in television production. May be repeated for a total of twelve (12) credits. Prerequisites: TCM136 or permission of instructor.

TCM215 3 credits 3 periods
Cinematography
Intermediate workshop focusing on 16mm camera operation and lighting. Emphasis on the role of the cinematographer, camera operation and lens selection, interpreting the script, lighting, exposure meters, film stocks and the aesthetics of editing. Shoot one short 16mm project and crew on two additional projects. Prerequisites: TCM136 or permission of instructor.

TCM216 3 credits 3 periods
Screenwriting III
Advanced workshop for writing the second act of an original screen/teleplay. Prerequisites: TCM211.

TCM218 3 credits 3 periods
Screenwriting IV
Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216.

TCM220 3 credits 5 periods
Advanced Sound Design for Film and Video (MTC220)
Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: MTC/TCM120 or permission of instructor.

TCM225 3 credits 3 periods
Film Noir
History, development and analysis of the noir film through a study of selected films, directors, studios, and the era that gave rise to this American film genre. Prerequisites: None.

Course Descriptions

approved music majors. Music majors are required to participate in a performance group each semester. All potential music majors are encouraged to contact the music department, (480) 423-6333, for further information.

MHL Music: History & Literature

MHL141 3 credits 3 periods

Appreciation and Literature of Music to 1800

Study of primitive and medieval periods, folk music, Renaissance and Reformation and characteristics and styles of the Classic era. Prerequisites: None. *(MHL141 offered in the Fall semester only.)*

MHL142 3 credits 3 periods

Appreciation and Literature of Music 1800 to Present

Study of the characteristics and styles of the music of the Romantic, Impressionistic and Contemporary periods. Prerequisites: None. *(MHL142 offered in the Spring semester only.)*

MHL145 3 credits 3 periods

American Jazz and Popular Music

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800s to present. Prerequisites: None.

MHL153 3 credits 3 periods

Rock Music and Culture

History of rock music and how cultural, social, political and economic conditions have shaped its evolution. Prerequisites: None.

MTC Music: Theory & Composition

MTC101 3 credits 3 periods

Introduction to Music Theory

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC105 3 credits 3 periods

Music Theory I

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.

MTC106 1 credit 2 periods

Aural Perception I

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC120 3 credits 5 periods

Introduction to Sound Design for Film and Video (TCM120)

Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: None.

MTC155 3 credits 3 periods

Music Theory II

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

MTC156 1 credit 2 periods

Aural Perception II

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC189 1 credit 2 periods

Introduction to the Electronic Music Lab

Designed for the student with little or no experience in electronic music. Includes the various components of the electronic music lab, including synthesizers, MIDI (Musical Instrument Digital Interface), computers and audio systems. Prerequisites: None.

MTC190 3 credits 4 periods

Computer-Aided Music Notation

Introduction to computer-aided music notation, culminating in editing and producing publication-quality music scores. Ability to read music notation required. Prerequisites: Permission of instructor.

MTC191 3 credits 4 periods

Electronic Music I

An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers and other compatible MIDI instruments. Prerequisites: None.

MTC192 3 credits 4 periods

Electronic Music II

Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: MTC191.

MTC205 3 credits 3 periods

Music Theory III

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206. *(MTC205 not offered every semester.)*

MTC206 1 credit 2 periods

Aural Perception III

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205. *(MTC206 not offered every semester.)*

MTC220 3 credits 3 periods

Advanced Sound Design for Film and Video (TCM220)

Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: MTC/TCM120 or permission of instructor.

MTC255 3 credits 3 periods

Music Theory IV

A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256. *(MTC255 not offered every semester.)*

MTC256 1 credit 2 periods

Aural Perception IV

A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255. *(MTC256 not offered every semester.)*

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 171.

Course Descriptions

MUC Music: Commercial & Business

MUC109 3 credits 3 periods
Music Business: Merchandising and the Law
 Operation, scope and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures and business affairs, agents, artist management and concert production. Prerequisites: None. (*MUC109 offered in the Fall semester only.*)

MUC110 3 credits 3 periods
Music Business: Recording and Mass Media
 Operation, scope and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications and film; and career options. Prerequisites: None. (*MUC110 offered in the Spring semester only.*)

MUC195 3 credits 5 periods
Studio Music Recording I (formerly MTC195)
 Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC195AA 3 credits 5 periods
Studio Music Recording I (formerly MTC195AA)
 Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196AA 3 credits 5 periods
Studio Music Recording II (formerly MTC196AA)
 Emphasis on signal-processing equipment, mixing consoles and advanced musical recording session procedures, production and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195AA.

MUC197 3 credits 3 periods
Live Sound Reinforcement I (formerly MTC197)
 Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement setups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

MUC198 3 credits 3 periods
Live Sound Reinforcement II (formerly MTC198)
 Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: MTC197.

MUE Music: Education

MUE237 2 credits 3 periods
Class Woodwinds I
 Practical class with emphasis on techniques of playing and teaching woodwind instruments including embouchure, breath control, tone, mouthpiece selection and literature. Prerequisites: None.

MUP Music: Private Instruction

There is a special fee for non-music majors enrolling in private instruction of \$280 for 1 credit (1/2 hour lesson per week, per semester) or \$560 for 2 credits (1 hour lesson per week, per semester) in addition to the regular credit fee. Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion and harp. May be repeated for credit.

MUP101	Private Instr.	(1/2 hour lesson 1 credit)	1st Semester
MUP151	Private Instr.	(1/2 hour lesson 1 credit)	2nd Semester
MUP201	Private Instr.	(1/2 hour lesson 1 credit)	3rd Semester
MUP251	Private Instr.	(1/2 hour lesson 1 credit)	4th Semester
MUP102	Private Instr.	(1 hour lesson 2 credits)	1st Semester
MUP152	Private Instr.	(1 hour lesson 2 credits)	2nd Semester
MUP202	Private Instr.	(1 hour lesson 2 credits)	3rd Semester
MUP252	Private Instr.	(1 hour lesson 2 credits)	4th Semester

MUP Music: Performance

MUP131 2 credits 3 periods
Class Piano I
 Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132 2 credits 3 periods
Class Piano II
 Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133 2 credits 3 periods
Class Voice I
 Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 2 credits 3 periods
Class Voice II
 Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP135 2 credits 3 periods
Class Native American Flute I
 Practical class with emphasis on playing, including embouchure, breath control, finger control, reading from printed score and improvising songs. Prerequisites: None.

MUP150 1 credit 3 periods
Community Chorus
 A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

Course Descriptions

MUP153 A Cappella Choir A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled during the year including a concert tour. Auditions may be required. May be repeated for credit. Prerequisites: None.	2 credits	5 periods
MUP154AB Jazz Vocal Ensemble Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Requires participation in various public performances on campus and in the community throughout the semester. Prerequisites: Auditions required and two semesters in A Capella Choir or permission of instructor. Course Note: May be repeated for up to six (6) credits.	2 credit	5 periods
MUP159 Community Orchestra Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.	1 credit	3 periods
MUP161 Community Band Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.	1 credit	3 periods
MUP163 Jazz Ensemble Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.	1 credit	3 periods
MUP164 Jazz Improvisation I Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.	2 credits	3 periods
MUP181 Chamber Music Ensembles Practical and performance experience in instrumental, vocal and mixed ensembles. May be repeated for credit. Prerequisites: None.	1 credit	2 periods
MUP182 Chamber Singers Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.	1 credit	3 periods
MUP225 Class Guitar I Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practicing techniques and proper sitting and hand positions. Prerequisites: None.	2 credits	3 periods
MUP226 Class Guitar II Note-reading range including second position and parts of higher positions. Classical, popular, Latin and other styles of music. Theory including scales, keys and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.	2 credits	3 periods

MUP227 Class Guitar III Additional fingerboard positions. Ensemble techniques. Prerequisites: MUP226 or permission of instructor.	2 credits	3 periods
MUP228 Class Guitar IV Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.	2 credits	3 periods
MUP231 Class Piano III Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns and secondary dominants. Prerequisites: MUP132 or permission of instructor.	2 credits	3 periods
MUP232 Class Piano IV Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.	2 credits	3 periods
MUP233 Class Voice III Interpretive singing through a closer examination of coloring, tone production, dynamics and tempo indications. Prerequisites: MUP134.	2 credits	3 periods
MUP234 Class Voice IV Continuation of Class Voice III with additional emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.	2 credits	3 periods
MUP270 Musical Theatre Workshop (THP270) Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement and performance. May be repeated for credit. Prerequisites: None.	2 credits	5 periods
MUP298 - SPECIAL PROJECTS: Information about MUP298 courses can be found on page 171.		

NURSING: CONTINUING EDUCATION

NCE

Health Sciences Division Office SB 132 (480) 423-6225

The college offers selected continuing education courses designed to update the practicing nurse's skills and competencies, to upgrade those already employed as health care givers or to enhance knowledge gained in the basic nursing education program.

NCE214MM Mathematical Methods of Drug Calculation Focuses on basic mathematical concepts using decimals and fractions to calculate fractional and metric-apothecary conversion dosage problems and intravenous flow rates. Emphasis on the dimensional analysis problem solving method. Prerequisites: None.	1 credit	1 period
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Course Descriptions

NURSING SCIENCE

Health Sciences Division Office SB 132 (480) 423-6225

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

NUR156 2 credits 2 periods

Nurse Assisting

Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. Prerequisites: None. Corequisites: [HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF)], HCC145AA or equivalent.

NUR157 2 credits 6 periods

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: None. Corequisites: NUR156.

NUR161 3 credits 3 periods

Nursing Process and Critical Thinking I

Overview of nursing concepts and theories focusing on meeting basic human needs across the life span based on the wellness/illness continuum within the practical nurse scope of practice. Theoretical concepts focus on care of the well client, elder client and clients with selected alterations in health and psychological/mental health disorders. Emphasis on the role of the practical nurse in the nursing care plan utilizing established nursing diagnoses. Focus on the development of the critical thinking process related to nursing care of clients in acute care and community settings. Prerequisites: Admission to the nursing program.

NUR163 1 credit 3 periods

Health Assessment and Health Promotion I

Emphasis on basic health assessment and history skills and promotion of wellness by using holistic nursing assessments for clients. Includes use of healthy life style strategies and primary prevention. Prerequisites: Admission to the nursing program.

NUR167 1 credit 3 periods

Pharmacology/Medication Administration I

Provides basic pharmacology knowledge and skills to administer medications. Emphasis placed on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Prerequisites: Admission to the nursing program.

NUR

NUR169 3 credits 9 periods

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 experience with individuals and families in a variety of acute and community settings. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individuals. Prerequisites: Admission to the nursing program.

NUR181 3 credits 3 periods

Nursing Process and Critical Thinking II

Focus on nursing concepts and theories to meet basic human needs across the life span based on the wellness/illness continuum. Emphasis on the nursing process related to pediatric and adult clients with selected alterations in health. Introduction to care of the well childbearing client and childbearing family. Continuation of the role of the practical nurse in planning nursing care and applying established nursing diagnoses for clients. Emphasis on the utilization of critical thinking processes related to nursing care of clients in acute care and community settings. Prerequisites: NUR161, NUR163, NUR169 and (HCR240 or HCR240AA).

NUR185 1 credit 1 period

Developing the Nurse's Role I

Overview of roles in nursing with emphasis on transition from nursing assistant to practical nurse. Includes introduction of the core values of the MCCD nursing programs, nursing history, standards, and scope of practice. Introduces concepts and skills required of the practical nurse, and application of communication techniques and delegation to teamwork and leadership. Prerequisites: NUR161, NUR163, NUR167, NUR169 and admission into the nursing program.

NUR187 1.5 credits 1.5 periods

Pharmacology/Medication Administration II

Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Prerequisites: (HCR240 or HCR240AA), NUR161, NUR163, NUR167, and NUR169.

NUR189 4 credits 12 periods

Nursing Science II

Continued application of holistic nursing concepts and theories 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 across the life span including clients with alterations in health. Provides experiences with individuals, families and small groups of clients in a variety of acute care and community settings. Application of nursing concepts and theories related to the development of care plans, client teaching and discharge planning. Prerequisites: NUR161, NUR163, NUR169 and (HCR240 or HCR240AA).

NUR261 3 credits 3 periods

Nursing Process and Critical Thinking III

Focus on nursing concepts and theories to meet complex basic human needs across the life span based on the wellness/illness continuum in a variety of acute care and community settings. Emphasis on utilizing critical thinking skills to plan holistic care through the nursing process for groups of clients with selected acute and chronic alterations in health and psychiatric/mental health disorders. Prerequisites: NUR181, NUR185, NUR187, NUR189, (HCR240 or HCR240AB) or ICAN placement.

Course Descriptions

NUR263 1 credit 3 periods
Health Assessment and Health Promotion II
Use of advanced, specialized and holistic assessments to restore optimal wellness for clients across the life span. Emphasis on active involvement and use of resources, risk reduction, prevention, and education strategies and programs for specific communities. Prerequisites: NUR163 or ICAN placement.

NUR267 1 credit 2 periods
Pharmacology/Medication Administration III
Provides the knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and pain management. Includes an overview of medications used in emergency and critical care situations across the lifespan. Emphasis on pharmacokinetics, safe preparation and administration, monitoring and documentation of client responses. Prerequisites: (NUR187 or NCE214OP) or ICAN placement.

NUR269 5 credits 15 periods
Nursing Science III
Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the scope of the professional nurse. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of professional nursing concepts and theories related to health education/promotion for clients, families and small groups. Prerequisites: NUR181, NUR185, NUR187, NUR189, (HCR240 or HCR240AB or NCE214OP) or ICAN placement.

NUR280 2 credits 2 periods
Nursing Process and Critical Thinking IV
Emphasis on nursing concepts and theories to meet complex needs of the critically ill and high-risk clients with multiple system alterations in health. Includes high-risk perinatal, pediatric and adult clients in acute care and community settings. Focus on application of critical thinking skills to modify a holistic plan of care. Highlights the role of the professional nurse in health education/promotion, illness prevention and restorative care. Prerequisites: (NUR260, NUR262, NUR266 and NUR268) or NCE214OP or ICAN placement.

NUR281 3 credits 3 periods
Nursing Process and Critical Thinking IV
Emphasis on nursing concepts and theories to meet complex needs of the critically ill and high-risk clients with multiple system alterations in health. Includes high-risk perinatal, pediatric and adult clients in acute care and community settings. Focus on application of critical thinking skills to modify a holistic plan of care. Highlights the role of the professional nurse in health education/promotion, illness prevention and restorative care. Prerequisites: (NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.

NUR284 0.5 credit 0.5 period
Developing the Care Giver Seminar III
Emphasis on synthesis of previously learned concepts to generate a plan for lifelong, professional role development. Concepts include role transition, professional organizations, legal issues and licensure. Prerequisites: Completion of nursing block three courses or NCE214OP or ICAN placement.

NUR285 1 credit 1 period
Developing the Nurse's Role II
Emphasis on synthesis of previously learned concepts to generate a plan for lifelong, professional role development. Concepts include role transition, professional organizations, legal issues and licensure. Prerequisites: (NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.

NUR286 0.5 credit 0.5 period
Pharmacology/Medication Administration IV
Overview of medications used in emergency, critical care, pediatric and obstetrical situations. Includes pharmacokinetics, effects, safe preparation and administration, monitoring, and documentation of client responses. Prerequisites: NUR266 or NCE214OP or ICAN placement.

NUR288 6 credits 18 periods
Nursing Science IV
Culminating clinical practice course to provide learning experiences applying theoretical and clinical concepts of complex needs for pediatric, child-bearing and high-risk adults with multi-system alterations in health. Leadership, management and caregiver roles of the professional nurse with clients and their families in selected areas of nursing practice are emphasized. Assignment of students to nurse preceptors with faculty guidance to focus on leadership/management and application of nursing process theories, concepts, issues and trends in caring for clients in a variety of acute and community health care settings. Prerequisites: (NUR260, NUR262, NUR266 and NUR268) or NCE214OP or ICAN placement.

NUR289 6 credits 18 periods
Nursing Science IV
Culminating clinical practice course to provide learning experiences applying theoretical and clinical concepts of complex needs for pediatric, child-bearing and high-risk adults with multi-system alterations in health. Leadership, management and caregiver roles of the professional nurse with clients and their families in selected areas of nursing practice emphasized. Assignment of students to nurse preceptors with faculty guidance to focus on leadership/management and application of nursing process theories, concepts, issues and trends in caring for clients in a variety of acute and community health care settings. Prerequisites: (NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.

NUR298AA/AB/AC 1-3 credits 1-3 periods
Special Projects (Honors)
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

Course Descriptions

OFFICE AUTOMATION SYSTEMS

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 114

OAS101AA 1 credit 1.7 periods
Computer Typing I: Keyboard Mastery

Incorporates correct touch typing principles. Prerequisites: None.

OAS108 3 credits 3 periods
Business English

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization and number style mechanics in a business context. Prerequisites: None. (*Offered in both online and open-entry formats.*)

OAS111AA 1 credit 1.7 periods
Computer Keyboarding I (See BPC111AA)
(*Offered in both online and open-entry formats.*)

OAS111AB 1 credit 1.7 periods
Computer Keyboarding II (See BPC111AB)
(*Offered in both online and open-entry formats.*)

OAS118 1 credit 1.7 periods
10-Key by Touch
Touch system of numeric keys on ten-key pads. Prerequisites: None.
(*Offered in both online and open-entry formats.*)

OAS125 3 credits 3 periods
Introduction to the Professional Office
Expectations of the professional in the electronic office of today. Realistic and practical coverage of roles, responsibilities and environment. Prerequisites: None. (*Offered in both online and open-entry formats.*)

OAS135DK 2 credits 2 periods
Word: Level I (See BPC135DK)
(*Offered in both online and open-entry formats.*)

OAS235DK 2 credits 2 periods
Word: Level II (See BPC235DK)
(*Offered in both online and open-entry formats.*)

OPEN-ENTRY COMPUTER COURSES

Open-Entry Computer Lab BU 133 (480) 423-6268

Day and evening students may register for any open-entry class. Students wanting to register in an open-entry course must register in person in order to sign the open-entry contract. These courses are self-paced, but must be started within five days of the start date on the contract signed when the student registers. The course must be completed by the end date on the contract. It is the responsibility of the student to attend an orientation, after the first day of classes, at the room number indicated in the class schedule.

If you have a computer and the correct software at home, you may work outside the lab; however, you must fulfill the requirements as outlined in your orientation materials (such as handing in assignments, etc.) and keep your instructor informed of your progress as outlined in course syllabus. Refer to course number for specific course information.

OAS PHILOSOPHY

PHI

Social/Behavioral Sciences Division SB 130 (480) 423-6206

ALSO SEE: Religious Studies (REL), page 169

PHI101 3 credits 3 periods
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.

PHI103 3 credits 3 periods
Introduction to Logic

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

PHI105 3 credits 3 periods
Introduction to Ethics

Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI106 3 credits 3 periods
Critical Thinking and Problem-Solving

Commonly used informal fallacies; examination of emotive and unclear uses of language, including sexism and loaded terms; and methods for analyzing extended arguments. Application to news media, advertising, political speeches, and textbooks. Prerequisites: ENG101 or ENG107 or equivalent.

PHI212 3 credits 3 periods
Applied Ethics

Philosophical consideration of such moral problems as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None.

PHI213 3 credits 3 periods
Medical and Bio-Ethics (REL213)

A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patients' rights, and biological experimentation. Prerequisites: None.

PHI234AA 3 credits 3 periods
Plato

The ideas of Plato and Socrates and their impact on western thought. Prerequisites: None.

PHI243 3 credits 3 periods
World Religions (HIS243, REL243)

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.

PHI246 3 credits 3 periods
American Indian and Euroamerican Comparative Worldviews (REL246)

Examination of American Indian worldviews and comparison of these worldviews with Euroamerican philosophical assumptions. Considerations of possibilities for mutual criticism and dialogue between American Indian and Euroamerican traditions. Prerequisites: None.

Course Descriptions

PHOTOGRAPHY

See ART, PHOTOGRAPHIC, page 109

PHYSICAL EDUCATION

PED

HPERD Division Office PE 149 (480) 423-6606

Students wishing to pursue a degree in physical education at a four-year institution should seek advisement through an advisor or the appropriate faculty member of the HPERD Department.

Physical Education Emphasis:

PED101	Physical Activities	1 credit	2 periods
PED102	Physical Activities	1 credit	2 periods
PED201	Physical Activities	1 credit	2 periods
PED202	Physical Activities	1 credit	2 periods

A variety of courses including individual, dual, team sports and leisure-time activities as listed in the schedule of classes are offered each semester. No prerequisites are required and may be repeated for credit. These activities include:

- | | | | |
|-------------|-----------------|------------------|------------------|
| •aerobics | •football | •mountain biking | •tai chi |
| •aikido | •golf | •racquetball | •tap dance |
| •ballet | •inline skating | •rock climbing | •tennis |
| •basketball | •karate | •soccer tennis | •volleyball |
| •cycling | •modern dance | •social dance | •weight training |
| •fencing | •modern jazz | •taekwondo | •yoga |

ALSO SEE: Dance (DAN), page 125
Dance Humanities (DAH), page 127
Health Science (HES), page 142
Recreation (REC), page 168
Wellness Education (WED), page 173

PED107 1.5 credits 3 periods

Aerobic Cycling

Emphasis on body position, speed, endurance and distance in aerobic cycling. Builds stamina and takes participants to the next level of fitness. Group exercise format requires participants to complete a health history questionnaire and attend an orientation prior to participating in the first session. Prerequisites: None.

PED120AC 2 credits 4 periods

Special Emphasis Activities: Ballet

Intensive experience in the form and movements in ballet performance. May be repeated for a total of eight (8) credits. Prerequisites: None.

PED200 3 credits 3 periods

Introduction to Exercise Science and Physical Education

Introductory course for students considering or just beginning a course of study in exercise science and physical education. Overview of each of the disciplines, sub-disciplines, and professions in the cross-discipline field of exercise science/physical education, including historical and philosophical foundations. Course emphasizes the study of physical activity. Prerequisites: None.

PED210JX 1 credit 3 periods

Movement Analysis: Golf

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210PC 1 credit 3 periods

Movement Analysis: Physical Conditioning

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210WH 1 credit 3 periods

Movement Analysis: Tennis

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210WT 1 credit 3 periods

Movement Analysis: Volleyball

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED237 3 credits 3 periods

Physical Conditioning for Police Officers

Overview of all aspects of fitness for current and prospective police officers. Includes mental aspects of performance for optimal achievement on agility tests; physical fitness and workout techniques related to performing specific police department tasks; individual conditioning strategies, nutritional guidelines and basic exercise principles. Emphasis on lifelong fitness and conditioning. Prerequisites: None.

PED265 3 credits 3 periods

Theory of Coaching

Theory and techniques of coaching competitive sports. May not be repeated for credit. Prerequisites: None. (Offered for baseball, basketball, golf, soccer, softball, tennis and volleyball.)

PED281 3 credits 3 periods

Methods of Coaching

Techniques, methods and procedures of coaching. May not be repeated for credit. Prerequisites: None. (Offered for baseball, football, soccer, softball, and volleyball.)

Fitness and Wellness Center, Aerobics and Weight Training

The Fitness and Wellness Center helps students and public develop a lifestyle of regular exercise. Physical conditioning classes consist of the use of strength and aerobic equipment for special work on isolated body areas and the cardiovascular system. Structured aerobic classes are held mornings and evenings. Aerobic classes include both high and low impact, step aerobic and aerobic training with weights. Each 50-minute class offers the student a complete body workout. Special senior aerobic classes are offered daily. Membership in the Fitness Center will also include morning and evening use of the Free Weight Room. An instructor will be available in the weight room to help students design their own free weight program.

PED115 2 credits 4 periods

Lifetime Fitness

Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises and cool down/stretch. May be repeated for credit. Prerequisites: None.

Course Descriptions

PHYSICS

Mathematics/Sciences Division PS 153 (480) 423-6111

PHY101 4 credits 6 periods

Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of "C" or better in MAT091 or MAT092, or satisfactory score on math placement exam.

Engineering majors who have not had a rigorous, quantitative high school physics course, such as Advanced Placement Physics, are advised to take PHY111 as preparation for PHY121 and PHY112 as preparation for PHY131. See the Engineering Science section for a suggested 3-year course of study. PHY111 is offered both semesters and usually in the summer. PHY112 is offered in the day and evening in the spring semester, usually in the evening in fall semester, and usually in the day in the summer.

PHY111 4 credits 6 periods

General Physics I

Includes motion, energy, and properties of matter. Prerequisites: Trigonometry or department consent.

PHY112 4 credits 6 periods

General Physics II

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121 4 credits 6 periods

University Physics I: Mechanics

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves and sound. Prerequisites: MAT220 or MAT221 or department consent. One year of High School physics or PHY111 and PHY112 is strongly recommended.

PHY131 4 credits 6 periods

University Physics II: Electricity and Magnetism

Electric charge and current, electric and magnetic fields in vacuum and in materials and induction. AC circuits, displacement current and electromagnetic waves. Prerequisites: MAT230 or MAT231 or department consent and PHY121. Corequisites: MAT241 or department consent.

PHY252 4 credits 6 periods

University Physics III: Thermodynamics, Optics, and Wave Phenomena

Heat, entropy and laws of thermodynamics; wave propagation, geometrical and physical optics; introduction to special relativity. Prerequisites: PHY131. (PHY252 offered in the Fall semester only.)

PIMA LANGUAGE

Language/Communication Division LC 305 (480) 423-6459

PIM115 3 credits 3 periods

Beginning Pima Conversation I

Conversational Pima. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Pima. Designed to develop speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

PHY

PIM116 3 credits 3 periods

Beginning Pima Conversation II

Reviews basic Pima vocabulary, pronunciation and sentence structure. Designed to develop speaking, listening and writing skills in O'Odham for effective communication in Pima. Prerequisites: PIM115 or permission of instructor.

POLITICAL SCIENCE

POS

Social/Behavioral Sciences Division SB 130 (480) 423-6206

POS100 3 credits 3 periods

Introduction to Political Science

Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

POS101 1 credit 1 period

Current Issues

Introduction to current issues in politics, economics, social relations and foreign affairs. Presentations by local, state and national civic and cultural leaders. May be repeated for a total of two (2) credit hours. Prerequisites: None.

POS110 3 credits 3 periods

American National Government

Study of the historical backgrounds, governing principles and institutions of the national government of the United States. Prerequisites: None.

POS115 3 credits 3 periods

Issues in American Politics

Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics and others through the reading and viewing of secondary information sources. Prerequisites: ENG101 or ENG107 or equivalent.

POS120 3 credits 3 periods

World Politics

Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national and transnational rationale for international interactions. Prerequisites: None.

POS130 3 credits 3 periods

State and Local Government

Survey of state and local government in the United States. Special attention on Arizona State government. Prerequisites: None.

POS180 3 credits 3 periods

United Nations Studies

Historical origins, structural makeup, political and operational characteristics and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

POS210 3 credits 3 periods

Political Ideologies

Survey of twentieth century nondemocratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

POS221 1 credit 1 period

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.

Course Descriptions

POS222 2 credits 2 periods

United States Constitution

Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS281 2-4 credits 2-4 periods

Public Policy/Service Internship

Field experience in community service, public policy or public service. May be repeated for a total of nine (9) POS281 credit hours; may not repeat specific internship assignment. Prerequisites: Minimum of 15 credit hours at college granting internship with minimum GPA of 3.0 and permission of instructor. Prerequisite or Corequisite: POS280.

POS282AA/AB 1-2 credits 1-2 periods

Volunteerism for Political Science: A Service Learning Experience

Service-learning field experience within government agencies, political organizations, citizen advocacy groups and human service organizations/agency. May be repeated for a total of four (4) POS282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

PRE-PROFESSIONAL PROGRAMS

Mathematics/Sciences Division PS 153 (480) 423-6111

Scottsdale Community College offers opportunities for students to pursue transfer programs of study in the following preprofessional areas: Pre-Dental, Pre-Forestry, Pre-Medical, Pre-Medical Technology, Pre-Mortuary Science, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinary. Although professional schools require substantially the same preparatory program during the first two years of college, significant differences exist; therefore, suggested transfer programs are not included in this section. Students who desire to pursue a preprofessional program of study are urged to establish an early advisement relationship with a member of the science faculty so that a specific program may be planned.

PSYCHOLOGY

PSY

Social/Behavioral Sciences Division SB 130 (480) 423-6206

PSY101 3 credits 3 periods

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.

PSY132 3 credits 3 periods

Psychology and Culture

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None.

PSY201AC 3 credits 3 periods

Selected Issues in Psychology

In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development,

and intelligence. May be repeated with change of topic. Prerequisites: PSY101 or permission of instructor.

PSY215 3 credits 3 periods

Introduction to Sports Psychology

Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY218 3 credits 3 periods

Health Psychology

Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

PSY230 3 credits 3 periods

Introduction to Statistics

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent or permission of instructor.

PSY235 3 credits 3 periods

Psychology of Gender Differences

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY240 3 credits 3 periods

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 3 periods

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 instructor.

PSY260 3 credits 3 periods

Personality Development

Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY266 3 credits 3 periods

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.

Course Descriptions

PSY270 3 credits 3 periods
Personal and Social Adjustment
 Surveys the basic mental health principles as they relate to coping with stress, interpersonal relationships, sex, marriage and working. Emphasis on learning to become a more competent and effective person. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY277 3 credits 3 periods
Psychology of Human Sexuality
 Survey of psychological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor. Student must be 18 years of age.

PSY290AB 4 credits 6 periods
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.

PSY292 3 credits 3 periods
Psychology of Altered States of Consciousness
 Examines phenomena and history of altered states of consciousness. Surveys scientific principles, methods and applications in altered states research. Reviews current psychological research in topics related to sensory deprivation, daydreaming, meditation, hypnosis, sleep and dreams and the effects of drugs. Prerequisites: PSY101 with grade of "C" or better or permission of instructor.

RADIOGRAPHY

See MAYO RADIOGRAPHY (MYO), page 153

READING

RDG

Language/Communication Division LC 305 (480) 423-6459

The reading courses are designed as personal improvement programs for college students. Each student's strengths and weaknesses in study skills, vocabulary, reading rate and comprehension are identified and emphasis is placed on individual improvement.

ALSO SEE: Critical Reading (CRE), page 124

PLEASE NOTE: For Reading English as a Second Language (ESL) courses, see page 134.

RDG081 3 credits 3 periods
Reading Improvement
 Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Reading placement test score or permission of instructor.

RDG091 3 credits 3 periods
College Reading Skills I
 Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Reading placement test score (ASSET) or grade of "C" or better in RDG081 or permission of instructor.

RDG100 3 credits 3 periods
College Study Skills
 Analysis of learning styles and development of individual learning strategies. Introduction of library research techniques. Emphasis on learning and study techniques applicable to any college course. Prerequisites: Grade of "C" or better in RDG091 or permission of instructor.

REAL ESTATE

REA

Business Division Office AP 246 (480) 423-6253

REA179 3 credits 3 periods
Real Estate Principles I
 Basics of real estate 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 3 periods
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.

REA281 3 credits 3 periods
Principles of Real Estate Law
 Incidents of ownership and use of real estate, legal principles, procedures and methods of acquisition and disposition of real estate. Prerequisites: REA179 or permission of instructor.

REA282 3 credits 3 periods
Real Estate Finance
 Study of lending institutions, including banks, savings and loans, conventional loans, FHA, VA for residential, commercial and industrial property. Prerequisites: REA179 or permission of instructor.

REA288 3 credits 3 periods
Real Estate Investment Strategy
 Covers real estate investments, financing, leverage benefits, risks applicable to residential, commercial and industrial properties for direct and group ownership. Prerequisites: REA179 or permission of instructor.

RECREATION (HPERD)

REC

HPERD Division Office PE 149 (480) 423-6606

REC120 3 credits 3 periods
Leisure and the Quality of Life
 Overview of the historical, psychological, social and cultural aspects of play, leisure and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

REC210 3 credits 3 periods
Leisure Delivery Systems
 Systemic study of delivery of leisure services in public, commercial and independent sectors; particular emphasis placed on the urban setting. Prerequisites: None.

Course Descriptions

RELIGIOUS STUDIES

REL

Social/Behavioral Sciences Division SB 130 (480) 423-6206

ALSO SEE: Philosophy (PHI), page 164

REL270 3 credits 3 periods

Introduction to Christianity

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

REL271 3 credits 3 periods

Introduction to the New Testament

Origins and development of the literature of early Christian communities; the definition of the New Testament, including its canon, text and translation; the interpretive approaches to the New Testament employed inside and outside Christianity; variety of literature in the New Testament. Prerequisites: None.

SIGN LANGUAGE

See AMERICAN SIGN LANGUAGE (SLG), page 106

SOCIAL WORK

SWU

Social/Behavioral Sciences Division SB 130 (480) 423-6206

SWU102 3 credits 3 periods

Introduction to Social Work

An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101.

SOCIETY AND BUSINESS

See SOCIETY AND BUSINESS (SBU), page 114

SOCIOLOGY

SOC

Social/Behavioral Sciences Division SB 130 (480) 423-6206

SOC101 3 credits 3 periods

Introduction to Sociology

Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOC110 3 credits 3 periods

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.

SOC112 3 credits 3 periods

American Indian Policy (AIS112)

Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

SOC130 3 credits 3 periods

Human Sexuality

Examination of the physical, social, cultural and institutional contributions to human sexuality. Examination of facts and myths, current literature, changing mores regarding human sexuality. Opportunity to understand the sexuality of males and females in contemporary society. Prerequisites: Permission of Department. Student must be 18 years or older.

SOC140 3 credits 3 periods

Racial and Ethnic Minorities

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments and problems of minority groups in the United States. Prerequisites: None.

SOC141 3 credits 3 periods

Sovereign Indian Nations (AIS141)

Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues and contemporary social problems. Prerequisites: None.

SOC157 3 credits 3 periods

Sociology of Marriage and 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.

SOC160 3 credits 3 periods

American Indian Law (AIS160)

Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

SOC210 3 credits 3 periods

The Child in Society

Explores childhood within the context of society and culture. Focuses on the socialization process and examines contemporary issues and current sociological research related to children. Prerequisites: SOC101 or PSY101 or ECH176 or permission of instructor.

SOC212 3 credits 3 periods

Women and Men in a Changing Society

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of sex roles and a reduction of sex-role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

Course Descriptions

SOC240 3 credits 3 periods
Race and Ethnic Relations: American and Global Perspectives
 Analyzes race and ethnic relations from an American and global perspective. Emphasis on racial/ethnic prejudice and discrimination - origins, maintenance and dynamics. Specific international cases explored. Prerequisites: SOC101.

SOC245 3 credits 3 periods
Social Deviance
 A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control. Prerequisites: SOC101.

SOC251 3 credits 3 periods
Social Problems
 A sociological exploration of selected social problems. Emphasis on current concerns. Prerequisites: SOC101.

SOUTHWEST STUDIES

Southwest Studies Office AD 120 (480) 423-6314
 Director, Marshall Trimble

Southwest Studies at Scottsdale Community College is a unique program designed to offer students an opportunity to fulfill part of their general education requirements with a series of classes concentrating on Arizona and the Southwest. The Southwest Studies program offers a variety of courses using an interdisciplinary approach in the humanities, life, physical and social/behavioral sciences, with Arizona and the Southwest as its central theme and brings to students not only the opportunity to expand their knowledge of the area in which they live, but will provide a new sense of relationship to their fellow man.

Southwest Studies Courses

- ASB230 Principles of Archaeology
- ASB245 Indians of the Southwest
- BIO109 Natural History of the Southwest
- ENH260 Literature of the Southwest
- GCU120 Arizona's Water Issues
- HIS105 Arizona History
- HIS145 History of Mexico

Southwest Studies course descriptions are listed under various prefixes according to the above list.

SPANISH LANGUAGE

SPA

Language/Communication Division LC 305 (480) 423-6459

SPA101AA 4 credits 5 periods
Elementary Spanish I
 Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

SPA102AA 4 credits 5 periods
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.

SPA115 3 credits 3 periods
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 3 periods
Beginning Spanish Conversation II
 Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA115 or departmental approval.

SPA201 4 credits 4 periods
Intermediate Spanish I
 Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, two years of high school Spanish or departmental approval.

SPA202 4 credits 4 periods
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.

SPA225 3 credits 3 periods
Intermediate Spanish Conversation I
 A continuation of SPA116. 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 3 periods
Intermediate Spanish Conversation II
 A continuation of SPA225. 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 3 periods
Advanced Spanish Conversation I
 Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: SPA226 or equivalent or departmental approval.

SPA236 3 credits 3 periods
Advanced Spanish Conversation 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 3 periods
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 3 periods
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.

Course Descriptions

SPECIAL PROJECTS

Special projects are available in a variety of disciplines and provides opportunities for individualized learning experiences for students.

XXX298AA	Special Projects	1 credit	1 period
XXX298AB	Special Projects	2 credits	2 periods
XXX298AC	Special Projects	3 credits	3 periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

SPEECH-LANGUAGE PATHOLOGY

SLP

Language/Communication Division LC 305 (480) 423-6459

SLP104 3 credits 3 periods

Speech, Language and Hearing Development

Focuses on the processes involved in the normal development of human communication. Emphasis on normative processes involved in speech, language and hearing development. Examines normal processes of bilingual speech and language development. Prerequisites: None.

SLP205 3 credits 3 periods

Introduction to Communication Disorders

Provides an overview of normative aspects of human communication including language, hearing and speech. Focuses on developmental and acquired communication disorders. Prerequisites: SLP104 or ENG213 or permission of instructor.

SLP210 2 credits 2 periods

Speech and Hearing Anatomy and Physiology

Studies the anatomical systems that underlie human speech including the respiratory system and related nervous system processes. Examines the physical characteristics of sound and the structure and function of the human auditory system. Prerequisites: None.

SLP212 3 credits 3 periods

Language Disorders and Rehabilitation

Explores nature, causes and treatment of language disorders across the lifespan, including treatments specific to bilingual populations. Prerequisites: None.

SLP214 3 credits 3 periods

Speech Disorders and Rehabilitation

Provides an overview of English phonetics. Focuses on speech sound production from a linguistic, physiologic, acoustic and clinical perspective. Transcription of normal and disordered speech at the entry-level using the International Phonetic Alphabet (IPA). Reviews characteristics and treatment procedures for a variety of speech disorders. Prerequisites: SLP210.

SLP216 3 credits 3 periods

Aural Rehabilitation

Reviews anatomy and physiology of hearing production and hearing disorders. Focuses on treatment principles, amplification systems, modes of communication, screening procedures and instruction in various settings. Introduces augmentative/alternative communication systems and their appropriate use. Explores the professions providing treatment for persons with hearing disorders. Prerequisites: SLP210.

SLP230 2 credits 2 periods

Modifying Communicative Behaviors

Introduction to the therapeutic process. Focuses on principles of behavior management used to facilitate the learning of speech and language skills. Reviews documentation required in planning, implementing and evaluating communicative behaviors. Identifies ethical behaviors necessary to protect client rights in different therapeutic settings. Prerequisite/Corequisites: SLP212 or SLP214.

SLP235AA 1 credit 1 period

Speech-Language Pathology Practicum

Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 50 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

SLP235AB 2 credits 2 periods

Speech-Language Pathology Practicum

Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 100 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

SLP235AC 3 credits 3 periods

Speech-Language Pathology Practicum

Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 150 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

TELECOMMUNICATIONS

See MOTION PICTURE/TELEVISION PRODUCTION (TCM), page 156.

TEXTILES AND CLOTHING

TEC

Business Division Office AP 246 (480) 423-6253

TEC123 3 credits 5 periods

Clothing Construction

Construction of garments applying basic construction principles and techniques using patterns suitable for individuals and their capabilities. May be repeated for a total of 12 credit hours with instructor permission. Prerequisites: None.

TEC124 3 credits 5 periods

Advanced Clothing Construction

Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. May be repeated for a total of 12 credit hours with instructor permission. Prerequisites: TEC123 or permission of instructor.

Course Descriptions



Course Descriptions

TEC125 Fashion Design	3 credits	3 periods
Practical techniques of fashion sketching, pattern drafting and draping. Design apparel. Prerequisites: None. TEC106 and TEC123 recommended.		
TEC129 Sewing With A Serger	2 credits	2 periods
Operation of a home serger. Use in constructing, finishing and decorating garments and home decorations. Home serger required. Prerequisites: None.		
TEC134 Fashion Illustration I	3 credits	5 periods
Proportions and techniques used in drawing fashion figures and clothing. Introduction of media and illustrative styles for portfolio design, trade sketches and fashion advertisements. Prerequisites: None.		
TEC222 Textiles	3 credits	3 periods
Study of textile fibers and fabrics, their properties, identification, selection, use and care. Prerequisites: None.		
TEC229 Advanced Serging	2 credits	2 periods
Operation of a home serger in advanced application of construction and embellishment for garments and home decoration projects. Home serger required. Prerequisites: TEC129 or permission of instructor.		

THEATRE ARTS

THE

Performance Arts Dept. Office	PA 133A	(480) 423-6356
Fine Arts Division Office	MB 139	(480) 423-6328
THE111 Introduction to Theatre	3 credits	3 periods
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 Introduction to Cinema (HUM205)	3 credits	3 periods
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.		
THE210 Contemporary Cinema (HUM210)	3 credits	3 periods
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.		
THE220 Modern Drama	3 credits	3 periods
Analysis of dramatic literature studied within political, historical and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent. <i>(Offered in the Spring semester only.)</i>		

THEATRE PERFORMANCE AND PRODUCTION

THP

Performance Arts Dept. Office	PA 133A	(480) 423-6356
Fine Arts Division Office	MB 139	(480) 423-6328
THP112 Acting I	3 credits	4 periods
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation and monologue and scene work. Emphasis on characterization. Prerequisites: None.		
THP115 Theatre Makeup	3 credits	4 periods
Purposes, materials and techniques of theatrical makeup. Prerequisites: None. <i>(Offered alternating semesters.)</i>		
THP120AA Audition Techniques: Prepared Monologue	1 credit	2 periods
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.		
THP120AB Audition Techniques: Cold Readings	1 credit	2 periods
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None.		
THP201AA Theatre Production I	1 credit	2 periods
Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.		
THP210 Acting: Television and Film	3 credits	4 periods
Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of instructor.		
THP212 Acting II	3 credits	4 periods
Fundamental techniques of acting through script analysis, rehearsal and performance. Prerequisites: THP112 or departmental approval.		
THP213 Introduction to Technical Theatre	3 credits	5 periods
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting and properties. Prerequisites: None.		
THP214 Directing Techniques	3 credits	3 periods
Contemporary theory and practice in directing, the evolution of present-day directing procedures and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing and performing. Prerequisites: None. <i>(Offered in the Spring semester only.)</i>		
THP216 Beginning Stage Lighting	3 credits	4 periods
Basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic design concept development and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. Prerequisites: THP213 or permission of instructor. <i>(Offered in the Spring semester only.)</i>		

Course Descriptions

THP220 3 credits 4 periods
Advanced Acting: Television and Film
 Focuses on special technical aspects of advanced acting before a camera. Prerequisites: THP210 or permission of instructor.

THP241 3 credits 3 periods
Performance of Literature (COM241)
 The study, analysis and preparation of prose, poetry and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

THP270 2 credits 5 periods
Musical Theatre Workshop (MUP270)
 Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement and performance. May be repeated for credit. Prerequisites: None.

THP271 3 credits 3 periods
Voice and Diction (COM271)
 Exercises and techniques to free the voice and improve projection, resonance and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

THP281 3 credits 4 periods
Production and Acting I
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes and one-act plays. Prerequisites: Departmental approval.

THP282 3 credits 4 periods
Production and Acting II
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes and one-act plays. Prerequisites: THP281 or departmental approval.

Southwest Shakespeare Conservatory Theatre

SCCT Hotline (480) 423-6718

THP291AA 1 credit 2 periods
Summer Conservatory: Stage Movement
 Techniques of body centering, coordination, relaxation, energization and physical expression for the actor. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AB 1 credit 2 periods
Summer Conservatory: Voice and Diction
 Basic principles and techniques of voice production and stage speech for the actor. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AC 1 credit 1 period
Summer Conservatory: Script Analysis (ACT)
 Theory and practice in analysis of dramatic literature for the actor. Emphasis on techniques of character analysis for interpretation. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AD 1 credit 2 periods
Summer Conservatory: Improvisation
 Techniques of improvisation to develop the actor's creativity. Emphasis on inner resources, sensory memory and emotional memory. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AE 3 credits 4 periods
Summer Conservatory: Scene Study
 Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis. May be repeated for a total of nine (9) credit hours. Prerequisites: By audition and interview only.

THP291AF 1 credit 2 periods
Summer Conservatory: Career Development (ACT)
 Principles of the business of being an actor. Emphasis on audition techniques. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AG 4 credits 5 periods
Summer Conservatory: Production (ACT)
 Practicum in rehearsal and stage performance through public productions. May be repeated for a total of twelve (12) credit hours. Prerequisites: By audition and interview only.

WELLNESS EDUCATION

WED

HPERD Division Office PE 149 (480) 423-6606

WED140 2 credits 2 periods
Introduction to Energy Therapy (CAT140)
 Provides an overview of the many different types of healing modalities used to maintain health and prevent illness encompassed within the concept of Energy Therapy. Reviews a variety of therapies and explores energy therapy from a consumer's point of view. Specific modalities discussed and demonstrated. Prerequisites: None.

WED142 1 credit 1 period
Therapeutic Touch: Level I (CAT142)
 Provides an overview of Therapeutic Touch (TT) as a contemporary interpretation of several ancient healing practices that are based on learned skills for directing and balancing the human energy field via the practitioners' hands. Focuses on relaxation centering techniques, energy field exercises, scanning assessments, treatment and individual practice. Prerequisites: None.

WED151 2 credits 2 periods
Overview of Alternative Medicine
 Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 1 credit 1 period
Meditation and Wellness
 Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

Course Descriptions



Course Descriptions

WED165 2 credits 2 periods

Overview of Massage Therapy

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WED195 0.5 credit 0.5 period

Special Topics in Wellness Education

Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Prerequisites: None.

WED195AA-AC 0.5-2 credits 1-2 periods

Special Topics in Wellness Education

Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness. Prerequisites: None.

WED218 1 credits 1 periods

Aromatherapy

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

WED242 1 credit 1 period

Therapeutic Touch: Level II (CAT242)

Experience in specific Therapeutic Touch (TT) exercises and practice at the intermediate level. Includes healing processes for the client and practitioner. Prerequisites: WED/CAT142 and current TT practice.

WOMEN'S STUDIES

WST

Language/Communication Division LC 305 (480) 423-6459

WST200 3 credits 3 periods

Essential Feminist Writing

Literary tracing of feminism from 18th century to present. Explores major issues related to women in the 20th century. Prerequisites: ENG101 or permission of instructor.

WST209 3 credits 3 periods

Women and Films (HUM209)

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

WST285 3 credits 3 periods

Contemporary Women Writers (ENH285)

Explores twentieth century literature (short stories, essays, plays and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed or ethnic background. Prerequisites: None.

WRITING ACROSS THE CURRICULUM

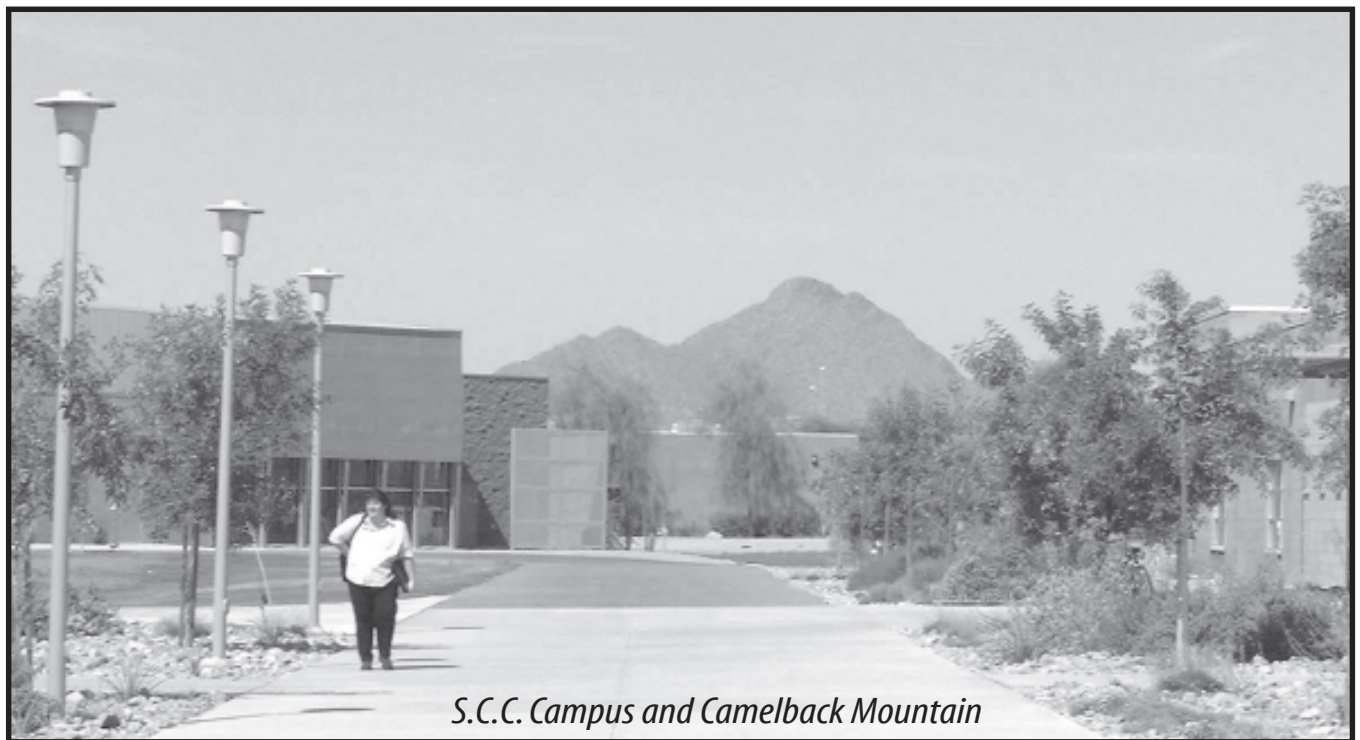
WAC

Language/Communication Division LC 305 (480) 423-6459

WAC101 3 credits 3 periods

Writing Across the Curriculum

Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository approaches. Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: None.



S.C.C. Campus and Camelback Mountain

STUDENT SERVICES

Admissions and Records Office

(480) 423-6100

The SCC Admissions and Records Office is located in the Student Services Building. This office provides information and services concerning the following:

- Class Schedules and Catalogs
- Schedule Changes
- Grade Corrections
- Student ID Correction
- Graduation
- Transcripts
- Name/Address Change
- Tuition and Fees Info
- Registration
- Withdrawal

See "TouchNet Student Online System," page 180, for information on how to access many of these services.

The Admissions and Records Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Advisement Center

(480) 423-6539

The Advisement Center's primary purpose is to provide academic information and advisement for all students. Assistance is available to aid the student in selecting appropriate courses, choosing an educational program leading to an associate degree, providing information on matters related to academic majors, career possibilities and transferring to other colleges.

Students are strongly urged to take advantage of the expanded advisement program. It is recommended that students seek advisement early in the semester. Students should bring a copy of transcripts and placement scores to aid in the planning of their course of study during the advisement process.

The program is directed by the Coordinator of Academic Advisement and staffed by support staff, faculty advisors, program advisors and other student services personnel. Faculty Advisors serve as liaisons between the Advisement Center and their divisions.

The Advisement Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

American Indian Program

(480) 423-6531

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides American Indian Programs and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities.

American Indian Programs sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society. Other cultural and academic activities include: the annual *Washington D.C. Experience* Trip; *ReZart* Fine Arts Show and Market; EXCEL, a college prep program for American Indian high school students; and the American Indian Student Retention Program.

The American Indian Program Office is located in the Student Center, Rooms 135 and 140, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Bursar/Cashier's Office

(480) 423-6148

The services performed by the Bursar/Cashier's Office are as follows:

Collection

Payments for tuition, fees, debts and college activities.

Disbursement

Financial aid monies, honors awards, fee waivers, refunds, paychecks and scholarships.

Cashing Checks

Personal checks only with a \$10.00 limit. A \$15.00 fee is assessed on checks returned by the bank for any reason.

The following information will provide the student with efficient service while conducting business at the Bursar/Cashier's Office:

1. A picture ID is required when picking up any kind of check or refund.
2. Fees paid by credit card will be refunded to the charging credit card, with no exceptions.
3. Only the student whose name is on a financial aid check or refund check may pick up the check.
4. The student's Student Identification Number must appear on the front of any check presented for a payment or cash.

The Bursar/Cashier's Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Bus Service

Students and visitors requiring public transportation to the campus can call (602) 253-5000 for current information on bus arrival and departure times. Students may purchase monthly or semester bus passes at the SCC Bookstore. Information on bus service is also available at the following website: www.valleymetro.org.

Campus Activities Calendar

The Student Life and Leadership Office will be sponsoring these and many more activities during the 2002-2003 academic year.

August 24 Student Orientation 8:00 a.m.
September 18 Fall Club Fair 10:00 a.m. to 2:00 p.m.
September (TBA)	.. District Student Leadership Retreat TBA
October (TBA) National Collegiate Alcohol Awareness Week TBA
October 9 Volunteer! Fair 11:00 a.m. to 1:00 p.m.
October 21-24 Clothesline Across Campus TBA
October 25 Make A Difference Day 10:00 a.m. to 3:00 p.m.
October 30 Hocus Pocus Halloween 10:00 a.m. to 2:00 p.m.
November 6 Fall Follies 10:00 a.m. to 2:00 p.m.
November 21 Great American Smoke Out TBA
November (TBA)	.. Holiday Angel Project begins TBA
December 1 World AIDS Day TBA
December 16-17	.. Finals Frenzy TBA
January (TBA) College to the Community TBA
January 18 Student Orientation 8:00 a.m.
January 29 Spring Club Fair 11:00 a.m. to 1:00 p.m.
February 13 Valentine Workshop 10:00 a.m. to 7:00 p.m.
March 6 Lunch with Dr. DeCaboooter and the Deans 11:30 a.m.
March 28 Into the Streets 10:00 a.m. to 3:00 p.m.
April 16 Excellence Under the Stars Ceremony 7:00 p.m.
April 30 Spring Fling 10:00 a.m. to 2:00 p.m.
May 12-13 Finals Frenzy TBA
May 16 Commencement 7:00 p.m.

Some activities may be subject to change. Please contact Student Life and Leadership at (480) 423-6538 for more information.

Student Services

Career Center and Job Placement

(480) 423-6523

Career Center

The Career Center offers resources and personal assistance to assist in career decision making, career positions and several computer systems which assist in the career search process. Employers recruit throughout the year in the Career Center. Assistance is also available with career planning, job seeking, resumé writing and interviewing with companies. Several Job Fairs are sponsored annually for SCC students and the community. Also available are referrals for the Work-Study program which provides on-campus jobs for students who were awarded employment as a part of their Financial Aid package. In addition, personal assistance is offered in applying for Financial Aid and Scholarships.

The Career Center is located in the Student Center, Room 123, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.

Job Placement

Within the Job Placement area are listings of full-time and part-time jobs which are advertised on Maricopa Recruiter—an Internet job search engine. Visit <http://www.sc.maricopa.edu/career>.

The Job Placement Office is located in the Student Center, Room 123, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.

Child Enrichment Center

(480) 423-6429

Affordable quality child care services are available to children of SCC students. Children two through five years of age are eligible to attend the Child Enrichment Center. The on-campus center is staffed by trained, early childhood teachers. The program is designed to facilitate social/emotional growth, physical and cognitive development in a play environment. The center is accredited by the National Academy of Early Childhood Programs.



Morning, afternoon and full-day sessions are available. Children must be preregistered to attend. To preregister, students will need to provide their child's immunization

record, a copy of their class schedule and the required fees. All requirements must be complete before any child may attend the center.

The Friends of Kids Club acts as a support group for Center activities and fundraising events. For more information on fees and registration dates, call (480) 423-6429.

The Child Enrichment Center hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, during the fall and spring semesters only; closed during the summer sessions.

Student Clubs/Organizations

(480) 423-6538

Participation in the work of various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Student Life and Leadership Office maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

SCC Clubs/Organizations

A Capella	Dance/Theatre	Pre-Med
A.W.A.R.E.	Disability Resources Club	S.A.D.D.
American Indian Honors	Friends of Kids	SCC A.S.I.D.
Campus Crusade for Christ	International Students	SCC Radio
Campus News	L.D.S.S.A.	SCC TV
Community Garden	Mock Trial Competition	S.O.L.V.E.
Criminal Justice	Model U.N.	Student Leadership Forum
Dance Club	Phi Theta Kappa	Sun Earth Alliance

Counseling Services

The counseling staff serves in a supportive capacity by working closely with faculty to assist students in gaining the maximum from their educational experiences at Scottsdale Community College. The Counseling Office is located in the Student Center, Room 108, and is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 7:30 a.m. to 6:30 p.m. Services provided by the counseling faculty and staff include:

Educational Planning

To aid in selecting an educational program, in deciding courses at SCC, transferring to other colleges, improving study skills, and referral to tutorial or remedial assistance.

Career Counseling

To assist in exploring possible vocational directions and learning about the student's relation to the world of work.

Personal Counseling

To help examine personal concerns which may interfere with a student's academic progress/success.

Testing

To provide additional standardized testing as needed for the counselor to assist a student in decision making.

Referral

To provide resource information and referral to outside agencies for ongoing assistance with personal concerns.

Consultation

To assure student success and foster a positive learning environment by working with the faculty and staff.

Workshops and Seminars

Periodically, workshops are offered for students, faculty and the campus community. Topics may include: self-esteem building, reducing test anxiety, stress management, divorce, self-assessment for careers, re-careering, substance abuse, relationship building, cognitive style mapping and others.

Credit Courses

Personal growth and development courses are offered each semester by counseling staff. They range from personal assessment to skill development and may be offered for one to three credits. See the class schedule for a list of courses offered.

Assessment

Inquiries about placement testing for English, reading and mathematics may be made at the Testing Center located in LB 165. Also see Testing Center, page 180.

Student Services

Culinary Arts Dining Room

(480) 423-6284

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building in the northeast area of campus, the Artichoke Grill features an *a la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices from \$1.50 to \$5.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 8:00 p.m. and serves complete five-course meals for \$17.50 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. The menus for each week can be seen at our web site, www.sc.maricopa.edu/culinary. Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended.

Disability Resources and Services

(480) 423-6517

In the spirit of compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the A.D.A. (Americans with Disabilities Act), Scottsdale Community College, through its Office of Disability Resources and Services, assists all students with disabilities through a variety of services. The Office provides resources such as auxiliary aids and support services which promote the maximum amount of independence.

Services on campus include assistance with registration, counseling, academic advisement, as well as liaison for faculty/staff/students, literature and referral services, and disabled parking permits. Classroom accommodations includes readers, interpreters, note takers and tutors. IVEP (Individual Vocational Educational Planning) services are also available.

The Office of Disability Resources and Services recognizes the need for individualized services; therefore, it encourages students to contact the office as soon as possible to ensure that reasonable accommodations will be provided. The office is located in the Student Center Building, Room 144, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.

Financial Aid

(480) 423-6549

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment and loans. These types of aid may be offered singly or in some combination depending upon the level of financial need, and various eligibility criteria. The Financial Aid Office can provide complete scholarship and financial aid information, or it can be accessed online at: www.sc.maricopa.edu/financial.

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and both Summer Sessions. The priority deadline is June 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and May 1 prior to the start of both Summer I and II sessions in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester.

Applications are available in the Financial Aid Office, located in the Student Center Building, Room SC152, and also online at www.sc.maricopa.edu/financial/applying.htm. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Food Services

(480) 432-6280

The SCC Cafeteria is located in the north side of the Student Center Building. A "satellite" snack bar is located on the east side of campus, north of the Business Building. SCC Food Services is operated by the Maricopa Community College District on a non-profit basis.

The Cafeteria is open from 6:30 a.m. to 9:00 p.m. Monday through Thursday and 6:30 a.m. to 2:00 p.m. on Friday. A variety of ethnic foods and home-style cooking is available on rotating menus and daily specials. A full-service deli and grill are open for breakfast and lunch with deli salads and salad bar. "Quick pick" items as well as a full line of beverage and candy items are available. Catering services are offered at reasonable prices. Contact SCC Food Services for quotes.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

(480) 423-6525

The SCC Honors Program promotes academic excellence and offers scholarship opportunities. The program is for students who enjoy intellectual challenge, lively discussions and small classes with enthusiastic instructors.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found outside the Honors Office, located in the Student Center Building, Room SC125A. Call for office hours or check the schedule posted on the office door.

Housing

(480) 423-6538

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Student Life and Leadership Office.

International Education Programs

(480) 423-6590

SCC offers services to international students to assist them in adjusting to life in the United States. The staff helps students by issuing I-20 forms, acting as immigration liaison, conducting orientation programs, advising and general assistance. The International Education Programs assist with the International Club and other activities such as international festivals and speakers and internationalization of classes. The office also serves as a resource for those students and faculty interested in study abroad programs and exchanges. The staff strives to promote the attitudes and values which will enable students to become productive citizens in a changing and multicultural world.

The International Education Programs Office is located in the Student Center Building, Room 100, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Student Services

Library Services

(480) 423-6651

The Library is the focal point for information services on the SCC campus. The collection includes books, ebooks, periodicals, electronic databases, microforms, maps, audiocassettes, CDs and videos to support campus instruction. The Library strives to facilitate quality library service, focusing on student success, teaching and learning excellence, implementation of newly developing technologies and information literacy.

Librarians are available for reference services and course-related instruction. From the Library's web site (www.sc.maricopa.edu/library), you can access dozens of databases, including the online catalog of the complete book holdings of all MCCD libraries. There is a large selection of commercial databases available, such as Infotrac Expanded Academic, Ebsco Host Masterfile FullText, Ebsco Host Business Source Plus, Ebsco Health Source Plus, Alt-Health Watch, Newsbank Newsfile and Ethnic Newswatch. These databases can be accessed both within the Library and outside of the Library for students who have remote access to the databases.

Many full text CD-ROM databases are available on the Info Lab within the Library, including *The New York Times* and *The Wall Street Journal*.

To obtain an SCC Library card, the person must show a photo ID with a current address. Students may use an SCC student ID or a Fitness/Wellness Center ID to check out library materials. The loan period for most materials is three weeks. A fine of 10 cents per day is charged for each overdue item. Fines accrue at 25 cents per hour for reserve materials and limited loan items.

Photocopiers and microfilm copiers are available. Conference rooms can be reserved in advance for group study and meetings.

Regular Library hours are Monday through Thursday from 7:30 a.m. to 10 p.m.; Friday from 7:30 a.m. to 4:00 p.m.; Saturday from 10:00 a.m. to 2:00 p.m.; and summer hours are Monday through Thursday from 7:00 a.m. to 9:00 p.m. Call for intersession hours.

Mailboxes

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life and Leadership Office in the Student Center Building, Room 185. Communications to clubs/organizations may be distributed by placing materials in the designated mailbox.

Faculty and Staff

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. To contact the copy and mail center, please dial (480) 423-6645 during regular hours of 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

Meeting and Conference Rooms

(480) 423-6506

Scheduling meeting and conference rooms for SCC campus activities is processed by the Facilities Office, which is part of the Student Life and Leadership Office, located in the Student Center Building, Room 185. A Facilities Request Form, available at the office, must be completed at least two weeks prior to the event.

All facility requests from student organizations must have the signature of the organization's advisor. If the event is a fundraiser, the Facility Request Form must be accompanied by the Fundraising Request Form with all of the appropriate signatures (see "Fundraising Policy" for more information). Fees may apply.

The Facilities Office is open Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Men's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Men may participate in basketball, tennis, track, cross-country, golf, baseball, soccer and football. SCC men's teams have competed in national tournaments in baseball, basketball, golf, tennis and track. Please contact the Athletic Department at (480) 423-6285 for more information.

Orientation and Campus Tours

The Student Life and Leadership Office is responsible for the SCC Student Orientation Programs, which are held in August and January prior to the start of classes. SCC Campus tours are arranged by contacting the office, located in the Student Center Building, Room 185, or calling (480) 423-6538.

Phi Theta Kappa and Psi Gamma

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Each year Phi Theta Kappa selects a different study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at the 1999 International Convention as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the International levels. Activities include conducting meetings twice a month, participating in the Honors Forum as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the Honors Program office at (480) 423-6525 for more information.

Re-Entry Services

(480) 423-6518

Re-Entry Services develops and coordinates a system of counseling and support services for adult students who are seeking a new future by returning to their educational goals at Scottsdale Community College. Specifically, the program supports adult success with these services and programs:

- Re-Entry Advisement/Counseling
- Academic Survival Skills Workshops
- Financial Aid Seminars
- Math Workshops
- Career Discovery and Planning Workshops
- Personal Development Programs
- Research Related to Lifelong Learning

Student Services

The department also advises A.W.A.R.E. (Adults Who Are Returning to Education), a student organization dedicated to supporting other returning adults. Together with other projects, the organization assists with:

- Re-Entry Programming
- Scholarship Fund-raising
- Women's Week Luncheon
- WellAwareness Lecture Series

Students may make individual appointments or register for lectures and workshops by visiting the Adult Re-Entry Office in the Student Center Building, Room 133, or by calling (480) 423-6518.

Round Table Meetings

The Round Table meets periodically during the college year to exchange information and resources, to act as a clearing house so that student activities do not compete and to encourage a spirit of cooperation between clubs and organizations on campus. The meetings are open to all SCC students, faculty and staff. Please check with the Student Life and Leadership Office, (480) 423-6538, for date, time and place of meetings.

Senior Adult Education Program

(480) 423-6560

The Senior Adult Education Program at SCC is committed to excellence in education for mature adults. The program encourages retirees and younger students alike to regard learning as a lifelong process with continuing rewards. This intergenerational program is open to people of all ages.

The Senior Adult Education Program offers a variety of credit and noncredit courses, a free lecture and travel series, workshops and other activities, including the new SCC Silver Striders Walking Club.

The expertise of retired persons is utilized along with that of SCC faculty and staff in lecturing and in teaching noncredit courses, sharing travel slides, serving on committees and in other ways.

The program attempts to accommodate the needs and interests of busy senior adult learners by offering short-term courses and activities, mostly in the afternoons.

An advisory committee composed of retired persons representing various senior adult organizations, older adults, faculty and staff offers guidance to the program.

Through the Senior Adult Writing Project, seniors are encouraged to share their creative talent, broad experience and historical perspective in collected anthologies of their writings.

The program office is located in the Student Center Building, Room 155, and is open from mid-August through mid-May; Monday through Friday 8:00 a.m. to 5:00 p.m. For more information, call (480) 423-6560.

Student Accident Insurance

Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition or while participating in any college-sponsored event, either on or off campus.

Student Activities and Services

(480) 423-6538

Along with student clubs and organizations, the Student Life and Leadership Office houses Student Leadership Forum, Facilities and the office staff. Phone numbers for these areas are listed:

(480) 423-6538	Student Activities and Information
(480) 423-6541	Student Leadership Forum
(480) 423-6506	Facilities
(480) 423-6505	Director of Student Life and Leadership

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Please call for information.

Activities

All students are encouraged to participate in activities and programs sponsored by Student Life and Leadership Office. This office serves as the hub for cultural, social and recreational activities as well as providing many opportunities for students to enhance their classroom experiences with co-curricular programs. This office also processes student ID cards and coordinates campus tours.

A sample of the variety of activities sponsored or co-sponsored by Student Life and Leadership each year include New Student Orientation; a college-wide picnic; Open Student Forum meetings; ReZart—an American Indian art show and market; National Collegiate Alcohol Awareness Week activities; a pumpkin carving contest; the Volunteer Fair; pool tournaments; holiday events; World Game; multicultural speakers and events; Finals Frenzy; a slam dunk contest; community service projects; and many leadership development opportunities.

The Student Life and Leadership Office assists in the formation of student clubs and organizations, as well as sponsoring an annual SCC Student Leadership Retreat. The leadership retreat provides an opportunity for students to strengthen their leadership skills, as well as learn about team building, conflict resolution, fundraising, etc. The retreat is open to all students in SCC clubs and organizations.

Campus student activities are listed on page 175; in monthly newsletters, on the kiosks and bulletin boards around campus; and on the SCC's website. For campus tour information, contact the Student Life and Leadership Office at (480) 423-6538.

Facilities

The Facilities Office is responsible for processing Facility Request Forms and coordinating the use of campus facilities that include: the Student Center Building, the Performing Arts Complex, the Physical Education Building, outdoor campus space and some meeting rooms.

Any student club or organization wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by completing the Facility Request Form and submitting it to the Facilities Office. A Fundraising form must accompany the Facility Request Form for events that will be raising money for a specific cause.

The Facilities staff is also responsible for the posting and monitoring of college-related messages on the College Network System (CTN) found at various locations on campus. Clubs or organizations can post flyers about upcoming events after submitting them and a written request for approval to the Facilities staff in the Student Life and Leadership Office.

Student Leadership Forum

(480) 423-6541

The SCC Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at Scottsdale Community College. SLF is the official voice of the students. The Student Leadership Forum represents all students and includes Executive Officers, Students-at-Large and Club Representatives. The SLF provides various loans (e.g., calculators, books, tuition) for SCC students.

The Student Leadership Forum Office exists to preserve students' rights, serve student needs, provide funding for student activities, and recognize and support student groups. SLF provides opportunities for growth in leadership skills for its members. To get involved, please check with the Student Leadership Forum Office located in the Student Center Building, Room 185, or call (480) 423-6541.

Testing Center

(480) 423-6433

Located in the Library Building, Room 165, the Testing Center is an integral part of services provided to incoming and enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement testing (ASSET/COMPASS), makeup exams and assessment of English as a Second Language skills (CELSA). While there is no charge for taking these tests, students must present photo identification when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests. The use of calculators is permitted on algebra tests but not required. Results are provided soon after testing is completed.

The three-test battery for English, Reading and Math is given from 8:15 a.m. to 5:00 p.m. Single tests are given from 8:15 a.m. to 5:30 p.m. Students who are taking the test for Financial Aid purposes must complete all three tests during one testing session. The Testing Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; and summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

TouchNet Student Online System

To ease the way for today's busy students, the Maricopa Community Colleges in June, 1999, launched the TouchNet Student Online System that allows timely transaction and access to important student data. It is integrated into the Student Information System at each college.

This new, highly secure system is accessible 24 hours/7 days a week and allows students to access their grades, print their unofficial transcript, print their class schedules, and update home and e-mail addresses. Also, a continuously updated component allows students to learn what courses are open and available and whether their names have been entered into requested classes.

This improved and expanded access is an important step for personnel of the ten-college district who strive to maintain accurate data, such as changes in addresses and telephone numbers. The TouchNet Online System URL is:

<https://student1.dist.maricopa.edu/mccdhome.htm>

Each user is provided a PIN number that is secured by encryption.

Tutoring

Math/Science Center (480-423-6145)

The Math/Science Center is located in the Computer Science/Mathematics Building, Room 441A. What does it offer?

- Walk-in tutoring for math, physics, biology, chemistry (no appointment necessary)
- Individual or group study available
- Math and science faculty available to help students
- Videos of algebra lessons
- Computer and software use for special projects or extra drills.

The Math/Science Center is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 2:00 p.m.; Saturday from 10:00 a.m. to 2:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m. (June and July only).

Independent Study Lab (480-423-6223)

The primary focus of the Social/Behavioral Sciences' Independent Study Lab is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available; and
- Internet access.

The Independent Study Lab is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 8:00 a.m. to 9:00 p.m.; Friday from 8:00 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 8:00 a.m. to 4:00 p.m.; closed on Friday during the summer.

The Writing Center (480-423-6416)

The Writing Center services are free to all SCC students and include:

Tutoring:

- English tutors to assist students with **all** writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation and conversational skills

Computing:

- Word processing (both IBM and Macintosh)
- English grammar drills
- Foreign language grammar and pronunciation drills

Other Services:

- A comfortable, quiet study area
- A setting for small-group work
- Makeup viewing of videos for Language and Communication classes
- Reference materials for help with research papers and other writing assignments

The Writing Center is located in the Language and Communication Building, Room 379, and is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m.; Friday 7:30 a.m. to 3:00 p.m.; Saturday 10:00 a.m. to 1:00 p.m.; and summer hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.

Student Services

English tutoring hours are Monday through Thursday from 8:00 a.m. to 3:00 p.m. and 5:30 p.m. to 8:30 p.m., Friday tutoring hours are from 8:00 a.m. to 12:00 noon. Summer tutoring hours are Monday through Thursday from 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.

For information about foreign language tutoring hours, please call the Writing Center at the number listed above.

Veterans Services

(480) 423-6515

Scottsdale Community College strongly supports Veterans Services on the campus. As a Veteran you are invited to avail yourself of these services as the first step in achieving your college objectives. The Veterans Office provides the appropriate referrals for all necessary SCC or community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G. I. Bill Educational Benefits recipients must report to the Veterans Office, located in the Student Center Building, Room 125, on a semester basis for V.A. benefit certification. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Volunteerism

Volunteerism gives students valuable experience while providing organizations with needed human resources. Volunteerism may be done as an individual experience; as a group or college-wide experience; or through Student Life and Leadership as a Service Learning Project.

The Student Life and Leadership Office maintains a list of nonprofit organizations in Maricopa County that welcome student volunteers. The office also sponsors an annual Volunteer Fair in October to give students an opportunity to meet with representatives of these organizations.

In addition, the Student Life and Leadership Office and Student Leadership Forum sponsor at least two college-wide community service projects during the school year. During the fall semester, "Make A Difference Day" is scheduled on October 25. During the spring semester, "Into the Streets" is scheduled on March 28. To participate, contact the Student Life and Leadership Office in the Student Center Building, Room 185 or call (480) 423-6538.

Voter Registration

Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life and Leadership (SC185) offices, in both English and Spanish. Registration is also available via the Internet at: www.sosaz.com.

Women's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Women may participate in cross country, soccer, volleyball and basketball during the fall semester. The spring semester continues with basketball adding tennis, softball, and track and field. SCC women's teams have competed in national competitions in volleyball, basketball, tennis, track and field, and golf. Please contact the Athletic Department, (480) 423-6606, for more information.

Sculpture in a xerophitic landscape



CAMPUS POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. There will be a \$20.00 bank penalty for returned checks.
5. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by a valid sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Visit the Bookstore website at www.scottsdale.bkstr.com.

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life and Leadership Office. Materials that have not been approved will be removed.

College Safety Policies

Accidents on Campus

It is important that College Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCDC student insurance. The insurance forms are processed through the Dean of Student Services Office.

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

Emergency Evacuation Procedures

When a building fire alarm sounds, or another emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner.

Contact College Safety by dialing (480) 423-6175 or by using a "Blue Light" security phone. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

Emergency Vehicle Assistance

The College Safety Office will assist persons with vehicles requiring "jump starts" and persons locked out of their vehicles. Contact College Safety at (480) 423-6175.

Lost and Found

The College Safety Office is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact College Safety in Room LB-152, northeast corner of the Library Building, or call (480) 423-6175 or 423-6529.

Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Safety Office or the Dean of Student Services Office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in triangular end spaces is reserved for motorcycles only.
5. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
6. The maximum speed limit in parking lots is 15 MPH.
7. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
8. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCDC Governing Board. See the Tuition and Fees Schedule for the list of parking violations and fines. The College Safety Office is open 24 hours, seven days a week.

Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit a Fundraising Request Form. The form is available in the Student Life and Leadership Office and must be submitted along with the Facility Request Form no later than three weeks before the event is to take place. **No project or event may take place until the Fundraising Form has been approved.**

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday 8:00 a.m. to 7:00 p.m. Please call (480) 423-6538 for additional information.

Weapons on Campus Policy

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Reservation. All weapons, regardless of type, are prohibited by federal and tribal law. The State of Arizona-issued "Permit to Carry Concealed Weapon" is not valid on the Salt River Pima-Maricopa Indian Reservation, and weapons of any type will be confiscated by Salt River Police.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Disciplinary Standards

Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the State Board of Directors for Community Colleges of Arizona and the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, 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, laboratory work, written work (plagiarism); and 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.

Disciplinary Removal from Class

An instructor may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the department/division chair and the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

Student Disciplinary Code

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 designated college or center. "College president" also refers to center provost.
- B. "Student" means any person taking courses at the college whether full-time and 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 this 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/provost.
- 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. The phrase "judicial body" means any person or persons authorized by the college president to determine whether a student has violated the 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 which 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.

Students' Rights and Responsibilities

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

An instructor may remove a student from a class meeting for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the 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 directions of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
7. Violation of published Governing Board policy, college rules or regulations.
8. Violation of federal, state, or local law on college/center premises or at college-sponsored or supervised activities.
9. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
10. The 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 which unreasonably interferes with freedom of movement, 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.

Computer Abuse

15. 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.

C. 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 that 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, the college may, however, 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.

Students' Rights and Responsibilities

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the college community may file charges against any student for his or her 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. Charges 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 hearing shall be scheduled 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, at 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 the 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 this Student Code:
 - a. **Warning** - a written notice to the student that the student is violating or has violated institutional regulations.
 - b. **Probation** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - d. **Restitution** - compensation for loss, damage or injury.
 - e. **Discretionary Sanctions** - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor.)
 - f. **College Suspension** - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (College suspension applies at all of the Maricopa Community Colleges.)
 - g. **College Expulsion** - permanent separation of the student from the college. (College expulsion applies at all of the Maricopa Community Colleges.)
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged 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 the final disposition of the case.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B, paragraphs 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 he/she 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.

Students' Rights and Responsibilities

C. Interim Suspension

In certain circumstances, 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 or 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's prescribed procedures.
 - b. To determine whether the decision reached regarding the accused student was in conformance with the standard established in Article IV, section A, paragraph 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).
4. 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.
5. In cases involving appeals by persons other than students accused of violating this Student Code, the designated 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 this Student Code shall be referred to person designated in Article I, paragraph D, 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 Academic Affairs and Student Development.

Student Records

A. Definitions

For the purposes of this policy, the Maricopa 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 he or she is a student, provided the record is used only in relation to the individual's employment.
 - c. Records maintained by the college's 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 college.
 - d. Alumni records which contain information about a student after he or she is no longer an attendant of the 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 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.

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.

Students' Rights and Responsibilities

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 U.S. 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
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

C. Student Directory

The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part-time or full-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college shall give public notice of the categories of information it has designated and shall allow a reasonable period of time for the student to inform the college that any or all of the information should not be released without his or her consent.

Directory information may be released at the discretion of college officials for 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.

Students must determine whether all directory information pertaining to them is available for release or whether they wish ALL information to be withheld.

In accordance with federal law, college officials may disclose directory information and educational records to parents of minors or to parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, section 152, without the written consent of the student(s).

D. Use of Education Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). 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.

Student Employment

A. District Student Employees

1. Introduction
Students may be employed by the college as student help. District policies require that students be hired in essential jobs and that they be properly trained and supervised.
2. Philosophy and Workload for Student Employees
 - a. It shall be the philosophy of the Maricopa Community College that students 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) 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 or her immediate supervisor to obtain approval from the college/center president/provost or his or her designee.
 - c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) 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) credit hours may be made by the college/center president/provost, or his or her designee. Summer shall be designated as the period between the official end of the spring semester to the beginning of classes for the fall semester.
3. Student Employee Benefits
Student employees have no entitlements to employee benefits; e.g., vacation, retirement, sick leave, health and life, or disability insurance. Students are, however, covered under Workmen's Compensation Insurance.
4. Student Employment Records
Student employment records are maintained at the financial aid office, the office of the fiscal agent or the career planning/placement office and are reviewed periodically by the dean of students.
5. Student Compensation
The hourly rate of pay for student employees shall conform to the policies of the district salary schedule.
6. Employee Contracts and Forms
 - a. Each student seeking employment shall contact the placement office and fill out the "student employment placement form." The immediate supervisor requesting student help shall fill in the hours to be worked and outline the specific duties and requirements for the position.
 - b. Each student employee shall be required to sign an agreement form furnished by the Financial Aid office. This form is entitled Office of Financial Aid and Placement Agreement and shall be signed by the department head and the immediate supervisor.
 - c. After the "Placement Order Form" and the contract (agreement form) have been signed, the student and immediate supervisor are responsible for properly signing and submitting time cards. When changes in work schedules are necessary or a student is transferred or terminated, the immediate supervisor will contact the Financial Aid office and complete the necessary paperwork for the changes.

Students' Rights and Responsibilities

7. Student Employee Grievance Procedure
Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the grievance procedure as specified in the Student Policy Manual.

B. Student Security Guards

1. Introduction and Philosophy
Students may be employed by the college as student security guards. If student guards do not come from the ranks of Administration of Justice classes, they must undergo training to qualify them as student guards. The training program is outlined in the policy.
2. Workload of Student Security Guards
 - a. Student security guards shall be enrolled for a minimum of three (3) credit hours.
 - b. Student security guards shall be limited to 20 hours per week when the work week 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 Dean of Students and Chief Security Officer.
 - 2) Selection of a student should not extend beyond one semester without the approval of the Dean of Students.
 - 3) Selected students must undergo a special training program directed by the Chief of Security and approved by the Dean of Students.
 - b. Recommended program for students other than those in Administration of Justice programs:

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

- 1) Wearing of the uniform, general appearance, and demeanor.
- 2) The use of the various security report forms and how to properly complete them to provide requested information general report writing methods.
- 3) Public relations methods used on the campus.
- 4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds.
- 5) Basic techniques for interviewing students, faculty and visitors relative to the incidents.
- 6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus.
- 7) Basic first aid.

4. Student Security Guards Employee Benefits
As student employees, there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
5. Student Employment Records
The student security guard's employment records will be maintained at the office of the Chief of Security and reviewed periodically by the Dean of Students.

Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board which exists in accordance with Arizona Statutes. The administration of the District is vested in the chancellor who delegates responsibility for each college to the college President who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as Districtwide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution, with the requirements of the Districtwide student governance organization outlined in the Associated Students District Advisory Council's (ASDAC) constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, State Board for Community College of Arizona resolutions and ordinances and the Maricopa Community Colleges Governing Board policies. Since Rio Salado Community College is a county-wide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board Legal Counsel.

The ASDAC student constitution shall be reviewed annually by the newly elected officers. The members/advisors of the District Student Leadership Executive Council shall be responsible for submitting any changes to the Deans of Students Executive Council for transmittal to the Governing Board Legal Counsel.

A. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

Students' Rights and Responsibilities

ASDAC will comprise of primary leaders of the student governing bodies from MCCCDC colleges, specifically: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, South Mountain Community College.

Each ASDAC member college is allotted one vote. The primary leader(s) of the established student governing bodies at each MCCCDC higher educational institution must be in compliance with the respective office requirements of that institution.

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance ASDAC constitutions shall prescribe that all persons elected 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 (A.R.S §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, College Work Study (CWS) funds may be used in accordance with Federal guidelines.
3. The allowance for awarding honorariums for scholarships for executive student officers is a maximum of \$200.00.
4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate dean or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

H. Student Governance Advisors

College organization advisors will be provided for in each of the student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate dean or college president. One or more of the directors of student leadership will serve as advisor at all official meetings and functions of ASDAC.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of General Counsel and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Clubs and Organizations

Student development is expressed in diverse experiences on campus. Student life is an important part of the collegiate experience for all students attending a Maricopa Community College.

Opportunities will be available through the development of clubs, organizations and volunteerism at every campus serving a diverse student population.

Intercollegiate Athletics

Community colleges are intended to serve the needs of the community insofar as possible within the resources available to the Governing Board. Athletic programs are considered to be within the scope of this mission. Therefore, a proportionate part of the resources shall be used to provide athletic programs.

Within the guidelines of offering substantial athletic programs, residents of the college community shall be served by these programs. Priority shall be given the residents of the college community for participation in the programs. However, no properly registered student shall be denied an equal opportunity to participate in any college activity.

Contact your campus athletic director and/or the dean of student services for the regulations and procedures specific to the athletics program.

Students' Rights and Responsibilities

Travel by Students

Official college trips should be made in vehicles provided by the college or by commercial vehicles. College vehicles may be used for official college business only. See MCCCCD policy on Operation and Insurance Coverage of District Owned and/or Leased Vehicles and Privately Owned Vehicular Usage for District Purposes.

The college president may require an advisor(s) for college sponsored student trips that involve out-of-county travel. No approved college organization,

association or club that is financed out of the appropriate revenue fund budget shall travel out of state more than three (3) times during one (1) school year. Exceptions may be made for student officers who hold offices in national or regional organizations and tournaments.

For travel out of the country, Governing Board approval is required.

If campus financial support is requested for attending tournaments or club functions, students must obtain campus approval prior to running for national or regional organizations and/or officer positions.

Student Center - East Side



ADMINISTRATION AND FACULTY

Maricopa Community College District Governing Board

Dr. Donald R. Campbell, Member
Mr. Ed Contreras, Secretary
Mr. Gene Eastin, Member
Mrs. Linda B. Rosenthal, Member
Ms. Nancy Stein, President

Administration

DeCABOOTER, ARTHUR W. A.A., St. Gregory's College, Shawnee (OK); B.A., St. John's University (MN); M.S.Ed., Ed.D., Indiana University	President
NEIBLING, JOHN B.A., M.A., University of Kansas; Ed.D., Arizona State University	Dean of Instruction
STAHL, VIRGINIA B.A., Illinois State University; M.Ed., Ph.D., Arizona State University	Dean of Student Services
SILVESTER, JOHN M. B.S., Southern Illinois University/Carbondale; M.B.A., M.S., Southern Illinois University/Edwardsville	Senior Associate Dean of Instruction
HERMANSON, DEAN R. B.S., M.S., Ed.D., University of North Dakota	Senior Associate Dean of Occupational Education
KUSHIBAB, DEBBIE A.A., Glendale Community College; B.A., Arizona State University; M.A., University of Phoenix	Associate Dean of Student Services
THORNE, YIRA B.A., Arizona State University; M.Ed., Northern Arizona University	Associate Dean of Enrollment Management
BLANTON, SHARON B.A., Towson State University (MD); M.Ed., University of Virginia	Associate Dean of Information Technology

Management

ALECKSEN, DONNA M.A., University of Wisconsin	Coordinator, Adult Re-Entry
AVIANANTOS, JOHN M.A., Arizona State University	Manager, Airpark Facilities
BINDER, JAN B.S., University of Phoenix; M.Ed., Northern Arizona University	Director, Institutional Research
BONTEMP, ARNA B.A., Louisiana Technical University	Athletic Specialist
BUTLER, MARK A.A.	Coordinator, Instructional Telecommunications
CHANDLER, PATRICIA A.A., Scottsdale Community College	Supervisor, Cashier Services

COCO, DARCEL B.A., Buena Vista College (IA)	Athletic Specialist
COMEAU, MARY B.S.N., M.S., Arizona State University	Instructor, Clinical Nursing
COUCH, CARL A.A., Scottsdale Community College; B.S., Arizona State University	Director, College Business Services
DAVIS, PETER A.A., Scottsdale Community College; B.A., Arizona State University	Supervisor, Library Information/Access Services
DEAN ZHARA A.A., Scottsdale Community College; B.A., M.Ed., Northern Arizona University	Director, Community Education
DUGGAN, DOLORES A.A., Scottsdale Community College	Coordinator, Disability Resources
GAGNON, GRANT	Manager, Networking
HARDIN, FLOYD H. M.B.A., University of Phoenix	Coordinator, Academic Advisement
HARDING, MARK J. B.S., Arizona State University; M.E.S., Yale University	Administrative Assistant, Center for Native Urban Wildlife
HUFFMAN, VINCENT B.A., M.A., Ball State University (IN)	Coordinator, Senior Adult Program
JAMES, JEREMY L. A.A., Phoenix College; B.S., Arizona State University	Director, College Safety
JOHNSON, DONNA B.A., University of Arizona; M.A., University of California	Coordinator, Community Education
KREBS, JOHN B.S., Arizona State University	Athletic Specialist
LANGWORTHY, PAUL B.S., Mankato State (MN); M.Ed., Arizona State University	Coordinator, Fitness Center
LATHAM, GERALD B.S., Northern Arizona University	Coordinator, Computer Services
LEACH, BEN A.A.S. in Culinary Arts, Scottsdale Community College	Supervisor, Food Services
LONG, ALTHEA B.A., Eureka College (IL); M.Ed., Northern Arizona University	Coordinator, Marketing and Public Relations
MANNIX, REGINA B.S., Arizona State University	Athletic Specialist
MARUSHAK, REBECCA B.A., Eastern Michigan University; M.A., University of Michigan	Director, Student Life and Leadership
McGOWAN, TERENCE A.A., Mesa Community College (AZ); B.S., Arizona State University	Coordinator, Maricopa Colleges Television
MEDDER, NEWTON V. B.S., Arizona State University	Athletic Specialist
MILLER, RUBY A.A.S., Scottsdale Community College; B.A., University of Phoenix	Supervisor, Admissions and Records
NEIGHBORS, TONY B.S., Arizona State University	Athletic Specialist
O'BRIEN, JAMES B.S., Portland State University (OR)	Coordinator, Performing Arts Center
PARMETER, TIM B.A., Northeast Missouri State University	Athletic Specialist
QUINTERO, JAMES B.S., University of Phoenix	Systems Programmer
SCHMIDT, DIANA B.A., Washington University	Senior Development, Center for Native Urban Wildlife
SHIPLEY, DEE A.A., Scottsdale Community College; B.A., Ottawa University (KS); M.Ed., Northern Arizona University	Director, Financial Aid

Administration and Faculty

SMITH, NOEL B.S., Lewis University (MO)	Instructor, Clinical Nursing	BRUISED HEAD, DEBBIE "TIA" (2000) B.A., B.S., M.A., Northern Arizona University	Counselor
SPENCER, SHELLY B.S., Florida State University; M.A., Loyola Marymount (CA)	Coordinator, Corporate/Government Programs	BUNTING, LARRY (1977) B.S., M.S., Eastern Illinois University; Ed.D., Northern Arizona University	Media Librarian
SPRINGER, MICHAEL B.A., Grand Canyon University (AZ); M.Ed., Northern Arizona University	Coordinator, Career Planning and Placement	BURLEY, JOHN (1986) B.M., B.M.Ed., Fort Hays University (KS); M.S., Ed.D., University of Illinois	Professor, Music
TENDICK, THERESE B.A., University of Iowa; M.A., Arizona State University	Director, International Education	BURTCH, MARK (2000) B.S., Angelo State University (TX); M.S., University of North Texas	Instructor, Mathematics
TREDE, EREKA A.A., Scottsdale Community College	Coordinator, Instructional Technology/Development	# BUTTON, LEON (CPA)(1989) B.S., M.B.A., Arizona State University	Professor, Business and Accounting
TRIMBLE, MARSHALL B.A., M.A., Arizona State University	Coordinator, Southwest Studies Program	# CARRUTHERS, CONNIE (1989) B.A., University of California/L.A.; M.S., California State University/Northridge	Professor, Mathematics
VAN CLEAVE, JACK	Director, Buildings and Grounds	CHADWICK, KIRBY (1976) B.A., M.A., University of Iowa	Professor, Italian and Spanish
VERMEDAL, KIMBERLY B.S., Arizona State University	Instructor, Clinical Nursing	£ CHALMERS, KAREN (1998) B.A., University of Arizona	Instructor, Culinary Arts
WALTERS, EMMA A.A., Scottsdale Community College; B.A., Indiana University	Educational Computer Trainer	COE, EDWARD (2002) B.A.E., M.Ed., Arizona State University	Instructor, Mathematics
YNIGUEZ, ROSANNE B.S., Arizona State University; M.A., Northern Arizona University	Supervisor, Child Enrichment Center	# COMBELLOCK, DANIEL (1991) B.S., M.Ed., Arizona State University	Professor, Computer Information Systems
ZARZECKI, MARILYN B. B.S., Drexel University (PA); M.S., Syracuse University (NY)	Coordinator, Occupational Education	* COMBS, BERNARD (1981) B.S., Colorado State University; M.S., California State University/San Jose	Professor, Psychology

Faculty

AMEY, NINA CAMPBELL (2000) B.A., San Francisco State University	Instructor, Computer Information Systems	# COPP, DARRELL L. (1990) B.S., Eastern Michigan University; M.A., Arizona State University	Professor, Communication Arts
ASHBY, PATRICIA (1998) B.A., Ph.D., University of New Mexico	Instructor, Biology	*# CORACIDES, CARMEN J. (1972) B.A., M.A., Ph.D., Arizona State University	Professor, Spanish
ATTANUCCI, FRANK (1990) B.S., M.A., Arizona State University	Professor, Mathematics	CSYIONIE, TAMAYE (1993) B.A., University of Utah; M.A., Arizona State University	Professor, Japanese
BAKER, LINDA (1991) B.S.N., M.S.N., University of Central Arkansas	Professor, Nursing	CUTLER, ALBERT B., III (2000) B.S.E.E., University of Arizona; M.S.E., Arizona State University	Instructor, Motion Picture/Television
BALLARD, MARSHA (2000) B.A., Texas Christian University; M.L.S., University of Arizona	Librarian	DAMASK, NICHOLAS (1997) B.A., M.A., University of Cincinnati; M.A., The American University (DC); Ph.D., University of Cincinnati	Professor, Political Science
BARNES, ROY A. (1994) B.S., Colorado State University; M.S., Arizona State University	Professor, Biology	DESJARDINS, SANDRA (1998) B.A., University of Arizona; M.A., University of Windsor (Canada); M.F.A., Columbia University (NY)	Professor, English
*# BECKER, ART (1975) B.S., M.S., Arizona State University	Professor, Physical Education	£ DŁUGOSZ, ROSANNE K. (1975) B.A., M.A.T., Webster College (MO); Ed.D., Arizona State University	Professor, Child Development
* BIGLIN, KAREN (1985) B.A., M.L.S., University of Arizona	Librarian	DRESSLER, TRACY (2002) B.F.A., Utah State University; M.F.A., University of Missouri (Kansas City)	Instructor, Theater Arts
£ BLAZER, DIANE (1989) Riding Master Degree, Meredith Manor School of Horsemanship (WV); B.S., Salem College (WV); M.S., Colorado State University	Professor, Equine Science	DUECK, PATRICIA (2000) B.A., Arizona State University; M.S., Northern Arizona University	Instructor, Mathematics
BODELL, PATRICIA (1987) B.F.A., M.F.A., University of Utah	Professor, Physical Education	DUGAN, THOMAS F. (1971) B.S., M.A., Northern Arizona University; Ed.D., University of Arizona	Counselor
BOOHER, JERRY G. (1972) B.S.M.E., M.S.E.S., University of Toledo (OH)	Professor, Computer Information Systems	ELAM, JAMES (1990) B.A., University of North Carolina; M.M., Arizona State University	Professor, Computer Information Systems
BORICK, STEVEN (1999) B.A., Oberlin College (OH); Ph.D., Princeton University (NJ)	Instructor, Chemistry	ELLIS, JOHN (1998) B.A., M.A., University of Arizona	Instructor, Spanish
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*£ BROWER, MYRON R. (1982) B.A.Ed., B.A., Architecture, Arizona State University; M.A., Architectural History, University of Virginia	Professor, Architectural Technology/CAD	# FAHEY, BARBARA (1984) B.A., University of California/L.A.; M.A., Ph.D., Arizona State University	Professor, English



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FERGUSON, CHRISTINE (1998) B.A., University of Arizona; M.M.C., Arizona State University; Ed.D., Nova Southeastern University (FL)	Professor, Journalism/English	£ KAVANAGH, JOHN (1998) B.A., New York University; M.A., St. John's University (NY); Ph.D., Rutgers University (NJ)	Instructor, Administration of Justice Studies
FOSTER, RAYMOND (1988) B.S., M.A., University of Detroit	Professor, English	* KELLY, SUZANNE (1984) B.A., Emmanuel College (MA); B.S., M.S., Ph.D., Arizona State University	Professor, Biology
GIOVANDO, KENNETH (1973) B.S., M.A., University of Arizona	Professor, Physical Education	£ KING, GERA (1990) B.S., University of Kentucky; A.S.I.D.; M.A.B.M., University of Phoenix	Professor, Interior Design
GLAESS, TERRI L. (1996) B.A., Northwestern University (IL); M.A., University of Chicago (IL)	Professor, Mathematics	KIRSCHNER, ROBIN (2001) B.S., University of Oregon, Health Science Center; M.A., New York University	Instructor, Nursing
GLASPER, DEBRA (2000) B.A., Luther College (IA); M.A., Governors State University (IL)	Counselor	KLOBAS, MARK (2002) B.A., University of Arizona; M.A., Texas A & M University	Instructor, History
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GONZALES, MARCIA (2002) B.S., University of Arizona; M.S.D., Arizona State University	Instructor, Interior Design	KUZMIK, MICHAEL L. (1998) B.A., Architecture, Arizona State University	Instructor, Architectural Technology/CAD
GOTH, RAMONA K. (1998) B.A., Southwest Baptist University (MO); M.A., Central Missouri State University	Professor, English	LAMBERT, JUDITH (1989) A.B., Augustana College (IL); M.S., University of Iowa	Professor, Mathematics
GOUDARD-RYAN, MARIE-FRANCE (1988) B.A., M.A., California State University	Professor, French and Spanish	LEMONS, GARY (1994) B.S., Oklahoma City University; Ph.D., University of New Mexico	Professor, Sociology
GRAY, BONNIE A. (2001) B.S., M.S., Ph.D., Arizona State University	Professor, Psychology	*# LESSARD, RICHARD (1999) B.S., University of Florida; M.C., Ph.D., Arizona State University	Counselor
GREEN, STEPHEN (1999) B.M.E., M.M., Brigham Young University (UT); D.M.A., Arizona State University	Instructor, Music	LIFFITON, JOHN (2001) B.S., Northern Arizona University; M.A., Arizona State University	Instructor, English As A Second Language
GREENWALT, THOMAS (1999) A.O.S., Culinary Institute of America (NY)	Instructor, Culinary Arts	LOKEY, PATRICIA (1990) B.A., University of Colorado; M.A., University of Denver (CO)	Librarian
GUHSE, DONNA B. (1997) B.S., Bob Jones University (SC); M.A., University of West Florida	Professor, Mathematics	LORING, ERIC D. (1989) B.A., University of Iowa; M.A., M.Litt, Middlebury College (VT)	Professor, English
HARPER, ANNELIESE M. (1997) B.S., Southern Utah State University; M.A., New Mexico State University; Ph.D., Arizona State University	Professor, Communication Arts	LOSSE, JOHN W. (1975) B.S., Trinity College (CT); M.S., University of North Carolina	Professor, Mathematics
HAUGEN, PAUL (1992) B.S., St. Louis University (MO); M.N.S., Arizona State University	Professor, Physics	LUCAS, MIGUEL (2002) B.A., M.C., Arizona State University	Counselor
£ HERBERT, KATHERINE (2000) B.A., M.A., Arizona State University	Instructor, Motion Picture/Television	MacELVEE, CAMERON R. (2000) B.A., Arizona State University; M.A., Northern Arizona University	Instructor, English
HERNÁNDEZ-HALL, MARIÚ EUGENIA (1999) B.A., San Diego State; M.A., Arizona State University	Instructor, Spanish	MacKAY, NEIL (2001) B.S., University of Notre Dame; M.S., University of Wisconsin - Madison; Ph.D., Arizona State University	Instructor, Biology
# HICKS, LINDA (1991) B.A., Arizona State University; M.A., University of Arizona	Professor, Communication Arts	MARTIN, PETER L. (1997) B.S., Valley City State University (ND)	Professor, Computer Information Systems
HOWARD, SHARON (1976) B.S., Arizona State University; M.L.S., University of California/Los Angeles	Librarian	McCAGE, ANN (2000) B.A., American University of Beirut; M.Ed., Arizona State University	Instructor, Reading
HUDE, HARRY W. (1989) B.A., University of Dallas; M.A., Texas A and I University	Professor, English	McKINNEY, ROGER (2002) B.A., Graceland University (IA); M.A., American University	Instructor, Art
HUTCHINSON, DIANA (1984) B.A., M.A., Arizona State University	Professor, Communication Arts	MEACHAM, WILLIAM (2000) B.S., Northern Arizona University; M.C.S., Arizona State University	Instructor, Computer Information Sys/Computer Science
IVESTER, ELIZABETH (1993) B.S., Brown University (RI); M.S., Arizona State University	Professor, Geology	# MEDEIROS, PATRICIA (1989) B.A., Lake Forest College (IL); M.A., Ph.D., University of Massachusetts	Professor, English
JACOBS, ALAN (1984) B.A., Valparaiso University (IN); M.A., Lehman College (NY)	Professor, Mathematics	MEREDITH, STEVEN (1989) B.M., M.M., University of Utah; D.M.A., Arizona State University	Professor, Music
JACOBS, SALLY (2002) B.A., Randolph-Macon Woman's College; B.S., M.A., Arizona State University	Professor, Mathematics	MILLER, JANICE J. (1999) B.A., M.A., Washington State University; Ph.D., Arizona State University	Instructor, History
JENSEN, CHRIS (1990) B.A., Simpson College (CA); M.A., Wheaton College (IL)	Professor, Television/Radio Production	MOORE, JAMIE (1991) B.A., M.A., Slippery Rock University (PA)	Professor, English

* Division Chairperson # Department Chairperson
£ Program Director

Administration and Faculty

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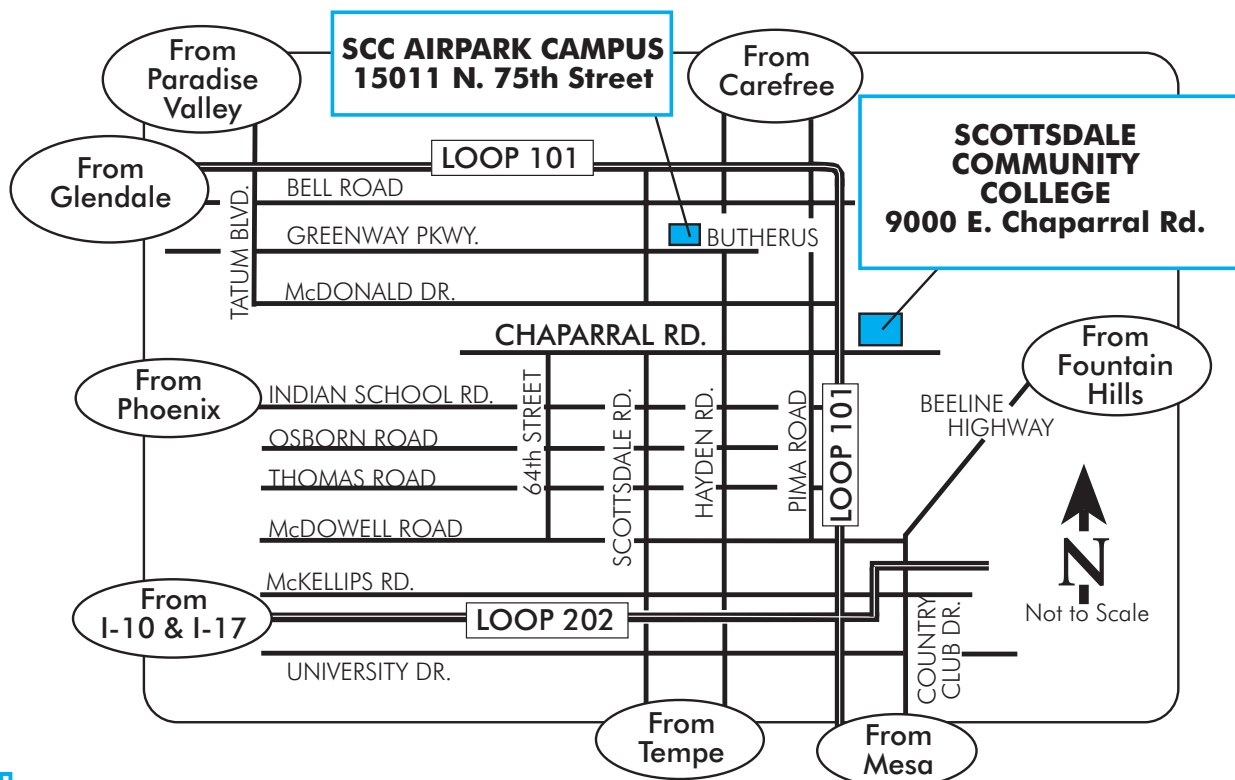
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SCC Campus and Airpark Campus



SCOTTSDALE COMMUNITY COLLEGE CAMPUS MAP

- | | | | |
|---|---------------------------------------|--------------------------------------|-----------------------------------|
| ? Information Center | GO General Offices | NU Nursing | Counseling Services |
| AB Art Building | FW Fitness and Wellness Center | Information Center | Disability Resources and Services |
| AD College Deans' Offices | IT Instructional Technology | P Portables | Financial Aid Office - SC 152 |
| AP Applied Sciences | LB Library | CNUW Office | Food Services |
| AVID Lab | Cable/Radio Station | PA Performing Arts | Honors Program - SC 125 |
| Culinary Arts Dining Rooms | College Safety | PE Physical Education | International Education |
| Film and Television Studios | Community Education | PS Physical Science | Peridot Meeting Room |
| BU Business | Institutional Research | SB Social/Behavioral Sciences | Re-entry Services |
| Computer Lab - BU 133 | Mail Room | Independent Study Lab - SB 158 | Senior Adult Program |
| NAU Partnership Office | Public Relations/Marketing | SC Student Center | Student Life and Leadership |
| CC Child Enrichment Center | Testing Center - LB 165 | Advisement Center - SC 118 | Turquoise Meeting Room |
| CM Computer Technology and Mathematics | LC Language and Communications | American Indian Program | Veteran's Services Office |
| Math/Science Center - CM 441 | Writing Center - LC 379 | Bookstore | |
| EN English Classrooms | LS Life Science | Cafeteria | SN Snack Bar |
| GC General Classrooms | MB Music Building | Career Center & Job Placement | SS Student Services |
| | Recital Hall - MB 115 | Cooperative Education | Admissions and Records Office |
| | ME Mechanical Plant | Copper Meeting Room | Bursar/Cashier's Office |
| | | | Dean of Students' Office |

