SCOTTSDALE COMMUNITY COLLEGE

LEARN. GROW. ACHIEVE.

2011-2012

GENERAL CATALOG & STUDENT HANDBOOK

MARICOPA COMMUNITY COLLEGES®

www.scottsdalecc.edu

Welcome to Scottsdale Community College!

At SCC your success is our highest priority. Excellent instruction, affordable tuition, engaging college life, and a variety of student support services await you as you become an SCC ***Artichoke.***

Whether you are the first in your family to seek a college education, or you come to SCC from a strong college-going tradition, we believe that your time at our wonderful college, with our excellent faculty will make a difference in your life!

SCC hosts a community of diverse learners from around the world, across Arizona, and throughout the larger Scottsdale community – all who have distinct and important goals. If you, too, are seeking an enriching academic experience that will help you achieve your dreams, you'll know from your first step on campus that SCC is your bridge to college success. Whether you seek the general education of a transfer pathway, or specialized instruction toward a high-demand career, an SCC Certificate of Completion or Associate's degree is well respected and accepted by universities and employers throughout Arizona and beyond.

We believe that education leads to opportunity, and that opportunity changes lives. An SCC education is truly life-changing. Thank you for choosing SCC and welcome to campus.

Sincerely,

Jan L. Gehler, Ed.D.
President

SCOTTSDALE COMMUNITY COLLEGE

Learn. Grow. Achieve.

Scottsdale Community College is accredited by:
The Higher Learning Commission (HLC) and is a member of the North Central Association.
Phone: 312.263.0456 • www.ncahlc.org

SCOTTSDALE COMMUNITY COLLEGE
GENERAL CATALOG & STUDENT HANDBOOK

9000 East Chaparral Road Scottsdale, Arizona 85256-2626
Telephone 480.423.6000 Website: www.scottsdalecc.edu

Vision

Scottsdale Community College will be a premier educational and cultural center that serves the needs of its diverse communities by providing innovative and creative opportunities to learn, grow, and achieve.

Mission

Scottsdale Community College improves the quality of life in our communities by providing challenging, supportive, and distinctive learning experiences. We are committed to offering high-quality, collaborative, affordable, and accessible opportunities that enable learners to achieve lifelong educational, professional, and personal goals.

SCC fulfills this mission by

- delivering rigorous and relevant instruction
- providing outstanding support to students, faculty, and staff
- encouraging an open and dynamic exchange of learning among the college, tribal nations, and local and world communities
- promoting civic responsibility, sustainability, and global engagement
- fostering personal growth and connectedness.

SCC 2020 Goals

Goal One

SCC is a learner-centered college, recognized for high quality, accessible educational opportunities, and for innovation in our teaching, learning and support services.

Goal Two

SCC is a vital partner, collaborating with the diverse communities that we serve, anticipating and responding to their needs, while serving as a leader in the dialogue and the actions needed for our future together.

Goal Three

SCC is a great place to work, as SCC employees constitute a community of engaged learners, widely recognized for a pervasive culture of excellence and innovation.

Values

Excellence

We value excellence in all areas because it optimizes the ability to compete and achieve distinction academically, professionally, and personally. By setting high standards, SCC maximizes effectiveness and improves the quality of life for all. We honor our communities by expecting and recognizing exemplary performance.

Learning

We value learning because it broadens our experience and promotes lifelong growth and success. We are committed to providing opportunities for students, employees, and members of our communities to learn and to develop personally and professionally.

Integrity

We value integrity through decision making which is ethical, data informed, fiscally sound, and strategic. We uphold academic freedom. We expect personal responsibility and accountability from all individuals.

Innovation

We value a culture of innovation because we must anticipate and address the evolving needs of our communities. By encouraging and supporting appropriate risk taking and creative problem solving, we meet these needs and solidify our reputation as a premier community college.

Inclusiveness

We value inclusiveness because we all benefit by embracing a diversity of voices, viewpoints, and experiences. SCC cultivates success when individuals from a wide variety of backgrounds are respected and empowered to contribute.

Connectedness

We value connectedness because it creates a sense of belonging and establishes a community of learners. Through effective communication and collaboration among students, faculty, staff, and community members, we build a collective identity as well as the mutual understanding and respect necessary to achieve our mission.

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SCC Phone Numbers

All Phone Numbers Use Area Code 480.

Accounting/Statistics Learning Center 425-6717
Activities Office 423-6538
Admissions and Records Office 423-6100
Advisement Center 423-6539
Alumni/Development 423-6310
American Indian Program 423-6531
Assessment/Testing 423-6433
Bookstore 423-6554
Bursar/Cashier's Office 423-6148
Business Institute 425-6910
Campus News 423-6410
Career & Cooperative Education Services 423-6523
Counseling 423-6524
Culinary Arts Menu 423-6155
Culinary Arts Reservations 423-6284
Disability Resources and Services 423-6517
Dual Enrollment 423-6302
Faculty Resource Center 423-6709
Financial Aid Office 423-6549
First Aid (College Safety) 423-6175
Fitness Center 423-6604
Help Desk 423-6274
Honors Program 423-6721
Information Center 423-6000
International Education Programs 423-6590
Lost and Found (College Safety) 423-6175
Math/Science Center (Tutoring Assistance) 423-6145
Media Center 423-6652
Natural Sciences Tutoring Center 425-6726
Online Classes (ACC, BPC, CIS, MST and OAS classes only) 423-6588
Placement (Student Jobs) 423-6523
Printing Center 423-6645
Public Relations/Marketing 423-6589
Registration by Telephone 423-6100
Social/Behavioral Sciences Learning Center 423-6223
Southwest Studies Institute 423-6314
Student Life & Leadership 423-6541
Student TechCenter (Computer Lab) 423-6261
Transcript Request Information Line 423-6151
Veterans' Services 423-6515/423-6088
Workforce Development @ SCC Business Institute 425-6910
Writing Center (Tutoring Assistance) 423-6416

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) 286-8000
108 North 40th Street
Phoenix, AZ 85034-1795
www.gatewaycc.edu

Glendale Community College ..... (623) 845-3000
6000 West Olive Avenue
Glendale, AZ 85302-3090
www.gc.maricopa.edu

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) 285-7500
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.scottsdalecc.edu

SCC Business Institute ..... (480) 425-6910
14350 North 87th Street
Scottsdale, AZ 85260-2659
www.sccbi.com

South Mountain Community College ..... (602) 243-8000
7050 South 24th Street
Phoenix, AZ 85042
www.southmountaincc.edu

Maricopa Community Colleges ..... (480) 731-8000
District Office
2411 West 14th Street
Tempe, AZ 85281-6942
www.maricopa.edu

24-hour Information Line ..... (480) 731-8333

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations published in this catalog.

2011-2012 ACADEMIC CALENDAR

Summer Session - 2011

Registration — Consult the Summer Class Schedule or www.scottsdalecc.edu for registration and drop/add information.

5-week/8-week Sessions Begin	Tuesday	May 31
Schedule Adjustments, 5- and 8-week Sessions	Tuesday–Wednesday	May 31-June 1
5-week Session Ends	Thursday	June 30
Observance of Independence Day *(campus closed)*	Monday	July 4
8-week Session Ends	Thursday	July 21

Fall Semester - 2011

Registration — Consult the Fall Class Schedule or www.scottsdalecc.edu for registration and drop/add information.

Saturday Classes Begin	Saturday	August 20
Day/Evening Classes Begin	Monday	August 22
Observance of Labor Day *(campus closed)*	Monday	September 5
Last Day to File Application for December 2011 Graduation	Friday	October 7
Last Day for Student Withdrawal **Without** Instructor's Signature	+	
Observance of Veterans' Day *(campus closed)*	Friday	November 11
Thanksgiving Recess *(campus closed)*	Thursday–Sunday	November 24-27
Last Day for Student Withdrawal **With** Instructor's Signature	++	
Last Day of Regular Classes	Sunday	December 11
*Final Exams	Monday–Thursday	December 12-15
Mid-Year Recess Begins for Students	Friday	December 16
Fall Semester Ends	Friday	December 16
**Winter Break *(campus closed)*	December 25 through January 2	

Spring Semester - 2012

Registration — Consult the Spring Class Schedule or www.scottsdalecc.edu for registration and drop/add information.

Saturday Classes Begin	Saturday	January 14
Observance of M. L. King Birthday *(campus closed)*	Monday	January 16
Day/Evening Classes Begin	Tuesday	January 17
Observance of Presidents' Day *(campus closed)*	Monday	February 20
Last Day to File Application for May 2012 Graduation	Friday	March 2
Last Day for Student Withdrawal **Without** Instructor's Signature	+	
Spring Break *(campus closed March 15-18)*	Monday–Sunday	March 12-18
Last Day for Student Withdrawal **With** Instructor's Signature	++	
Last Day of Regular Classes	Sunday	May 6
*Final Exams	Monday–Thursday	May 7-10
Commencement	Friday	May 11
Spring Semester Ends	Friday	May 11

Summer Session - 2012 (Subject to 2012-2013 Catalog)

Registration — Consult the Summer Class Schedule or www.scottsdalecc.edu for registration and drop/add information.

5-week/8-week Sessions Begin	Tuesday	May 29
Schedule Adjustments, 5- and 8-week Sessions	Tuesday–Wednesday	May 29-30
5-week Session Ends	Thursday	June 28
Observance of Independence Day *(campus closed)*	Wednesday	July 4
8-week Session Ends	Thursday	July 19

** Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.*

+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for <u>each</u> class in which you are enrolled.

++ Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

** NOTE: The Winter Break end date was updated on 8/10/11. The campus will be closed on Monday, January 2, 2012.

INSTRUCTIONAL DIVISIONS

Applied Sciences

CHAIR: **Myron Brower/480.423.6229**

- AES Aerospace Studies
- AJS Administration of Justice Studies
- ARC Architectural Technology
- BLT Building Safety Technology
- EQS Equine Science
- FOR Forensic Science
- INT Interior Design
- MIS Military Science

Business and Computer Information Systems

CHAIR: **Pat Serrano/480.423.6264**

- ACC Accounting
- BPC Business-Personal Computers
- CIS Computer Information Systems
- GBS Business
- IBS International Business
- MGT Management
- MKT Marketing
- MST Microsoft Networking Technology
- OAS Office Automation Systems
- REA Real Estate
- SBS Small Business Management
- SBU Society and Business
- TQM Total Quality Management

Counseling

CHAIR: **Mitra Mehraban/480.425.6707**

- CPD - Counseling and Personal Development

English, World Languages & Journalism

CHAIR: **Pat Medeiros/480.423.6464**

- CRE Critical Reading
- CRW Creative Writing
- ENG English
- ENH English Humanities
- ESL English as a Second Language
- JRN Journalism
- MCO Mass Communication
- RDG Reading

World Languages:

- CHI Chinese
- FRE French
- ITA Italian
- ITH Italian Humanities
- PIM Pima
- SLG Sign Language
- SPA Spanish

Fine Arts

CHAIR: **Beth Ells/480.423.6336**

- ADA Advertising Art
- ARH Art Humanities
- ART Art (Computer, Photographic, Visual)
- COM Communication Arts
- HUM Humanities
- LDR Leadership
- MHL Music: History and Literature
- MTC Music: Theory and Composition
- MUC Music: Commercial and Business
- MUP Music: Performance and Private Instruction
- STO Storytelling
- TCM Motion Picture/Television Production
- THE Theatre Arts
- THP Theatre Performance and Production

Health, Physical Education, Recreation & Dance

CHAIR: **Amy Goff/480.423.6685**

- DAH Dance Humanities
- EXS Exercise Science
- FON Food and Nutrition
- HES Health Science
- PED Physical Education
- REC Recreation
- RES Respiratory Care
- WED Wellness Education

Health Sciences

CHAIR: **Nick DeFalco/480.423.6717**

- EMT Emergency Medical Technology
- FSC Fire Science Technology
- HCC Health Core Curriculum
- HCR Health Care Related
- NCE Nursing: Continuing Education
- NUR Nursing Science

Hospitality, Tourism, and Culinary Arts

CHAIR: **Karen Chalmers/480.423.6241**

- CUL Culinary Arts
- HRM Hospitality & Tourism Management

Library Science

CHAIR: **Patricia Lokey/480.423.6653**

- IFS Information Studies

Mathematics and Sciences

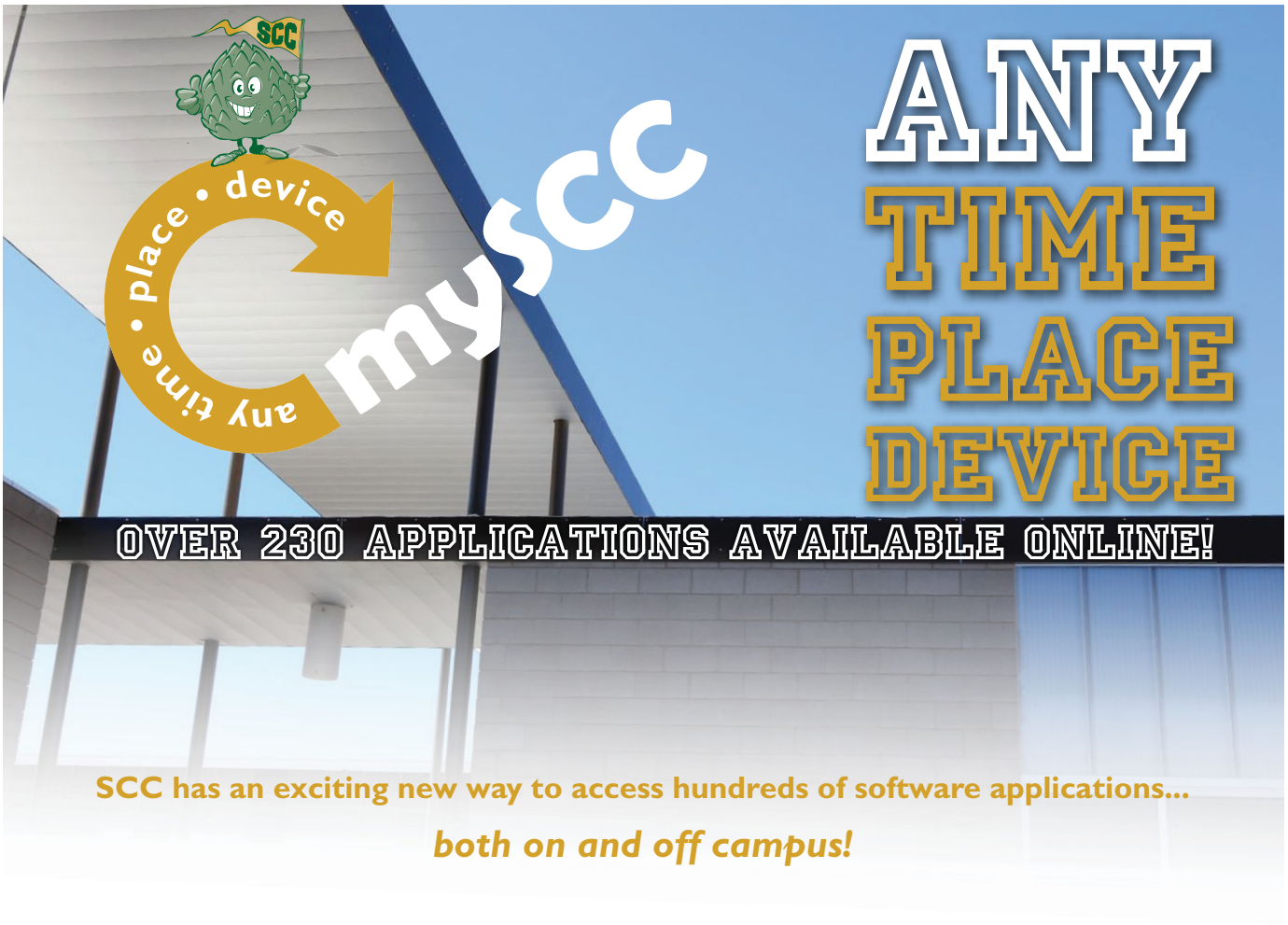
CHAIR: **Doug Sawyer/480.423.6196**

- AST Astronomy
- BIO Biology
- CHM Chemistry
- CSC Computer Science
- ECE Engineering Science
- GLG Geology
- MAT Mathematics
- PHY Physics

Social and Behavioral Sciences

CHAIR: **Dilip Kumar/480.423.6209**

- AIS American Indian Studies
- ASB Cultural Anthropology
- ASM Anthropology
- ECH Early Childhood Development
- ECN Economics
- EDU Education
- EED Early Education
- EPD Education Professional Development
- GCU Geography, Cultural
- GPH Geography, Physical
- HIS History
- PHI Philosophy
- POS Political Science
- PSY Psychology
- REL Religious Studies
- SOC Sociology



SCC has an exciting new way to access hundreds of software applications...

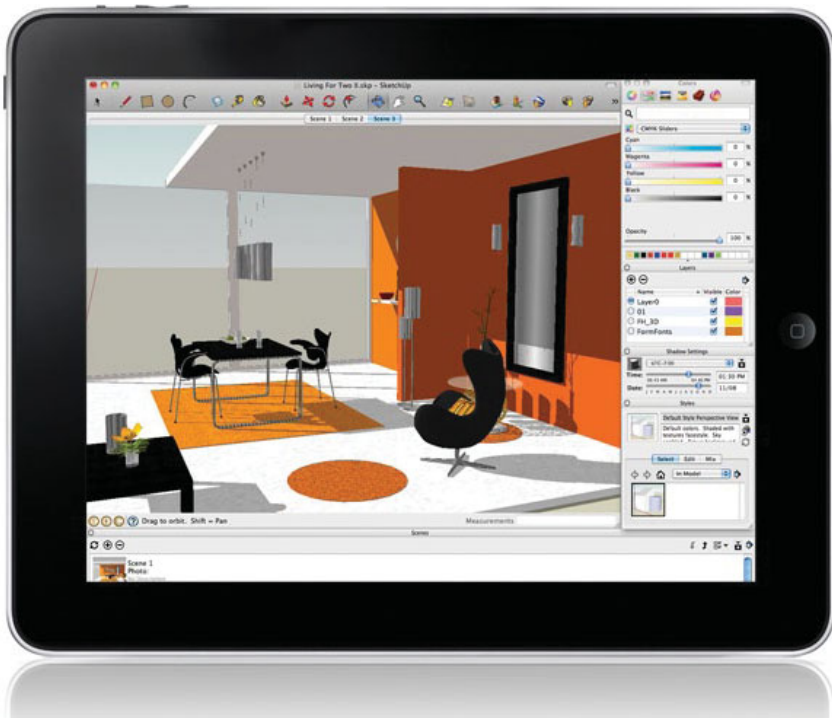
both on and off campus!

Using Citrix technology, faculty, staff and students can access programs via an Internet connection using your campus network login information.

You also have convenient access to your "home" drive, which is your personal & private network storage area for your files.

Imagine using SketchUp® while you're in a coffee shop using your iPad® or laptop.

Work anywhere, free yourself!



SCOTTSDALE COMMUNITY COLLEGE

myscc.scottsdalecc.edu

Scottsdale Community College

BUSINESS INSTITUTE

Accelerated Adult Learning

Leap Into Your Future.

RELEVANT
Real world skill development

FLEXIBLE
Courses start every few weeks

ADAPTABLE
Learn online or on-campus

ACCELERATED
Short term classes

Certificates and Degrees offered at the Business Institute

Certificates	Associate Degrees
Business Fastrack Retail Management and Marketing Small Business Management	AAS - Business Fastrack* AAS - General Business*
Courses also offered a la carte. Credit, non-credit, online, or on-campus	

*General studies courses available at the SCC Main Campus.

Courses and Degrees

Scottsdale Community College has more than 1500 courses and programs designed to help you earn an associate degree, certificate, or provide a strong foundation for university transfer.

THE ASSOCIATE IN ARTS, BUSINESS, ELEMENTARY EDUCATION, FINE ARTS, SCIENCE & TRANSFER (AA, ABUS, AAEE, AAFA, AS)

SCC offers several degrees in these categories. If you complete a transfer degree, you will be guaranteed to enter an Arizona university with Junior (3rd year) status.

THE ASSOCIATE IN GENERAL STUDIES (AGS)

A degree for students whose educational goals require flexibility. Any elective course numbered 100 and above qualifies for the AGS.

THE ASSOCIATE IN APPLIED SCIENCE (AAS)

A degree for students who wish to attain a depth of technical expertise by completing an occupational program. For transfer information visit www.scottsdalecc.edu/admissions/advisement/university-transfer-tutorial

THE ARIZONA GENERAL EDUCATION CURRICULUM CERTIFICATE (AGEC)

A choice of three, 35-38 credit "blocks" that meet all lower-division university general education requirements.

CERTIFICATE OF COMPLETION (CCL)

Certificate coursework provides the specific skills necessary for success in a chosen occupation. Fewer credits are required than degree programs.

ACADEMIC CERTIFICATE (AC)

A certificate for students who wish to gain additional expertise in an academic area.

UPDATED SCHEDULE AND CATALOG

www.my.maricopa.edu
www.scottsdalecc.edu/catalog

○ Classes ● Certificates ● Associate Degrees

APPLIED SCIENCES

Administration of Justice Studies	○		●
Aerospace Studies	○		
Architectural Technology	○	●	●
Building Safety Technology	○	●	●
Civil Engineering Technology	○		
Crime & Accident Scene Photography	○	●	
Crime Scene Investigation	○	●	
Crime Scene Technology	○	●	
Equine Science	○	●	●
Fingerprint Classification/Identification	○	●	
Forensic Science	○		
Forensic Science: Crime Lab	○		●
Interior Design	○		●
Interior Design: Professional Level	○	●	
Justice Studies	○	●	
Military Science	○		
Police Academy Preparation, Level I	○	●	

BUSINESS AND INFORMATION SYSTEMS

Accounting	○		
Bookkeeping		●	
Business (Fastrack)	○	●	●
Business-Personal Computers	○		
Cisco Networking Technology	○		
Computer Hardware and Network Support	○	●	
Computer Information Systems	○	●	●
Database Development	○	●	
General Business	○		●
International Business	○		
Management	○	●	
Marketing	○	●	
Network Administration	○	●	●
Office Automation Systems	○	●	●
Personal Computer Applications	○	●	
Programming and System Analysis	○	●	●
Real Estate	○		
Retail Management (Districtwide program)	○		●
Retail Management and Marketing	○	●	
Small Business Management	○	●	
Society and Business	○		
Software Development	○	●	
Web Design	○	●	●
Web Development	○	●	●
Word Processing	○	●	

UNDECIDED ABOUT YOUR MAJOR?

SCC's Career Services can help you discover your interests and strengths, setting you on a challenging and rewarding educational path.

Career Services
480.423.6523
www.scottsdalecc.edu/career

Courses and Degrees

COUNSELING

	○
Counseling and Personal Development	○

FINE ARTS

	○		●
Advertising Art	○		
Art (Computer, Photographic, Visual)	○		●
Art Humanities	○		
Audio Production Technologies	○	●	●
Communication Arts	○		
Electronic Music	○	●	
Graphic Design: Visual Communication	○	●	●
Humanities	○		
Motion Picture/Television Production (Tracks: Broadcast Production, Editing, Film Analysis and Criticism, Film Production, Screenwriting)	○	●	●
Music (Commercial and Business, History and Literature, Performance and Private Instruction, Theory and Composition)	○		
Music Business	○	●	●
Sound Design	○	●	●
Theatre Arts/Technical Theatre	○		●
Theatre Performance and Production	○		●

HEALTH, PHYSICAL EDUCATION, RECREATION & DANCE

	○		●
Dance	○		●
Dance Humanities	○		
Dance Technology	○	●	●
Exercise Science	○		
Food and Nutrition	○		
Health Science	○		
Physical Education	○		
Recreation Management	○	●	●
Strength and Conditioning Personal Trainer	○	●	
Strength, Nutrition and Personal Training	○		●
Wellness Education	○		
Yoga Instruction	○	●	

Health Sciences

	○		●
Driver Operator (Fire Science)	○	●	
Emergency Medical Technology (Paramedic), Advanced	○	●	
Emergency Medical Technology, Basic	○	●	
Emergency Response and Operations	○		●
Fire Officer Leadership	○	●	
Fire Science Technology	○	●	
Firefighter Operations	○	●	
Health Care Related	○		
Health Core Curriculum	○		
Nurse Assisting	○	●	
Nursing (Continuing Education, Nursing Science)	○		●
Practical Nursing	○	●	

LIBRARY SCIENCE

	○
Information Studies	○

www.scottsdalecc.edu

Complete list of degrees and certificates: www.scottsdalecc.edu/future_students

ENGLISH, WORLD LANGUAGES & JOURNALISM

	○		●
Critical Reading	○		
Creative Writing	○		
English	○		
English Humanities	○		
English as a Second Language	○		
Journalism	○		●
Mass Communication	○		
Reading	○		
World Languages			
American Sign Language	○		
Chinese	○		
French	○		
Italian	○		
Pima	○		
Spanish	○		

MATHEMATICS AND SCIENCES

	○
Agricultural Science	○
Astronomy	○
Biology	○
Chemistry	○
Computer Science	○
Engineering Science	○
Geology	○
Mathematics	○
Physics	○

SOCIAL AND BEHAVIORAL SCIENCES

	○		●
American Indian Studies	○		
Anthropology	○		
Early Education	○		
Early Learning and Development	○	●	●
Economics	○		
Education	○		
Education Professional Development	○		
Geography (Cultural, Physical)	○		
History	○		
Philosophy	○		
Political Science	○		
Psychology	○		
Religious Studies	○		
Sociology	○		
Tribal Development	○	●	●

HOSPITALITY/TOURISM & CULINARY ARTS

	○	●	●
Advanced Professional Culinary Arts	○	●	●
Culinary Arts	○	●	●
Culinary Fundamentals	○	●	●
Hospitality and Tourism/Golf Management	○	●	●
Hospitality and Tourism/Hotel Management	○	●	●
Hospitality and Tourism/Restaurant Management	○	●	●
Hospitality and Tourism/Spa and Wellness Center Management	○	●	●
Hospitality and Tourism/Tourism Development and Management	○	●	●

Maricopa County Community College District

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site: http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "A.R.S." followed by a reference number.

General Statement (AR 2.4.1)

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

Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado 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, citizenship status, age, disability, veteran status, or genetic information. 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, citizenship status, age, disability, veteran status, or genetic information.

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 Descriminación

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, GateWay, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, genero, orientación sexual, origen nacional, ciudadania, edad, incapacidad, estado de veterano/a o información genesica. Asi mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a raza, color, religión, genero, orientación sexual, origen nacional, ciudadania, edad incapacidad, estado de veterano/a o información genesica.

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

Equal Opportunity Statement (AR 2.4.3)

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status, or genetic information. 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, citizenship status, age, disability, veteran status, or genetic information.

Declaración de Igualdad de Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, genero, orientación sexual, origen nacional, ciudadania, edad, incapacidad, estado de veterano/a o

información genesica. 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, genero, orientación sexual, origen nacional, ciudadania, edad, incapacidad, estado de veterano/a o información genesica.

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, citizenship status, age, disability, veteran status, or genetic information. 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, citizenship status, age, disability, veteran status, or genetic information. 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: Vice President of Student Affairs, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6317.

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.

Declaraciónes 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 descriminarán o tolerarán descriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará

llevando a cabo éstas prácticas de no descriminar por razones de raza, color, religión, genero, orientación sexual, origen nacional, ciudadania, edad, incapacidad, estado de veterano/a o información genesica. Asi mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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 descriminará ni tolerará descriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, genero, orientación sexual, origen nacional, ciudadania, edad, incapacidad, estado de veterano/a o información genesica. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

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 Reabilitación/Coordinador del Titulo IX: Vice President of Student Affairs, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6317.

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 segun el género.

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

MCCCD Vision

A Community of Colleges — Colleges for the Community — working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

MCCCD Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

MCCCD Values

The Maricopa Community Colleges are committed to:

Community

We value all people–our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and Integrity

We value academic and personal honesty and integrity and believe these elements ar essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

Innovation

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

General Regulation (AR 2.1)

1. General Statement

Compliance with Policies, Rules and Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: *The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully Maricopa County Community College District 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.

Admission Policy (AR 2.2.1)

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (A.R.S. §15-1805.01, 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

Admission Classifications

1. 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:

A. 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.

B. Has a high school certificate of equivalency.

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

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

2. Admission of Students Under 18 Years of Age

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

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

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

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

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

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

vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.

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

C. Home schooled students are exempt from this sub-section.

D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

3. Specialized Vocational/Training Program

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

4. Western Undergraduate Exchange Program

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

5. Admission of F-1 Nonimmigrant Students

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

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

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

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 paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records/Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

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

ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based TOEFL);

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

iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an 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.

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

C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and fees	$ 7,570 [1]
Living Expenses:	10,140 [2]
Books	1,200 [3]
Health Insurance	1,000 [4]
Total	**$19,910** [5]

D. Dependent Financial Guarantee

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

E. Health Insurance

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

Footnotes:

[1] Based on 2009-2010 tuition and fee schedule.
[2] Based on estimated living expenses for two (2) semesters (10 months).
[3] Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
[4] Based on the 2009-2010 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.
[5] Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

Admission Information (AR 2.2.2)

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

1. Student Status

A. **Freshman** – A student who has completed fewer than 30 credit hours in 100-level courses and above.

B. **Sophomore** – A student who has completed 30 credit hours or more in 100-level courses and above.

C. **Unclassified** – A student who has earned an associate degree or higher.

2. Student Identification Number

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

3. Residency for Tuition Purposes (Appendix S-1)

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

A. Maricopa County resident

B. Out-of-County resident

C. Out-of-State resident (including F-1 non-immigrant students)

D. Unclassified, Out-of-County/Out-of-State (1-6 credit hours system-wide)

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

A. Implementation

i. 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.

ii. 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.

iii. 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 non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

B. Definitions

i. **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 Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

ii. **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.

iii. **Maricopa County resident** means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residence for those moving from other states. Refer to **Section C** for guidelines.

iv. **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.

v. **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.

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

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

viii. **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.

C. Criteria for Determining Residency

i. In-State Student Status

1. 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.

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

a. The person's parent's/legal guardian's domicile is in this state and the parent/guardian is entitled to claim the person as an exemption for state and federal tax purposes.

b. The person is an employee of an employer that transferred the person to this state for employment purposes, or the person is the spouse of such an employee.

c. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes,

but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. 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.
6. A person who is a member of the Armed Forces of the United States or the spouse or a dependent of a member of the Armed Forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve (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 a community college District governing board. 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.
7. 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:
   a. 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.
   b. 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:
      1. An Arizona driver's license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Arizona voter registration
      5. Transfer of major banking services to Arizona
      6. Change of permanent address on all pertinent records
      7. Other materials of whatever kind or source relevant to domicile or residency status
   c. Filed an Arizona income tax return with the Arizona Department of Revenue during the previous tax year.
8. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii. Alien In-State Student Status

1. 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.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is determined. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.

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

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

4. Students who hold visas as listed in section 3 above, or who were issued a visa of a type other than those listed in section 3 above and have submitted an I-485 to Citizenship and Immigration Services (CIS) may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student's parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a.), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.

iii. 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:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college District governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. 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.

iv. Proof of Residency

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

1. In-State Residency
   a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   b. Any of the following may be used in determining a student's domicile in Arizona:
      1. Arizona income tax return
      2. Arizona voter registration
      3. Arizona Motor Vehicle registration
      4. Arizona driver's license
      5. Employment history in Arizona
      6. Place of graduation from high school
      7. Source of financial support
      8. Dependency as indicated on federal income tax return
      9. Ownership of real property
      10. Notarized statement of landlord and/or employer
      11. Transfer of major banking services to Arizona

12. Change of permanent address on all pertinent records
13. Other relevant information

2. County Residency
   a. 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**
   b. Any of the following may be used to determine a student's county residency:
      1. Notarized statements of landlord and/or employer
      2. Source of financial support
      3. Place of graduation from high school
      4. Ownership of real property
      5. Bank accounts
      6. Arizona income tax return
      7. Dependency as indicated on a Federal income tax return
      8. Other relevant information

D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (Appendix S-3)

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

Other Admission Information (AR 2.2.3)

1. 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. (Also see Withdrawal, Appendix S-7, page 47.)

2. Ability to Benefit – Classifications

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

A. REGULAR status, for the purpose of 2.2.3.2 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.

B. REGULAR WITH PROVISIONAL REQUIREMENTS status, for the purpose of 2.2.3.2 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.

C. SPECIAL status, for the purpose of 2.2.3.2 is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs. For verification of course requisites and for determination of academic standing, the official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student's responsibility to ensure that official 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.

4. 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 Course Placement Process (AR 2.2.7).

Credit for Prior Learning (AR 2.2.4)

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

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

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some Maricopa Community Colleges for specially approved programs. No more than 20 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 Admissions and Records Office/Office of Student Enrollment Services.

1. 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.

A. 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:

i. Training parallels a discipline area offered through the Maricopa Community Colleges; **and**

ii. Credit meets a program requirement or is used as elective credit.

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

B. College Credit Recommendation Service (CREDIT)

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

Continued on next page…

i. Training parallels a discipline area offered through the Maricopa Community Colleges; **and**

ii. Credit meets a program requirement or is used as elective credit.

C. Departmental Credit by Evaluation

Students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services 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:

i. The evaluation of a course a second time;

ii. The evaluation of a course while currently enrolled in the course;

iii. To establish credit in a previously completed course; and

iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCD colleges for their unique programs of study.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

2. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit by Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(ies) before credit is awarded. ***All equivalency is subject to future review and possible catalog change.***

A. Advanced Placement Examinations

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

English AP Recommendation

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	5 or 4	6 credit hrs./ENG101, ENG100, AA, AC, AD eligible for Honors ENG102
English-Literature and Composition	5 or 4	6 credit hrs./ENG101, ENH110, eligible for Honors ENG102

Mathematics AP Recommendation

Exam	Score	Credit Hours/Equivalency
Math-Calculus AB	5, 4 or 3	MAT220 or MAT212
Math-Calculus BC	5 or 4	MAT220 or MAT221, and MAT230 or MAT231, upon completion of MAT241, MAT220 or MAT221
Math-Calculus BC	3	MAT220 or MAT221
Computer Science A and AB	4 or 5	CSC100

B. College Level Examination Program

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

- Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
- Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

English Composition

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

Foreign Languages

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

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

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

C. 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.

D. 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.

E. Departmental Credit by Examination

Students may apply for Departmental Credit by Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

i. To challenge a course a second time;
ii. To challenge a course while currently enrolled in the course;
iii. To establish credit in a previously completed course; and
iv. To establish credit for a lower level of a course in which credit has been received.

- Exceptions may be granted at some MCCCD colleges for their unique programs of study.
- Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination.
- Only grades of **A**, **B**, **C**, **D** or **P** earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

College Level Examination Program (CLEP)

Note: The changes to English Composition CLEP were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April 2008. These cut scores, which represent equivalencies, were to be implemented July 1, 2009. Table revised August 2010.

Examination	MCCCD		
General	**Score**	**Sem. Hrs.**	**Equivalency**
English Composition (Replaced by College Composition)	50 (July 1, 2001-June 30, 2010), 600 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences & History	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	5	Elective Credit
Subject			
Accounting, Principles of	ACE Score	6	ACC Elective Credit
American Government	ACE Score	3	POS110
American Literature	ACE Score	6	ENH241, 242
Analyzing & Interpreting Literature	ACE Score	3	Elective Credit
Biology	ACE Score	8	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	ACE Score	9	CHM Elective Credit*
College Algebra (1993) (Replaces College Algebra [1979])	ACE Score	3	MAT152
College Algebra - Trigonometry	ACE Score	3	MAT152
College Composition (Replaces English Composition with Essay)	ACE Score	3	With essay qualifies for ENG101
English Literature	ACE Score	3	Elective Credit
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101, 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101, 102, 201 FRE101, 102, 201, 202
Freshman College Composition	ACE Score	3	With Essay ENG101
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101, 102
German Language (Previously German Language)	51-59 60-80	12 16	GER101, 102, 201 GER101, 102, 201, 202
Human Growth & Development	ACE Score	0	No Credit
Information Systems & Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	50	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Mathematics, College	ACE Score	3	MAT142
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	ACE Score	3	MGT Elective Credit
Marketing, Principles of	ACE Score	3	MKT271
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101, 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101, 102, 201 SPA101, 102, 201, 202
Trigonometry	ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877	ACE Score	3	HIS103
U.S. History II – 1865 to the Present	ACE Score	3	HIS104
Western Civilization – Ancient Near East to 1648	ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present	ACE Score	3	HIS102
***The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.**			

Advanced Placement Credit

Note: The changes to AP scores to include Japanese were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April 2008. These cut scores, which represent equivalencies, were implemented fall 2009. Table revised August 2010.

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4 3	ARH101, 102 ARH101 or 102	6 3
Art – Studio (2-D Design) (Previously Art - Studio - General)	5 4	ART111, 112 ART112	6 3
Art – Studio Art (Drawing) (Previously Art - Studio - Drawing)	5 4	ART111, 112 ART111	6 3
Biology	5 or 4 3	BIO181, 182 BIO100 or Equivalent	8 4
Chemistry	5 or 4 3	CHM151/151LL and CHM152/152LL or CHM154/154LL CHM151, 151LL	8 or 9 4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT220 or MAT221	4 or 5
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241 MAT220 or MAT221	8 to 10 4 or 5
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language & Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English – Literature & Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
European History (Previously History – European)	5 or 4 3	HIS101, HIS102 HIS101	6 3
French – Language	5, 4, or 3	FRE101, 102, 201, 202	16
French – Literature	5, 4, or 3	FRE101, 102, 201, 202	16
German – Language	5, 4, or 3	GER101, 102, 201, 202	16
German – Literature	5, 4, or 3	GER101, 102, 201, 202	16
Japanese Language and Culture (Previously Japanese – Language)	5 4 3	JPN101, 102, 201, 202 JPN101, 102, 201 JPN101, 102	20 15 10
Latin: Vergil (Previously Latin – Language)	5 4 3	LAT101, 102, 201, 202 LAT101, 102, 201 LAT101, 102	16 12 8
Music Theory (Previously Music)	5 or 4	MTC105	3
Physics B	5 or 4 3	PHY111, PHY112 PHY111	8 4
Physics C – Electricity & Magnetism	5, 4, or 3	PHY112 with laboratory course work	4
Physics C – Mechanics	5, 4 or 3	PHY111 with laboratory course work	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101, 102, 201, 202	16
Spanish – Literature	5, 4, or 3	SPA101, 102, 201, 202	16
Statistics	5, 4 or 3	MAT206	3
U.S. Government and Politics (Previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103, HIS104	6

F. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Community Colleges grant credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

International Baccalaureate Diploma/Certificate Credit

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7, 6, or 5 4	8 4	BIO181, 182 BIO182
Chemistry	7, 6, or 5 4	9 4	CHM151, 152 CHM151
Economics	7, 6, or 5 4	6 3	ECN211, 212 ECN211
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, AC, AD ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B	7, 6, or 5 4	8 4	Foreign Language 101, 102 Foreign Language 101
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103, 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Geography (Previously Human Geography)	5, 4, or 3	3	GCU102
Mathematics HL, Mathematics SL, Mathematical Studies SL, Further Mathematics SL (Previously Mathematics)	7, 6, 5, or 4	4	MAT221
Physics	7,6, or 5 4	8 4	PHY111, 112 PHY111
Visual Arts (Previously Art/Design)	7, 6 or 5 4	6 3	ART111, 112 ART112

Table Revised August 2010

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

National/Regional Credential Recognition

Students who have recognized credentials related to health care may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by email at ican@domail.maricopa.edu. Website: **http://healthcare.maricopa.edu/healthcarecourses.php.** When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. ***Specific information and required forms can be found on* http://healthcare.maricopa.edu/healthcarecourses.php.** Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

A. To challenge a course a second time;

B. To challenge a course while currently enrolled in the course;

C. To establish credit in a previously completed course; or

D. To establish credit for a lower level of a course in which credit has been received.

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

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

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

4. Transfer Credit

A. Transfer Credit into MCCCD

A student enrolling into one of the Maricopa Community Colleges after having attended another post-secondary institution can have course work evaluated for transfer credit. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work. The official transcript must be mailed directly from the source institution to the Admissions and Records/Enrollment Services Office of the receiving institution. The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate's degree and certificate requirements. In addition, the age of credit may be considered in applying credit towards degrees and certificate programs. Transfer credit that may be applied to meet associate's degree and certificate requirements at a Maricopa Community College is not necessarily transferable to other colleges and universities. The processes and policies that govern the award of transfer credit are as follows:

i. **Inter-institutional:** Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits accepted in transfer from other Maricopa Community Colleges do not necessarily apply to all Maricopa degree and certificate programs.

ii. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the Admissions and Records Office/Enrollment Services Office for specific items related to these agreements.

iii. **Arizona Public Community Colleges and Universities:** A 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 higher (2.0 on a 4.0 scale). On an exception basis, P-grades may be allowed in the Arizona General Education Curriculum (AGEC) for credit transferred if documentation collected by the community college indicates that the P-grade is a C or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

iv. **Domestic Institutions (U.S.):** The evaluation and award of community college transfer credit for coursework originating at U.S. institutions that are regionally accredited will be based on official transcripts from all institutions previously attended. 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 Western Association of Schools and Colleges. Courses from institutions that have earned candidate status from a regional accrediting association will be reviewed on a case-by-case basis.

The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request, and will determine the acceptance and applicability of transfer credit toward associate's degree and certificate requirements.

v. **Foreign Institutions:** Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all transcripts translated into English and evaluated by an international Credential Evaluation Service before submitting them to the college.

vi. **Limitations on the Award of Transfer Credit:** Generally, the Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.

B. Transfer Credit from MCCCD

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer 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 articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended. The processes and policies that govern the transfer of credit are as follows:

i. **Inter-institutional:** Students who transfer from one Maricopa Community College to another must have transcripts sent to the receiving institution for evaluation. Transcript evaluation will be conducted upon student request. Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits transferred from one Maricopa Community College to another may not necessarily apply to all Maricopa degree or certificate programs.

ii. **Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on the aztransfer.com site is the Course Equivalency Guide (CEG), which shows how courses transfer from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University and the University of Arizona. The transferability of a course does not indicate how the course will apply to meet requirements for specific bachelor's degrees.

   https://www.aztransfer.com/cgi-bin/webobjects/admin_ceg

iii. **Domestic Institutions (U.S):** The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited. These partnerships are formalized through district-wide articulation agreements and are designed to help students make a smooth transition when transferring from one of the Maricopa Community Colleges to a four-year college or university. To access a list of institutions of higher education with which Maricopa has established an articulation agreement, visit:

   http://www.maricopa.edu/academic/ccta/artic/partner_list.php

iv. **Foreign Institutions:** The Maricopa Community Colleges have agreements with colleges and universities outside the United States that are approved by the Ministry of Education or other appropriate governmental agency. To access a list of International agreements, visit:

   http://www.maricopa.edu/academic/ccta/artic/partner_list.php

v. **Limitations on the Transfer of Credit:** Generally, the following types of courses are not intended for transfer. See an advisor for specific information

   - Remedial/developmental courses or courses numbered below 100
   - Arizona government university courses
   - Cooperative education
   - Experimental courses
   - Post baccalaureate courses
   - Contractual training for business, industry, and government
   - Some forms of credit for prior learning
   - Non-credit courses.

vi. **Time Limit for Transfer Coursework:** Students should be aware that the receiving institution may have age of credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

5. Servicemen's Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through

non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

Academic Advising (AR 2.2.6)

1. Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, reclarification and re-evaluation.
2. 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.
3. 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.
4. 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 Course Placement Process (AR 2.2.7)

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

1. Testing for Course Placement

A. Students will be required to complete a course placement test under any one of the following conditions:

i. 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.

ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.

iii. The student does not have a high school diploma or GED, and is applying for federal financial aid.

iv. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.

v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.

B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:

i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.

ii. The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

C. Students MAY be exempt from a course placement test if at least one of the following conditions apply:

i. The student has earned an associate or higher degree.

ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.

iii. The student has currently valid district approved course placement scores on file.

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

2. Course Placement

A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.

B. Students will be permitted one retest in English, reading or by math level after at least a 24-hour waiting period. An additional retest is permitted one year from the date of student's original or retest at any course placement testing site.

C. The vice president of student affairs or designee may approve retesting for students with special needs or circumstances. The retest date will then serve as the date of record.

D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee's discretion. Additional testing may also be required. The signed waiver will be noted on the student's electronic record.

3. Implementation of Policy

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

A. All colleges shall accept the same approved course placement instruments.

B. All colleges shall adhere to the same approved cut-off scores.

C. Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or retest.

4. Evaluation

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

Registration (AR 2.2.8)

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

The colleges reserve the right to enroll students in coures. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

Emissions Control Compliance (AR 2.4.6)

Pursuant to A.R.S. §15-1444 C, no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state 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.

Transcripts for Transfer (AR 2.3.10)

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

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

Tuition and Fees (AR 2.2.9)

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

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

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

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community Colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy, page 22, under the Residency section of this publication.)

1. Time of Payment

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

2. Tuition and Fees Schedule (Appendix S-4) (Effective July 1, 2011, for Fall, Spring and Summer Sessions)

Current information can be found at:

http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php

The tuition and fees schedule for 2011-2012 is provided for reference. **These tuition and fees are subject to change.** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for fees in effect during the semester/term in which you intend to register.

See Tuition and Fee Schedule table on page 34

2011-2012	Maricopa County Resident (IN COUNTY)	Out of County Resident* (Apache or Greenlee County Resident without Out-of-County Residence Affidavit)	Non-Resident Living in Arizona	Non-Resident Living in Another State/ Country	Western Undergraduate Exchange (WUE)
	IN-STATE		OUT-OF-STATE		
CREDIT HOURS	A	B	C**	D***	E
1	76.00	Pending Surcharge	317.00	317.00	114.00
2	152.00	Rate TBD 5/11	634.00	634.00	228.00
3	228.00		951.00	951.00	342.00
4	304.00		1,268.00	1,268.00	456.00
5	380.00		1,585.00	1,585.00	570.00
6	456.00		1,902.00	1,902.00	684.00
7	532.00		2,219.00	2,219.00	798.00
8	608.00		2,536.00	2,536.00	912.00
9	684.00		2,853.00	2,853.00	1,026.00
10	760.00		3,170.00	3,170.00	1,140.00
11	836.00		3,487.00	3,487.00	1,254.00
12	912.00		3,804.00	3,804.00	1,368.00
13	988.00		4,121.00	4,121.00	1,482.00
14	1,064.00		4,438.00	4,438.00	1,596.00
15	1,140.00		4,755.00	4,755.00	1,710.00
16	1,216.00		5,072.00	5,072.00	1,824.00
17	1,292.00		5,389.00	5,389.00	1,938.00
18	1,368.00		5,706.00	5,706.00	2,052.00

* Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties *except* Apache and Greenlee counties without an Out-of-County Residence Affidavit.

** According to ARS §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.

***According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitle to state aid payments for students who are provided courses and services outside of this state.

A. Determine Student Residency Status

Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa County resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

B. Use the Chart to Locate Tuition Charges

Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees

i. A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.

ii. There may also be additional course fees for classes. Please refer to the college schedule for course fees.

iii. If you choose to audit a class, add an additional fee for $25 per credit hour.

iv. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.

D. Pay Your Fees

Payment of fees may be made by cash, check, money order, Visa, Mastercard, Discover or American Express. Payment plan options are also available.

NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.

Skill Center Hourly Tuition Rates

- Regular ..... $5.00 per contact hour
- Nursing Assistant ..... $5.60 per contact hour
- Practical Nursing..... $5.60 per contact hour

Credit by Examination and Credit by Evaluation (Excludes Allied Health courses)

- Regular Rate ..... $74.00 per credit hour
- Contract Rate..... $37.00 per contact hour

For list of parking violations and fines, see AR 2.10 Traffic and Parking Regulations at:

http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_10.php

Scottsdale Community College Specific Fees

The College may assess individual course fees, other fees, assessments, fines, or require deposits as authorized by the MCCCD Governing Board. For current fee information, students should consult the appropriate course schedule or contact the Bursar's Office. ***Students may incur expenses beyond the established fees in certain courses.***

3. 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:

A. The designated college official or fiscal officer is responsible for:
   i. Verifying the student's districtwide debt,
   ii. Attempting to notify the student of the debt, and
   iii. Attempting to collect the debt.

B. All Maricopa Community College services will be withheld pending payment of debt at designated college office with cash, certified check or money order; or online with debit or credit card; or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Setoff Programs as stated in A.R.S. §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error, and the error is due to an activity that requires correction by the appropriate College or District personnel.

4. Discounted Fees and Waivers

A. 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.

B. **Employees, Dependents and Mandated Groups**

The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.

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

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

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

Refund Policy (AR 2.2.10)

1. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. *Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than ten (10) calendar days in length or as specified by the college.* ***Calendar days include weekdays and weekends.*** Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

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

**Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

2. Refund Policy for Noncredit Classes

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

3. Canceled Classes

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

4. Refund Exceptions

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

A. 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.

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

C. Death of a student. Appropriate documentation must be provided before a refund can be given.

D. 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.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

LIMITATION: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

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

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additonal procedural information on financial assistance is available in Appendix S-5.

Appendix S-5: 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. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

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

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

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

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. Federal regulations state that academic progress standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, HEA program (federal financial aid) eligibility.

Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

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.

- **GRADE POINT MEASUREMENT**

  Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	MIN CGPA
≤15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

*For which grade points are computed.

- **SEMESTER PROGRESS MEASUREMENT**

  Students must successfully complete 2/3 (66.67%) of all attempted course work during the semester.

- **MAXIMUM TIME FRAME MEASUREMENT**

  Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Course Work Included in the Maximum Time Frame Evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits
- Any associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility

Course Work Not Included in SAP Evaluation:

- Audited courses
- Non-credit courses
- Credit by examination

- Credit for prior learning option (as outlined in the college general catalog)
- Academic renewal

Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the financial aid office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

Terminology and Information Pertaining to this Policy

- **Summer Sessions** – Enrollment in any or all summer sessions within the same calendar year will be considered one term.
- **Non-Standard Session** – Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, P, W, X, Y, or Z is received.
- **Appeal** – "A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance."
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Warning** – "A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period" (semester).
- **Financial Aid Probation** – "A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." a student in this status "may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student."
- **Academic Plan** – A plan developed through the SAP appeal process which will lead a student to qualify for further Title IV, HEA program funds.
- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

For more information, please contact the college Financial Aid Office.

Refunds and Repayments

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

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.

If you are receiving federal financial aid, it is important to read the information below prior to making a decision to withdraw.

Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds, so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, **OR**
2. The entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at:

http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_2.php

Veterans Services (AR 2.9)

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

Veteran's benefits available:

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

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

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

Academic Progress Policy for Students Receiving Veteran's Educational Benefits

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

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. **Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.**

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

Scottsdale Community College . . .
Great Education at a Great Price!

At SCC your success is our highest priority. We offer excellent instruction, an engaging college life, a variety of student services, and affordable tuition. While tuition rates across the state continue to soar, the Maricopa Community College District kept the rates the same for three years. Even with a modest increase this year, our tuition is still set at an affordable $76* per credit hour! That means a full-time SCC student only pays $2,310 annually for 30 credit hours and required fees. Tuition and required fee costs at other Arizona state and private universities can run from $8,824 to $19,200 per year.

For SCC students planning to transfer to ASU, there is more good news! Students who sign up for the Maricopa/ASU Pathways Program (MAPP) can also lower the tuition rate they will pay at ASU in the future by locking into the current ASU tuition cohort. Students must officially declare their major in the SCC Advisement Center by the end of the semester to participate in the program. In addition, MAPP allows students who complete their Associates Degree at SCC to gain guaranteed admission into most of their chosen majors. For a complete list of accepted majors go to: ***www.maricopa.edu/alliance***

Comparison of 2011 - 2012 annual tuition and required fees for a full-time student completing 30 credits.

SCC/MCCD
$2,310

NAU
*$8,824**

ASU
$9,716

U of A
$10,035

Grand Canyon Univ.
$16,500

Univ. of Phoenix
$14,250-$19,200

Tuition Rates for 2011-2012

SCC - www.scottsdalecc.edu/admissions/tuition-fees
NAU - http://home.nau.edu/ (rebates may be available for some students)
ASU - www.asu.edu/tuition (rebates may be available for some students)
UA - http://tuition.web.arizona.edu/ (rebates may be available for some students)
Univ. of Phx - www.phoenix.edu/tuition (tuition based on program of study)
Grand Canyon Univ - www.gcu.edu/index.php?page=tuition
 # Tuition rates subject to change

Save a BUNDLE
on tuition by attending
Scottsdale Community College!

Academic Load (AR 2.3.1)

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

- Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.
- 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 (5) or eight (8) 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.

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see Appendix S-7 for Withdrawal Procedures, page 47).

Attendance (AR 2.3.2)

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.

1. Official Absences

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

B. 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, the student will not be penalized.

C. In the event of military commitments, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. 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

Continued next page…

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.

2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

Grading (AR 2.3.3)

1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

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.

2. Incomplete Grade

A. 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/electronic contract, how the course will be completed.

B. 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.

3. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A **W** or **Y** is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

4. Credit/No Credit Courses (P/Z)

A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of **P** (credit, equivalent to a grade of **C** or higher) or **Z** (no credit) and are not computed in the student's grade point average. Credits earned with a grade of **P** may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).

B. ***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 45.)***

C. 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 Admissions and Records Office/Office of Student Enrollment Services

D. 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 Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

E. 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.

5. Audit Courses

A. 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

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IMPORTANT DEADLINES FOR STUDENTS

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.

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 from the College	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A/F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks

policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.

B. 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 45.)

Academic Probation (Progress) (AR 2.3.4)

1. Probation

A student will be placed on academic probation if after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

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

(Note: Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00.)

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours. Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

Instructional Grievance Process (AR 2.3.5 & Appendix S-6)

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 outlining the process are available in Appendix S-6.

Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments, should discuss the issue first 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.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. 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.
2. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the vice president of academic affairs or designee a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

NOTE: The appeal process for grades expires one year from the date the grade was issued.

Non-Instructional (Outside the Classroom) Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as student or administrative services has the right to file a formal and written complaint according to the approved procedures.

Steps for students to take:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the appropriate college/center vice president or designee a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the vice president or designee does not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

Withdrawal (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures. The Admissions and Records Office/Office of Student Enrollment Services provides information about the withdrawal process.

The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy, page 36.

Student Withdrawal Procedures (Appendix S-7)

1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of **W** (withdrawn, passing–not computed in the grade point average) will be assigned.

B. After the 7th week*, a student MUST initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of **W** (withdrawn, passing - not computed in the grade point average) or **Y** (withdrawn, failing - computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

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 45.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

NOTE: Withdrawing from a class will not entitle students to a refund of tuition/fees if the withdrawal is processed outside the refund policy (see refund policy, page 36)

2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Student Enrollment Services 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–not computed in the grade point average) or **Y** (withdrawn, failing–computed in the GPA as a failing grade).

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen

(16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 45.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

3. Withdrawal of Financial Aid Students

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

Faculty Withdrawal Procedures (Appendix S-7)

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of **W** will be assigned through the 7th week*. After the 7th week*, a grade of **W** or **Y** will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including the last date of attendance and withdrawal code.

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 45.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

Academic Renewal (AR 2.3.7)

Students who are returning to this college 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 Admissions and Records Office/Office of Student Enrollment Services 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 a 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 course work affected by academic renewal will not be computed in the grade point average. Courses with grades **A**, **B** or **C** will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work 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.

Honors Program (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

General Graduation Requirements (AR 2.3.9)

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment Services with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, and Associate in General Studies degree; 60 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, as outlined in the Catalog Under Which a Student Graduates policy, 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. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

   Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

   A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.

   Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. Have a minimum cumulative grade point average (GPA) of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average (GPA) of 2.000 in all courses used to fulfill degree requirements.

   Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCD college/center.
8. Have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

Certificates/Degrees

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

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

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

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

Licensure Disclaimer

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

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 MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

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

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

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

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

See Transcripts for Transfer (AR 2.3.10) on page 33.

Catalog Under Which a Student Graduates (AR 2.2.5)

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

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	F05 (Active)
Continued at a public community college	Sp06, F06 (Active)
Transferred to a university	Sp07 (2005 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F02 (Active)
Enrolled but earned all W, Z or F grades	Sp03 (Inactive)
Enrolled in audit courses only	F03 (Inactive)
Nonattendance	Sp04 (Inactive)
Transferred to a university	F04 (2004 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	F02 (Active)
Nonattendance	Sp03, F03, Sp04 (Inactive)
Readmitted and earned course credit at a public community college	F04 (Active)
Transferred to a university	Sp05 (2004 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F02 (Active)
Nonattendance	Sp03 (Inactive)
Readmitted and earned course credit at a public community college	Su03 (Active)
Nonattendance	F03, Sp04 (Inactive)
Transferred to a university	F04 (2002 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	Su04 (Active)
Continued at a public community college	F04, Sp05 (Active)
Nonattendance	F05 (Inactive)
Readmitted and earned course credit at a public community college	Sp06 (Active)
Transferred to a university	Su06 (2004 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.

Want to get a great education AND get the most out of your college budget dollars? Start your Bachelor's degree at Scottsdale Community College by earning your Associate's degree first.

Now more than ever, preparing for a career in a demanding job market requires an advanced education.

- Completing an Associates degree means increased job opportunities and higher paychecks.
- Having a Bachelor's degree means even better career opportunities and higher salaries throughout your career.
- Transferring to one of our many ***University Partners*** (more than 40 institutions, including ASU, NAU, and UofA) is simple and easy with a streamlined transfer process.

Learn more about transfer opportunities by going to: http://www.maricopa.edu/transfer/

Already know your major and planning on transferring to ASU . . . the Maricopa-ASU Pathway Program (MAPP) has many Benefits for you! For more information go to: www.maricopa.edu/alliance

- Guaranteed admission to ASU degree programs when all MAPP requirements are met.
- Eligibility for the ASU Tuition Commitment which provides limits on tuition increases during enrollment at ASU.
- Specific scholarships available for meritorious students who complete an associate's degree.
- Access to Transfer Advising and other pre-enrollment services on-site at the Maricopa Community Colleges.
- Cost-effective pathway ensuring all courses transfer and apply to an ASU **degree.**

CHANGE YOUR FUTURE, NOT YOUR ADDRESS.

EARN YOUR NAU DEGREE AT SCOTTSDALE COMMUNITY COLLEGE
Click here to learn more.

NORTHERN ARIZONA UNIVERSITY

MCCCD Arizona General Education Curriculum (AGEC)

AGEC A, AGEC B, AGEC S

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35-38 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

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

Purpose of the AGECs

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

http://www.aztransfer.com

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

2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC S articulates with the Associate in Science. AGEC S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

Academic Policies that Govern the AGEC A, B, S:

- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 GPA on a 4.0 grading scale or equivalent. A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. On an exception basis, P grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P grade issued was the only option for the student, and the P grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC;

- Uses the following policies to help students complete the required Core and Awareness areas without exceeding the 35-38 semester credits:

  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement in the AGEC A and AGEC B.
  3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.

- Follows the general education policy below:

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

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

- Require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency

Continued next page…

Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;

- Require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;
- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;
- Accept one of the courses that is cross-referenced with other courses;
- Provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B or AGEC S with a minimum 2.5 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.

AGEC Requirements

The 35-38 semester credits required for each of the three AGECs follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

http://www.maricopa.edu/academic/ccta/

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.

A. CORE AREAS (35 credits):

1. First-Year Composition (FYC)..... 6

2. Literacy and Critical Inquiry [L] 0-3

AGEC A and AGEC B: Select a course that satisfies the [L] requirement (3)

AGEC S: Recommend selecting a course that satisfies (L and SB) or (L and HU), or (L and COM), or (L and CRE101) requirements simultaneously.

3. Mathematical Studies [MA/CS] 4-6

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

To complete the Mathematical Studies requirement for AGEC A and AGEC B, select one course to satisfy Mathematics [MA], and a second course from Computer/Statistics/Quantitative Applications [CS]. AGEC S does not require the [CS] area.

AGEC A requires:

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

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

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

AGEC B requires:

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

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

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

CIS105 Survey of Computer Information Systems

AGEC S requires:

a. Mathematics [MA] (4 credits) **AND**

Requires a calculus course (MAT220 or MAT221) OR any mathematics course for which MAT220 or MAT221 are prerequisites; OR if pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.

4. Humanities and Fine Arts [HU] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six (6) semester credits.

AGEC S: Recommend selecting a course that satisfies (L and HU) requirements simultaneously.

5. Social and Behavioral Sciences [SB] 6

AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six (6) semester credits.

AGEC S: Recommend selecting a course that satisfies (L and SB) requirements simultaneously.

6. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:

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

The Natural Sciences requirement differs for AGEC S. AGEC S requires eight (8) semester credits of either university chemistry **OR** eight (8) semester credits of university physics **OR** eight (8) semester credits of general biology appropriate to the major.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding

laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on transfer equivalencies.

7. Subject Options (Subject based on major) (AGEC S) 6-8

Students completing AGEC S, through careful selection of courses that meet the other major or prerequisite requirements for Science degrees, will meet this requirement. Using a transfer guide, select Mathematics courses above Calculus and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

B. AWARENESS AREAS:

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

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC)

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

Literacy and Critical Inquiry [L]

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

For AGEC S, students will select a course that satisfies both Literacy and Social and Behavioral Sciences or Literacy and Humanities and Fine Arts requirements simultaneously.

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

Mathematical Studies [MA/CS]

Courses must be completed with a grade of "C" or better in the Mathematical Studies Core area. One course must be selected from Mathematics [MA]. In AGEC A and AGEC B, a second course must be selected from Computer/Statistics/Quantitative Applications [CS].

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

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

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

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

Mathematics [MA] AGEC A

The AGEC 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] AGEC B

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

Mathematics [MA] AGEC S

The AGEC S Mathematics Core area requires the first course in the calculus sequence or any mathematics course for which that course is a prerequisite. MAT251 is required if transferring to a Life Sciences degree at Arizona State University (ASU).

Computer/Statistics/Quantitative Applications [CS]

AGEC A and B [CS] requires: courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding

Continued next page…

quantitative relationships, and courses that involve the use of computer programming languages or software in the development of skills in analytical thinking. ***AGEC B specifies CIS105 as the course that meets the [CS] requirement.***

Humanities and Fine Arts [HU]

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

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

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

Social and Behavioral Sciences [SB]

Courses 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.

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

Natural Sciences [SQ/SG]

Courses must be completed with a grade of "C" or better in the Natural Sciences Core area.

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

Natural Sciences - 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 - 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

Subject Options (for AGEC S)

Courses in the Subject Options area help the student to be prepared for specific majors in science. Students completing AGEC S, through careful selection of courses that meet the other major or prerequisite requirements for Science degrees, will meet this requirement. Using a transfer guide, courses would be selected from Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

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.

Associate in Arts (AA) Degree

Description

The Maricopa County Community College District (MCCCD) Associate in Arts (AA) degree requires 60-64 semester credits for the program of study. The degree includes the following components: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC A) and MCCCD Additional Requirements; and 2) General Electives.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  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.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC A Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

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

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education — Credits

The MCCCD General Education includes two areas:

MCCCD AGEC A and MCCCD Additional Requirements.

A. MCCCD AGEC A — 35

1. Core Areas

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

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

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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. MCCCD Additional Requirements — 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five (35) semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core area

and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

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 [SB] (3 credits)

2. Critical Reading

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

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

II. General Electives

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

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

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site:

http://www.aztransfer.com

Students must select MCCCD courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

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

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

Associate in Arts

Total Credits: 60-64

Associate in Arts in Elementary Education (AAEE) Degree

Description

The Maricopa County Community College District (MCCCD) Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components: 1) MCCCD General Education which includes the Arizona General Education Curriculum for Arts (AGEC A) and Additional MCCCD Requirements; and 2) Elementary Education Requirements which includes Education Foundations and Electives for Arizona Professional Teacher Standards.

Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/ Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities. In most cases, courses applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed.

Academic Policies that Govern the Associate in Arts Elementary Education Degree

- Completion of the Associate in Arts and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  1. Courses can satisfy a Core area Requirement and one or more Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area.
  3. Courses can satisfy an Elementary Education Requirement and one or more Awareness areas simultaneously.
  4. A course cannot satisfy both the Elementary Education Requirement and a Core area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the

shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements	Credits
I. MCCCD General Education Requirements	**35-38**

A. MCCCD AGEC A

1. Core Areas

a. First-Year Composition (FYC) 6

ENG101/ENG102 **OR** ENG107/ENG108

b. Mathematical Studies [MA] **AND** Computer/Statistics/Quantitative Applications [CS] 6

1) MAT142 [MA] College Mathematics or higher *(Note: MAT150, MAT151, MAT152, MAT156 and MAT157 are excluded.)*

AND

2) CIS105 [CS] Survey of Computer Information Systems

OR

BPC110 [CS] Computer Usage and Applications

c. Literacy and Critical Inquiry [L] 3

1) Select the following:
COM225 Public Speaking

d. Humanities and Fine Arts [HU] 6

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

AND

2) Select 3 semester credits from the following courses:
ENH110 Introduction to Literature
ENH241 American Literature Before 1860
ENH242 American Literature After 1860
EDU/ENH291 Children's Literature
HUM250 **OR** HUM251 Ideas and Values in the Humanities
THE111 Introduction to Theatre
DAH100 Introduction to Dance
DAH201 World Dance Perspectives
MHL140 Survey of Music History
MHL143 Music in World Cultures

e. Social and Behavioral Sciences [SB] 6

1) Select 3 semester credits from the following courses:
HIS103 United States History to 1865
HIS104 United States History 1865 to Present

AND

2) Select 3 semester credits from the following courses:
PSY101 Introduction to Psychology
GCU121 World Geography I: Eastern Hemisphere
GCU122 World Geography II: Western Hemisphere
ECN211 Macroeconomic Principles
ECN212 Microeconomic Principles
POS110 American National Government
ECH/CFS176 Child Development
CFS205 Human Development

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

1) Life Sciences - Select 4 semester credits of SQ or SG from BIO

AND

2) Physical Sciences **OR** Earth/Space Sciences - Select four (4) semester credits of SQ or SG credits from the following prefixes:
AGS - Agricultural Science
ASM - Anthropology
AST - Astronomy
CHM - Chemistry
GPH - Physical Geography
GLG - Geology
PHS - Physical Science
PHY - Physics
NOTE: Students are advised to check with the university they plan to attend as requirements for lab sciences may vary.

2. Awareness Areas

The MCCCD AAEE requires coursework in two Awareness areas:

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

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

B. MCCCD Additional Requirements (0-3)

1. Oral Communication

Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement

2. Critical Reading

CRE101 or exemption by testing

II. Elementary Education Requirements 25

A total of twenty-five (25) semester credits are required to satisfy the Elementary Education Requirements.

A. Education Foundations (18)

Complete the following courses to satisfy the Education Foundations requirements:

EDU220 Introduction to Serving English Language Learners
EDU221 Introduction to Education
EDU222 Introduction to the Exceptional Learner
EDU230 Cultural Diversity in Education
MAT156 Mathematics for Elementary Teachers I
MAT157 Mathematics for Elementary Teachers II

B. Electives for Arizona Professional Teacher Standards (7)

A total of seven (7) semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards.

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

Content Area Electives

Select seven (7) credits from the following:

- Any ARH, ART, BPC, CIS, ECN, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
- Any EDU prefixed course(s) (except EDU250)
- Any MAT (courses numbered higher than MAT142 except MAT156 and MAT157)
- Any Foreign Language course(s)
- Any Natural Science course(s)
- CFS/ECH176 Child Development
- CFS205 Human Development
- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- FON100 Introductory Nutrition

Associate in Arts in Elementary Education

Total Credits: 60-63

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

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts - Dance (AAFA - Dance) degree requires a minimum of 64 semester credits for the program of study. The degree includes the following components: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC A) and MCCCD Additional Requirements; and 2) Fine Arts Requirements - Dance.

Purpose of the Degree

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

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

http://www.aztransfer.com

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

- Completion of the Associate in Arts, Fine Arts - Dance degree and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.
- A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  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.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC A Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts, Fine Arts - Dance Degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts, Fine Arts - Dance requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the

shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. See the list titled ***MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S*** for specific course information via the following website:

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education

The MCCCD General Education includes two areas:

MCCCD AGEC A and MCCCD Additional Requirements.

A. MCCCD AGEC A **Credits**

1. Core Areas: Credits 35

a. First-Year Composition (FYC) 6
b. Literacy and Critical Inquiry [L]..... 3
c. Mathematical Studies [MA/CS]..... 6

To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] 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 course work from more than one discipline for a total of six (6) semester credits.

Select from the following options to complete three credits:

DAH100 Introduction to Dance 3
DAH201 World Dance Perspectives.....3

e. Social and Behavioral Sciences [SB]..... 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

Select from the following options to complete four credits:

BIO160 Introduction to Human Anatomy/ Physiology 4
BIO202 Human Anatomy and Physiology I.....4

2. Awareness Areas: Credits 0

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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. MCCCD Additional Requirements **Credits: 0-6**

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five (35) semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication: Credits 3

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

Select from the following options:
COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
COM110 [SB] (3 credits) **OR**
COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
COM225 [L] (3 credits) **OR**
COM230 [SB] (3 credits)

2. Critical Reading: Credits 3

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

Select from the following options to complete three credits:
CRE101 [L] (3 credits) **OR** equivalent as indicated by assessment

II. Fine Arts Requirements - Dance: Credits 29

A minimum of 29 credits are required.

Part I: Credits 11

Select the following:

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

Part II: Credits 9

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

DAN120++	World Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN131	Ballet I	1
DAN132	Modern Dance I	1
DAN133	Modern Jazz Dance I	1
DAN134	Ballet II	1
DAN135	Modern Dance II	1
DAN136	Modern Jazz Dance II	1
DAN229	Musical Theatre Dance III	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3

Part III: Restricted Electives: Credits 9

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

DAH+++++	Any DAH prefixed course EXCEPT DAH100 or DAH201 is selected to satisfy the AGEC A Humanities and Fine Arts Area.	
DAN115++	Contemporary Dance Trends (any module)	1
DAN120++	World Dance (any module)	1
DAN125++	Social Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN133	Modern Jazz Dance I	1
DAN136	Modern Jazz Dance II	1
DAN140	Tap Dance I	1
DAN141	Dance Workshop	1
DAN145	Tap Dance II	1
DAN146	Tap Dance Ensemble	1
DAN150	Dance Performance I	1
DAN164	Improvisation	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3
*DAN298++	Special Projects (any module)	1-3

**Selection of DAN298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.*

Associate in Arts, Fine Arts - Dance

Total Credits: 64

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

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts - Art (AAFA - Art) degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC A) and MCCCD Additional Requirements; and 2) Fine Arts Requirements - Art.

Purpose of the Degree

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

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

http://www.aztransfer.com

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

- Completion of the Associate in Arts, Fine Arts - Art degree and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  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.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC A Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts, Fine Arts - Art Degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts, Fine Arts - Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable

as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

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

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education

The MCCCD General Education includes two areas:

MCCCD AGEC A and MCCCD Additional Requirements.

A. MCCCD AGEC A **Credits**

1. Core Areas: Credits 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L] 3

c. Mathematical Studies [MA/CS] 6

To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] 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 course work from more than one discipline for a total of six (6) semester credits.

Select the following:

ARH101 Prehistoric Through Gothic Art (3 credits)

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas: Credits 0

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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. MCCCD Additional Requirements Credits: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five (35) semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication: Credits 3

A total of three (3) semester credits is required for Oral Communication. However, if students select a

communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:
COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
COM110 [SB] (3 credits) **OR**
COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
COM225 [L] (3 credits) **OR**
COM230 [SB] (3 credits)

2. Critical Reading: Credits 3

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

Select from the following options to complete three credits:
CRE101 [L] (3 credits) **OR**
equivalent as indicated by assessment

II. Fine Arts Requirements - Art: Credits 28

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

Foundations: Credits 16

Select the following:

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

Restricted Electives: Credits 12

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

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

Associate in Arts, Fine Arts - Art

Total Credits: 63

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

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts - Theatre (AAFA - Theatre) degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components: 1) General Education which includes Arizona General Education Curriculum for Arts (AGEC A) and MCCCD Additional Requirements; and 2) Fine Arts Requirements - Theatre.

Purpose of the Degree

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

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

http://www.aztransfer.com

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

- Completion of the Associate in Arts, Fine Arts - Theatre degree and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  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.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC A Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts, Fine Arts - Theatre requirements.

- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

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

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education

The MCCCD General Education includes two areas:

MCCCD AGEC A and MCCCD Additional Requirements.

A. MCCCD AGEC A **Credits**

1. Core Areas: Credits 35

a. First-Year Composition (FYC) 6

b. Literacy and Critical Inquiry [L]..... 3

Select the following:
THE220 Modern Drama (3 credits)

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

Select the following:
THE205 Introduction to Cinema (3 credits)

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas: Credits 0

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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. MCCCD Additional Requirements Credits: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five (35) semester credits

required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

1. Oral Communication: Credits 3

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

Select from the following options:
COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
COM110 [SB] (3 credits) **OR**
COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
COM225 [L] (3 credits) **OR**
COM230 [SB] (3 credits)

2. Critical Reading: Credits 3

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

Select from the following options to complete three credits:
CRE101 [L] (3 credits) **OR**
equivalent as indicated by assessment

II. Fine Arts Requirements - Theatre: Credits 25-29

A minimum of 25 credits are required to satisfy the Fine Arts Requirements - Theatre.

Foundations: Credits 13

Select the following:

THE111	Introduction to Theatre	3
THP112	Acting I	3
THP115	Theatre Makeup	3
THP201AA	Theatre Production I **OR**	
THP201AB	Theatre Production II	1
THP213	Introduction to Technical Theatre	3

Restricted Electives: Credits 12-16

Students may choose from the following courses to specialize in Acting, Technical Theatre, Teacher Education, or Cinema. Students should consult with the theatre advisor for the restricted electives recommended for each specialization track.

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

HUM/THE206	Introduction to Television Arts	3
HUM/THE210	Contemporary Cinema	3
THE118	Playwriting	3
THP120AA	Audition Techniques: Monologue	1
THP120AB	Audition Techniques: Cold Readings	1
THP130	Stage Combat (3) **OR**	
THP131	Stage Movement	3
THP210	Acting: TV/Film	3
THP211	Creative Drama	3
THP212	Acting II	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP217	Introduction to Design Scenography	3
THP219	Introduction to Puppetry	3
THP267	Painting Techniques for Film, TV and Theatre	3
THP271	Voice and Diction	3

Associate in Arts, Fine Arts - Theatre

Total Credits: 60-64

Associate in Science (AS) Degree

Description

The Maricopa County Community College District (MCCCD) Associate in Science degree (AS) requires 60-64 semester credits for the program of study. The degree includes the following components: 1) General Education which includes the Arizona General Education Curriculum for Science (AGEC S) and MCCCD Additional Requirements; and 2) General Electives.

Purpose of the Degree

The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science and the AGEC S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC S may be completed in 36-38 semester credits with the following stipulations:
  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.
  3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC S Core area, AGEC Awareness area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC S or Associate in Science degree.
- Courses and their modular equivalents will satisfy AGEC S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements

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

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education Credits

The MCCCD General Education includes two areas:

MCCCD AGEC S and MCCCD Additional Requirements.

A. MCCCD AGEC S 36-38

1. Core Areas

a. First-Year Composition (FYC).....6

b. Literacy and Critical Inquiry [L]..... 0-3

Recommend selecting a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) **OR** L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) **OR** L (Literacy and Critical Inquiry) and COM **OR** L (Literacy and Critical Inquiry) and CRE101 requirements simultaneously.

c. Mathematical Studies [MA].....4

To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] S.

1) Mathematics [MA] S (4 credits)

Select a calculus course, MAT220 or MAT221, **OR**

Any mathematics course for which MAT220 or MAT221 is a prerequisite, **OR**

If pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.

d. Humanities and Fine Arts [HU].....6

Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits. Select a course that satisfies both L and HU requirements simultaneously.

e. Social and Behavioral Sciences [SB].....6

Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits. Select a course that satisfies both L and SB requirements simultaneously.

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [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.

g. Subject Options (subject based on major)..... 6-8

Students completing AGEC S, through careful selection of courses that meet the other major or prerequisite requirements for Science degree, will meet this requirement. Using a transfer guide, select courses from Mathematics courses above Calculus and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

2. Awareness Areas

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

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

B. MCCCD Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-six to thirty-eight semester credits required in order to complete the MCCCD Additional Requirements.

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 [SB] (3 credits)

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. If students demonstrate proficiency through assessment; then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] (3 credits) **OR** equivalent as indicated by assessment

II. General Electives

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

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

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following website:

http://www.aztransfer.com

Students must select MCCCD courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

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

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

Associate in Science

Total Credits: 60-64

Associate in Business (ABus) Degree

General Requirements (GR)

Description

The Maricopa County Community College District (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 Education, which includes the Arizona General Education Curriculum for Business (AGEC B); 2) Common Lower Division Program Requirements; and 3) General Electives.

Purpose of the Degree

The ABus GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway *and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions*. All business majors except Accountancy and Computer Information Systems should follow the ABus GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses 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.

Academic Policies that Govern the Associate in Business General Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- Uses the following policies to help students complete the required Core and Awareness areas in AGEC 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.
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
- Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core area, AGEC B Awareness area, and/or Common Lower Division Program Requirements).
- Follows the general education policy below:

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

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

Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements (ABus GR) follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education — Credits

A. MCCCD AGEC B — 35

1. Core Areas

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) Computers/Statistics/Quantitative Applications [CS] (3 credits)
CIS105 [CS] Survey of Computer Information Systems

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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 Accounting Principles **AND**
ACC230 Uses of Accounting Information I **AND**
ACC240 Uses of Accounting Information II
OR

** ACC211 Financial Accounting **AND**
ACC212 Managerial Accounting

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

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

ECN211 [SB]	Macroeconomic Principles	3
ECN212 [SB]	Microeconomic Principles	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS221 [CS]	Business Statistics	3

Quantitative Methods 3

	GBS220	Quantitative Methods in Business **OR**
*	MAT217	Mathematical Analysis for Business **OR**
*	MAT218	Mathematical Analysis for Business

Students planning to attend ASU W. P. Carey will be required to take MAT217 or MAT218.

Business Electives 6

Select from the following options:

	CIS114DE	Excel Spreadsheet
	CIS133DA	Internet/Web Development Level I
	CIS159 [CS]	Visual Basic Programming I
	CIS162AD	C#: Level I
	GBS151	Introduction to Business
**	GBS220	Quantitative Methods in Business
	GBS233 [L]	Business Communication
	GBS110	Human Relations in Business and Industry
	OR	
	MGT251	Human Relations in Business
	IBS101	Introduction to International Business
	MGT253	Owning and Operating a Small Business
	MKT271	Principles of Marketing
	REA179	Real Estate Principles I
	REA180	Real Estate Principles II
	SBU200	Society and Business

****If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.**

III. General Electives

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

All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

Associate in Business - General Requirements

Total Credits: 62-63

Associate in Business (ABus) Degree

Special Requirements (SR)

Description

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 Education, which includes the Arizona General Education Curriculum for Business (AGEC B); 2) Common Lower Division Program Requirements; and 3) General Electives.

Purpose of the Degree

The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities *and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions*. Currently, the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements (ABus GR) is designed for all other business majors. Additional information on academic majors *at the Arizona public universities* can be accessed via the following web address:

http://www.aztransfer.com

Generally, the degree transfers as a block without loss of credit to Arizona's public universities *and other institutions with district-wide articulation agreements*. In most cases, courses used to satisfy the MCCCD Associate in Business Special Requirements may apply to university graduation requirements of the university major for which the ABus SR was designed.

Academic Policies that Govern the Associate in Business Special Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- Uses the following policies to help students complete the required Core and Awareness areas in AGEC 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.

- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

  Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core area, AGEC B Awareness area, and/or Common Lower Division Program Requirements).

- Follows the general education policy below:

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

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

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) 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.

Degree Requirements

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 AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

http://www.maricopa.edu/academic/ccta/

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

I. MCCCD General Education — Credits

A. MCCCD AGEC B — 35

1. Core Areas

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)
CIS105 Survey of Computer Information Systems

d. Humanities and Fine Arts [HU] 6

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

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

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

2. Awareness Areas

Students must satisfy two Awareness areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (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 education areas are noted with the general education designations encased in brackets.

Complete the following:

Accounting — 6-7

* ACC111 Accounting Principles **AND**
ACC230 Uses of Accounting Information I **AND**
ACC240 Uses of Accounting Information II
OR
** ACC211 Financial Accounting **AND**
ACC212 Managerial Accounting

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

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

Programming I — 3

CIS162AD C#: Level I

Programming II		**3**
CIS250	Management Information Systems	
ECN211 [SB]	**Macroeconomic Principles**	**3**
ECN212 [SB]	**Microeconomic Principles**	**3**
GBS205	**Legal, Ethical, and Regulatory Issues in Business**	**3**
GBS221 [CS]	**Business Statistics**	**3**
Quantitative Methods		**3**
GBS220	Quantitative Methods in Business **OR**	
*MAT217	Mathematical Analysis for Business **OR**	
*MAT218	Mathematical Analysis for Business	

Students planning to attend ASU W. P. Carey will be required to take MAT217 or MAT218.

III. General Electives

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

All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

Associate in Business - Special Requirements

Total Credits: 62-63

Associate in General Studies (AGS) Degree

Description

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.

Academic Policies that Govern the Associate in General Studies Degree

- Requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- Uses the following policies for course(s) satisfying multiple program areas:
  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are **bold** print and underscored in the Core areas and Distribution areas.
  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses.

Degree Requirements

GENERAL EDUCATION CORE

(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 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277

Equivalent course

Satisfactory completion of a higher level Mathematics course

Computer Usage: 1 credit

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

ACC Accounting 115

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 **119**/205

AMS Automated Manufacturing System 150

ARC Architecture 243/244/245

ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC

BIO Biology 294

BPC Business-Personal Computers Any BPC Course(s) (***EXCEPT*** 217AM)

Diagonal (/) between numbers signifies "or."

CFS Child/Family Studies 180
CIS Computer Information Systems Any CIS Course(s) (***EXCEPT*** CIS162, 162AC, 169, 183AA, 217AM, 259, 262)
CSC Computer Science Any CSC Course(s) (***EXCEPT*** CSC200, 200AA, 200AB, 210, 210AA, 210AB)
CTR Court Reporting 101/102
DFT Drafting Technology 103/105/any 105 module/150/251/any 254 module/256AA
ECH Early Childhood Education 238
EEE Electrical Engineering 120
ELE Electronic 131/181/241/243/245/281
ELT Electronic Technology 131/241/243
ENG English 100AE
ENV Environmental Sciences 119
FON Food and Nutrition 100/100AA/100AC/100AD
GBS General Business 221
GPH Physical Geography 220
HRM Hotel Restaurant Management 126
JAS Justice & Government Agencies Admin 225
JRN Journalism 133
LAS Paralegal Studies 229
MAT Mathematics 206
MET Manufacturing Technology 264
MTC Music Theory/Composition 180/191
NET Networking Technology 181/181AA
OAS Office Automation Systems 111AA/111AB/113/119/130DK/135DK/235DK
PSY Psychology 230
RTR Realtime Reporting 101/102
SBS Small Business 211
SMT Semiconductor Manufacturing Technology 150
SWU Social Work 225
TVL Travel Agent Technology 203
VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts: 9 credits

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

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/220/222/223/253
CCS Chicana and Chicano Studies 101
CNS Construction 101
COM Communication 241
DAH Dance Humanities 100/201/250
EDU Education 291/292/294
ENG English 200/213/218
ENH English Humanities Any ENH Course(s) (***EXCEPT*** 114, 250)
FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/108/109/111/113/114/243/253/254/275
HUM Humanities Any HUM Course(s) (***EXCEPT*** *108, 120, 203, 207*)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/242
PHI Philosophy Any PHI Course(s) (***EXCEPT*** *113*)
REL Religious Studies Any REL Course(s) (***EXCEPT*** 213, 271)
SLC Studies in Language and Culture 201
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
STO Storytelling 292/294
THE Theatre 111/205/206/210
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290

Social and Behavioral Sciences: 9 credits

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

AFR African American Studies 202/203/204
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/**119**/162/200/225/258/259/270
ASB Anthropology 102/202/211/214/222/223/230/235/238/245/252
ASM Anthropology 104/275
CFS Child/Family Studies 157/159/176/205/235/259
COM Communication **100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC**/163/**230**/250/263
ECH Early Childhood Education 176
ECN Economics Any ECN Course(s)
EDU Education 221/222
EED Early Education 200/205/222
EMT Emergency Medical Technology 258
ENG English 213
FOR Forensic Science 275
FSC Fire Science Technology 258

Diagonal (/) between numbers signifies "or."

FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141/221/223/253
HES	Health Science 100
HIS	History Any HIS Course(s) (***EXCEPT*** *111, 135, 170, 204*)
IBS	International Business 109
MCO	Mass Communications 120
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/132/156/157/215/218/225/235/240/241/243/245/250/258/260/266/270/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language and Culture 201
SOC	Sociology Any SOC course(s) (***EXCEPT*** *242, 253, 265, 270*)
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/161
YAQ	Yaqui Indian History and Culture 100

Natural Sciences: 7-8 credits

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164/260
ASB	Anthropology 231
ASM	Anthropology 104
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/145/149AF/149AH/149AK/149AL/149AM/149AN/156/160/181/182/201/202/205/241/245
CHM	Chemistry 107/107LL/130/130LL/150/151/151LL/152/152LL/154/154LL/230/230LL
ENV	Environmental Sciences 101
FON	Food and Nutrition 241 & 241LL
FOR	Forensic Science 105/106
GLG	Geology Any GLG Course(s)
GPH	Physical Geography 111/112/113/210/211/212/214/213/215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111/111AA/112/115/116/121/131
PSY	Psychology 275/290AB/290AC

Literacy and Critical Inquiry: 3 credits

AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication 222/**225**/241
CRE	Critical Reading **101**
ENG	English 111/200/215/216/217/218
ENH	English Humanities 254/255
FON	Food and Nutrition 206
GBS	General Business 233
GPH	Physical Geography 211
HUM	Humanities 250/251
IFS	Information Studies 101
JRN	Journalism 201/234
MCO	Mass Communication 220
PHI	Philosophy 103/106
POS	Political Science 115
PSY	Psychology 290AB/290AC
REL	Religious Studies 203/205
THE	Theatre 220
THP	Theatre Performance/Production 241

ELECTIVE COURSES (15-16 credits)

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

Associate in General Studies

Total Credits: Minimum of 60

Diagonal (/) between numbers signifies "or."

Associate in Applied Science (AAS) Degree

Purpose of the 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.

Academic Policies that Govern the AAS Degree

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements;
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded;

  Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

  A shared program requires a minimum of six (6) credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six (6) credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six (6) credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

  Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses.

GENERAL EDUCATION CORE
(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 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277

Equivalent course

Satisfactory completion of a higher level Mathematics course

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities and Fine Arts: 2-3 credits

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

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/220/222/223/253
CCS Chicana and Chicano Studies 101
CNS Construction 101
COM Communication 241
DAH Dance Humanities 100/201/250
EDU Education 291/292/294
ENG English 200/213/218

Diagonal (/) between numbers signifies "or."

ENH English Humanities Any ENH Course(s) (***EXCEPT*** *114, 250*)
FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/108/111/113/114/243/253/254/275
HUM Humanities Any HUM Course(s) (***EXCEPT*** *120, 203, 207*)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155/242
PHI Philosophy Any PHI Course(s) (***EXCEPT*** *113*)
REL Religious Studies Any REL Course(s) (***EXCEPT*** *271*)
SLC Studies in Language and Culture 201
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
STO Storytelling 292/294
THE Theatre 111/205/206/210
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290

Social and Behavioral Sciences: 3 credits

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

AFR African American Studies 202/203/204
AIS American Indian Studies 101/140/141/160
AJS Administration of Justice Studies 101/162/200/225/258/259/270
ASB Anthropology 102/202/211/214/222/223/230/235/238/245/252
ASM Anthropology 104/275
CFS Child/Family Studies 157/159/176/205/235/259
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/163/230/250/263
ECH Early Childhood Education 176
ECN Economics Any ECN Course(s)
EDU Education 221/222
EED Early Education 200/205/222
EMT Emergency Medical Technology 258
ENG English 213
FOR Forensic Science 275
FSC Fire Science 258
FUS Future Studies 101
GCU Cultural Geography 102/121/122/141/221/223
HES Health Science 100
HIS History Any HIS Course(s) (***EXCEPT*** 111, 135, *170,* 204)
IBS International Business 109
MCO Mass Communications 120
POS Political Science Any POS Course(s)
PSY Psychology 101/123/125/132/156/*157*/215/218/225/235/240/241/243/245/250/258/260/266/270/277/280/292
REC Recreation 120
SBU Society and Business 200
SLC Studies in Language and Culture 201
SOC Sociology Any SOC course(s) (***EXCEPT*** *242, 253, 265, 270*)
SWU Social Work 102/171/258/292
WED Wellness Education 110
WST Women's Studies 100/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences: 4 credits

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS Agricultural Science 164/260
ASB Anthropology 231
ASM Anthropology 104
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/145/149AN/156/160/181/182/201/202/205/241/245
CHM Chemistry 107 & 107LL/130 & 130LL/150 & 151LL/151 & 151LL/152 & 152LL/154 & 154LL/230 & 230LL
FON Food and Nutrition 241 & 241LL
FOR Forensic Science 105/106
GLG Geology Any GLG Course(s) (***EXCEPT*** *140/251MC/275*)
GPH Physical Geography 111/112 & 113/211/212 & 214/213 & 215
PHS Physical Science 110/120
PHY Physics 101/101AA/111/111AA/112/115/116/121/131
PSY Psychology 275/290AB/290AC

Associate in Applied Science

Total Credits: Minimum of 60

Diagonal (/) between numbers signifies "or."

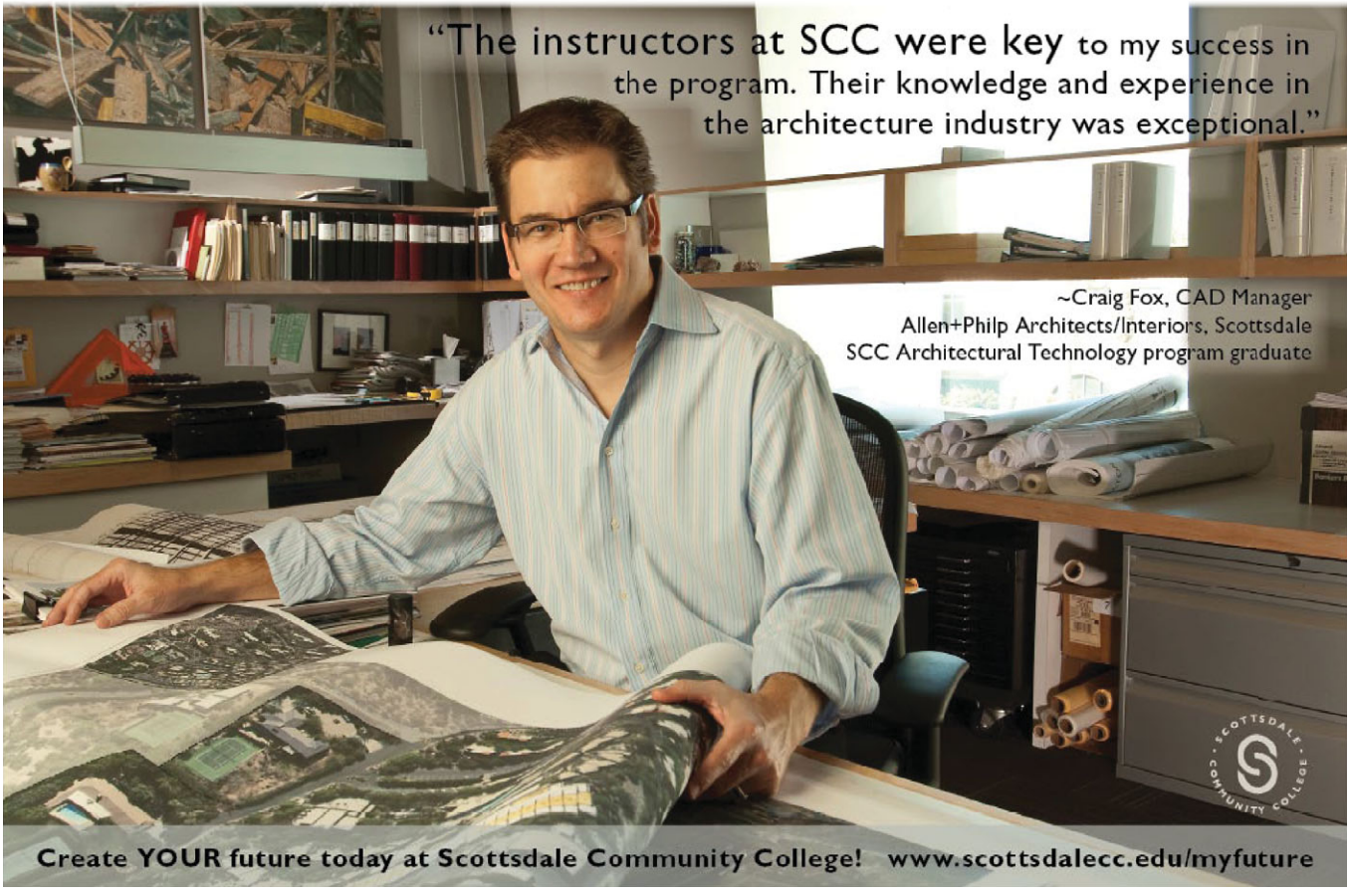
Academic Certificate

Purpose of the Academic Certificate

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

Academic Policies that Govern the Academic Certificate

- generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;
- requires a cumulative GPA of 2.0 or better for completion;
- follows the graduation policies within the general catalog;
- accepts one of the courses that is cross-referenced with other courses;
- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- does not presume block transfer value; consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- may have admission criteria established by the college if and when appropriate;
- is for the most part college specific.



Occupational Programs of MCCCD

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, Food, and Natural Resources

Agribusiness Sales and Service
Agricultural Production and Management

Agribusiness ..... MC

(See also Agribusiness Sales and Service and Horticulture sections)

Urban Horticulture ..... MC

(See also Horticulture section)

Equine Training and Management

Equine Science ..... SC
Veterinary Technology/Animal Health ..... MC

Horticulture

Landscape Aide ..... MC
Landscape Specialist ..... MC
Workforce Development: Horticulture ..... RS
Workforce Development: Landscape Technology ..... RS

(See also Agricultural Production and Management section)

Architecture and Construction

Air Conditioning and Refrigeration

Air Conditioning/Refrigeration/Facilities ..... GW
Residential and Light Commercial Air Conditioning ..... GW

Apprenticeship Related Instruction

Bricklaying and Tilesetting ..... GW
Carpentry ..... GW
Concrete Form Builder ..... GW
Construction Management ..... GW
Construction Trades: Plastering and Cement Masonry ..... GW
Electricity ..... GW
Heat and Frost Insulation ..... GW
Heavy Equipment Operations ..... GW
Ironworking ..... GW
Mechanical Trades: Heating, Ventilating & Air Conditioning ..... GW
Mechanical Trades: Plumbing ..... GW
Mechanical Trades: Pipefitting ..... GW
Mechanical Trades: Sheet Metal ..... GW
Millwrighting ..... GW
Painting and Drywalling ..... GW
Pipefitter-Refrigeration ..... GW
Plastering and Cement Masonry ..... GW
Plumbing ..... GW
Pipe Trades - Steamfitting ..... GW
Power Plant Technology ..... EM, GW
Roofing ..... GW
Sheet Metal ..... GW

Building and Construction

Architecture ..... MC
Architectural CADD Level III ..... MC
Architectural Detailing CADD Level III ..... MC
Architectural CAD Technology ..... PC
Architectural Technology ..... SC
Building Inspection ..... EM, MC
Building Safety and Construction Technology ..... PC
Building Safety Technology ..... SC
Civil Engineering Technology ..... PC
Construction ..... MC
Construction Drafting CADD Level III ..... MC
Construction Management ..... PC
Construction Trades: Carpentry ..... GW
Construction Trades: Heavy Equipment Operations ..... GW
Plan Review ..... MC
Pre-Contractor Licensing ..... MC
Residential Drafting CADD Level II ..... MC
Surveying and Civil Drafting - CADD Level II ..... MC
Workforce Development: Carpentry Level I & II ..... RS
Workforce Development: Furniture Const/Refin Level I & II ..... RS

Art, A/V Technology, and Communication

Home Economics

Adolescent Development ..... GC, RS
Adolescent Studies ..... PC
Adult Development and Aging ..... GC, RS
Advanced Interior Design ..... PC
Alteration Specialist ..... MC
Apparel Construction ..... PC
Costume Design and Production ..... MC
Costuming ..... PC
Family Development ..... PC
Family Life Education ..... GC, RS
Family Support ..... PC
Fashion Design ..... PC
Fashion Design Level I and II ..... PC
Fashion Illustration ..... PC
Interior Design ..... MC, PC, SC
Interior Design: Advanced ..... MC
Interior Design: Professional Level ..... SC
Interior Merchandising ..... GC, MC, PC
Kitchen and Bath Design ..... PC
Parent Education ..... GC, RS
Pattern Design Level I and II ..... PC

Merchandising

Fashion Merchandising ..... PC
Fashion Merchandising & Design ..... MC
Image Consultant ..... MC

Music

Audio Production Technologies ..... GC, MC, PC, PV, SC
Dance Technology ..... SC
Music Business ..... CG, GC, MC, PC, PV, SC, SM

Commercial Art/Advertising Art

Computer Graphic Design ..... PC

(See also Media Technology section)

Animation and Web Publishing Design ..... GC
Graphic Design: Visual Communication ..... SC
Journalism ..... GC, MC, PV, SC
Workforce Development: Graphic Arts Level I & II ..... RS

Aerospace and Aviation

Aviation and Aeronautics

Aircraft Maintenance Technology ..... CG
Aircraft Maintenance Technology (Part 147) ..... CG
Airframe Maintenance (Part 147) ..... CG
Airway Science Technology, Flight Emphasis ..... CG
Flight Technology ..... CG
Powerplant Maintenance (Part 147) ..... CG

Bioscience

Biomedical Research Technology ..... CG, GW, SM
Biotechnology ..... MC
Biotechnology and Molecular Biosciences ..... GC

Business, Management, and Administration

Accounting

Accounting ..... CG, EM, GC, GW, PC, RS, SM
Accounting Paraprofessional ..... GC
Accounting-Specialized Para-Professional ..... PV
Bookkeeping ..... SC
Microcomputer Accounting ..... PV
Software Quality Assurance ..... MC

(See also Business Administration section)

Business Administration

Business ..... MC, SC
Business (FASTRACK) ..... SC
General Business ..... CG, GC, MC, PC, SC, SM, RS

(See also Management and Finance section)

Import/Export Trade ..... PV
International Business ..... PV
International Trade ..... MC

Management

Business Management ..... SM
General Business Specialized ..... PV
Human Resources Management ..... PC
Management ..... MC, PC, SC
Management I and II ..... PC
Middle Management ..... GC, PV
Military Leadership ..... RS
Project Management ..... MC
Public Relations ..... GC

(See also Middle Management section)

Retail Management ..... CG, EM, GC, GW, MC, PC, PV, RS, SC, SM
Retail Management and Marketing ..... SC
Retail Sales Manager ..... MC
Small Business ..... MC
Small Business Entrepreneurship ..... GC, SM
Small Business Management ..... EM, SC
Supervision ..... GC
Supervision and Management I and II ..... SM

Middle Management

Public Relations ..... MC

(See also Management section)

Office Occupations

Administrative Office Coordinator ..... GC
Administrative Office Professional ..... PV
Administrative Technology ..... GW
Business Technology Specialist ..... GW
Computer Applications ..... PC
Computer Software Applications ..... PV
Customer Service/Information Professional ..... PV
Data Entry Clerk ..... EM
General Office Secretary ..... EM, GC
Management of Clinical Information Technology ..... GW
Office Automation Systems ..... SC, SM
Office Coordinator ..... GC
Office Technology ..... GW
Paralegal Studies ..... PC
Realtime Reporting (Scoping, Broadcast Captioning, CART or Judicial) ..... GW
Realtime Reporting-Advanced Placement CART ..... GW
Realtime Reporting-Advanced Placement Broadcast Captioning ..... GW
Receptionist ..... EM
Technology Support Analyst: Levels I and II ..... MC
Word Processing ..... SC

Total Quality Management

Automobile Insurance: Customer Service ..... RS
Automobile Policy: Customer Service ..... RS
Broadband Telecommunications ..... RS
Broadband Telecommunications: (Account Services or Field Operations) ..... RS
Broadband Telecommunications: Technical Support Services ..... RS
Credit Counseling: Customer Service ..... RS
Customer Service Management ..... EM
Human Services - Assistance: Customer Service ..... RS
Human Services - Long Term Care: Customer Service ..... RS
Human Services - Specialist: Customer Service ..... RS
Human Services - Unemployment Insurance: Customer Service ..... RS
Insurance - Customer Service ..... RS
Motor Vehicle: Customer Service ..... RS
Organizational Leadership ..... CG, EM, GW, MC, PV, RS
Organizational Management ..... CG, EM, GW, MC, PV, RS
Pharmacy: Customer Service ..... SM
Quality Customer Service ..... GW, RS
Quality Process Leadership ..... GW
Travel Agency: Customer Service ..... RS
Utilities Customer Service ..... RS

Education and Training

Early Childhood Education

Child Development Associate (CDA) Preparation ..... GC, PV
Child/Family Organizations Management/Administration ..... GC, MC, RS
Curriculum for Young Children ..... PC
Early Care Specialist ..... MC
Early Childhood Administration and Management ..... GC, MC, RS, SM
Early Childhood Classroom Management ..... PC
Early Childhood Development ..... SM, RS
Early Childhood Development: Montessori ..... RS
Early Childhood Education ..... GC, PV, RS
Early Childhood Education and Administration ..... PC
Early Learning and Development ..... CG, MC, RS, SC
Family Child Care Management ..... RS, SC
Infant and Toddler Development ..... RS, SC

Education

Bilingual Endorsement ..... MC, PC
English as a Second Language (ESL) Endorsement ..... MC, PC
Foundations of Student Services ..... EM
Gifted Education ..... EM
Instructional Assistance ..... MC, PC
Reading Specialist Endorsement ..... MC
Teacher Assisting ..... EM, GW

Library Media Technology

Library Information Technology: Basic/Advanced/Practitioners ..... MC
Library Information Technology: School Library Media Center ..... MC

Evironmental Technology

Environmental Technology

Environmental Science Technology ..... GW
Geospatial Technologies ..... MC
Hydrologic Studies ..... GW
Occupational Safety and Health Technology ..... GW
Radiation Protection Technology ..... EM
Safety, Health and Environmental Studies ..... PV
Wastewater Treatment ..... GW
Water Distribution and Collection ..... GW
Water Purification Technology ..... GW
Water Resources Technologies ..... GW
Water Technologies: Level I, II, III & IV ..... GW
Water Treatment ..... GW

Finance

Finance

Bank Account Management: Customer Service ..... RS
Banking and Finance ..... EM, PC
Certified Residential Appraiser ..... MC
Home Inspection ..... MC
Licensed Real Estate Appraiser ..... MC
Real Estate ..... GC, MC, PC
Real Estate: Prelicense ..... PC
Residential Appraisal Trainee ..... MC

Government and Public Administration

Public Administration ..... RS
Tribal Development ..... SC

Health Science

Allied Health

Advanced Behavioral Health Sciences ..... GC, SM
Advanced Nursing ..... SM
Basic Behavioral Health ..... GC, SM
Clinical Laboratory Sciences ..... PC
Clinical Research Associate ..... GW
Community Health Worker ..... SM
Computed Tomography ..... GW
Developmental Disabilities Specialist ..... GC
Diagnostic Medical Sonography ..... GW
Direct Care Practice ..... MC
Electroneurodiagnostics ..... GW
Health Information ..... PC
Health Information Technology ..... PC
Health Services Management with Clinical Rsearch Track ..... GW
Health Unit Coordinating ..... GW
Histologic Technology ..... PC
Hospital Central Service Technology ..... GW
Laboratory Assisting ..... PC
Magnetic Resonance Imaging ..... GW
Medical Assisting ..... PC
Medical Billing and Coding: Physician-Based ..... PC
Medical Coding: Hospital-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
Polysomnographic Technology ..... GW
Radiation Therapy ..... GW
Recovery Support ..... SM
Respiratory Care ..... GW
Speech Language Pathology Assistant ..... EM
Surgical Technology ..... GW

Dental

Community Dental Health Coordination ..... RS
Dental Assisting ..... PC
Dental Hygiene ..... MC, PC, RS
Dental Office Management ..... RS

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic) ..... GC, PC, PV, SC
Basic Emergency Medical Technology ..... GC, MC, PC, PV, SC
Community Emergency Response Team (CERT): Level I ..... PC
Emergency Communications and Deployment ..... PC
Intermediate Emergency Medical Technology ..... MC, PC
Paramedicine ..... MC
Secondary Basic Emergency Medical Technology ..... PC

Nursing

Fast Track Practical Nursing ..... GW
Nursing ..... CG, EM, GC, GW, MC, PC, PV, SC
Nurse Assisting ..... CG, EM, GC, GW, MC, PC, PV, RS, SC
Practical Nursing ..... CG. EM, GC, GW, MC, PC, PV, RS, SC

Hospitality and Tourism

Food and Nutrition

Advanced Professional Culinary Arts ..... SC
Baking and Pastry ..... EM
Basic Culinary Studies ..... EM
Commercial Baking ..... PC
Commercial Food Preparation ..... PC
Culinary Arts ..... SC
Culinary Fundamentals ..... SC
Culinary Studies ..... EM, PC, MC

(See also Hospitality section)

Dietetic Technology ..... CG, PV
Food Service Administration ..... PC
Professional Food and Beverage Service ..... PC
Sustainable Food Systems ..... MC, RS

Hospitality

Airline Operations ..... RS
Airline Operations: Ground Operations ..... RS
Airline Operations: Initial Flight Attendant ..... RS
Airline Operations: Passenger Services ..... RS
Airline Operations: Reservations ..... RS
Airline Operations: Reservations and Ticketing Operations ..... RS
Airline Operations: Vacations ..... RS
Hospitality and Tourism/Golf Management ..... SC
Hospitality and Tourism/Hotel Management ..... SC
Hospitality and Tourism/Restaurant Management ..... SC
Hospitality and Tourism/Spa and Wellness Center Management ..... SC
Hospitality and Tourism/Tourism Development and Management ..... SC
Hospitality/Hotel Management ..... EM

Human Services

Parks, Recreation, Leisure and Fitness Studies

Recreation Management ..... MC, SC

Health and Physical Education/Fitness

Group Fitness Instructor ..... GC, MC
Personal Trainer ..... GC, MC
Strength and Conditioning Personal Trainer ..... CG, EM, GC, GW, MC, PV, SC, SM
Strength, Nutrition and Personal Training ..... CG, EM, GC, MC, PV, SC, SM
Teaching, Healing, Meditation and Stress Management ..... PV
Therapeutic Massage ..... CG, PC
Yoga Instruction ..... SC

Family and Consumer Science

Nutrition for Fitness and Wellness ..... GC, MC

Mortuary Science

Mortuary Science ..... MC

Social Sciences

Chemical Dependency ..... RS
Chemical Dependency: Level I and II ..... RS
Clinical Research Coordinating ..... GW
Deaf Studies ..... PC
Interpreter Preparation ..... PC
Professional Addictions Counseling ..... RS

Social Services

Gerontology ..... PC

Information Technology

Computer Science

Computer Applications Technology ..... EM
Computer Applications: Microsoft Office Specialist/Advanced ..... MC
Computer Applications: Microsoft Office Specialist/Basic ..... MC
Computer Hardware and Desktop Support ..... CG, EM, SC
Computer Hardware and Network Support ..... SC
Computer Information Systems ..... CG, GC, GW, PC, SC, SM
Computer Information Technology ..... PV
Computer Networking Technology ..... PV
Computer Programming ..... MC
Computer Systems Maintenance ..... PV
Computer Technology ..... RS
Computer Usage and Applications, Advanced ..... RS
Database Development ..... SC
Desktop Publishing ..... EM
Engineering Technology ..... CG, GC
Game Technology ..... GW, MC
Geographic Information Systems ..... MC
Information Security ..... GC
Information Security Administration ..... GC
Information Security Technology ..... GC
Information Security Wireless Networks ..... GC
Information Technology ..... CG
Information Technology Support ..... SM
Information Technology: Cisco Networking Professional ..... SM
Information Technology: Network Security ..... SM
Information Technology: Network Server ..... SM
Information Technology: Web and Graphic Design ..... SM
Linux Associate ..... CG, EM, GC, MC

Linux Networking Administration ..... EM, GC, MC
Linux Professional ..... CG, EM, GC, MC, PV
Microcomputer Applications ..... GC
(See also Office Occupations section)
Microcomputer Applications: Office Specialist/Core Level ..... CG
(See also Office Occupations section)
Microcomputer Applications: Office Specialist/Expert Level ..... CG
(See also Office Occupations section)
Microcomputer Business Applications ..... CG, GC
(See also Office Occupations section)
Microsoft Database Administration ..... CG
Microsoft Desktop Support Technology ..... CG, EM, GC, MC, PV
Microsoft Networking Technology ..... EM, GC, GW, PV
Microsoft Product Specialist ..... CG, EM, GC, GW, PV
Microsoft Applications Development ..... MC, PV,
Microsoft Systems Administration ..... EM, GC, PV
Microsoft Systems Engineer ..... EM, GC, GW, PV
Multimedia and Business Technology ..... MC
Network Administration ..... SC
Network Administration:
- Cisco Network Associate ..... MC
- Cisco Network Professional ..... MC
- Microsoft Windows ..... MC

Networking: Design and System Support ..... RS
Networking Administration: Cisco ..... CG, EM, GC, GW, SM
Networking System Administration ..... MC
Networking Technology: Cisco ..... CG, EM, GC, GW
Oracle Database Administration ..... EM
Oracle Database Operations ..... CG
Personal Computer Applications ..... SC
Programming ..... RS
Programming and System Analysis ..... CG, EM, GC, MC, PC, PV, SC, SM
Software Development ..... SC
Web Design ..... GC, PV
Web Design ..... EM, PC, SC
Web Design: User Interface ..... RS
Web Designer ..... MC
Web Designer, Advanced ..... MC
Web Developer ..... EM, GC, GW, MC, PC, PV
Web Development ..... SC
Web Server Administrator ..... MC
Web Technology ..... MC

Media Technology

Animation ..... GC
Comic and Sequential Art ..... PC
Digital Arts ..... MC
Digital Arts: Digital Illustration ..... MC
Digital Arts: Digital Photography ..... MC
Digital Arts: Graphic Design ..... MC
Digital Arts: Web Design ..... PC
Digital Photography ..... PC
eLearning Design Specialist ..... RS
Game Technology ..... GW, MC
Graphic Design ..... GC
Media Arts: Computer Art/Illustration ..... CG, PC
Media Arts: Desktop Publishing ..... PC
Media Arts: Digital Animation ..... PC
Media Arts: Digital Imaging ..... CG, PC
Media Arts: Web Design ..... PC
Motion Picture/Television Production ..... SC
- Broadcast Production ..... SC
- Editing ..... SC
- Film Analysis and Criticism ..... SC
- Film Production ..... SC
- Screenwriting ..... SC

Multimedia ..... GC
Multimedia Technoogy ..... MC
Technical Theatre ..... MC, PC, PV, SC
Video Production Technology ..... GC
Web Publishing Design: Design and Authoring ..... GC
Web Publishing Design: Foundation ..... GC

Manufacturing

Drafting Technology

Automated Manufacturing Systems ..... CG
Basic CAD ..... GC
CAD/CAM/CNC Level I and II ..... MC
CAD Application ..... GC
CAD Technology ..... GC
CAD-BIM Technology ..... PC
Computer Aided Drafting ..... MC
Computer Aided Design and Drafting CADD Level I ..... MC
Computer Aided Drafting CADD Level II ..... MC
Electro/Mechanical Drafting ..... MC
Electromechanical Manufacturing Technology ..... MC
Industrial Design Technology ..... GW
Industrial Design Technology: Design Specialist: Solid Works ..... GW
Machining Level I and II ..... MC
Machining and Product Development Technology ..... MC
Manufacturing Engineering Technology ..... MC
Manufacturing Management ..... MC
Manufacturing Welding ..... MC
Manufacturing Productivity ..... GW
Mechanical Drafting ..... MC
Micro Circuit Mask Design ..... MC
Microcomputer Servicing ..... GC
Production Technology ..... GW
Public Works Leadership ..... EM
Truck Trailer Driving ..... GC

Electronics/Electrical Technology

Automation Technology: Level I ..... EM, GW, MC
Automation Technology: Levels II and III ..... GW
Computer and Networking Technology ..... GC
Electric Utility Technology ..... CG
Electric Utility Design Technology ..... CG
Electrical Technology ..... GW
Electromechanical Automation Technology ..... MC
Electronics Engineering Technology ..... MC
Electronics Manufacturing Technology ..... GC
Electronics Technology ..... MC
Meter Technology ..... CG
Network Maintenance ..... GC
Telecommunications Technology ..... SM
Workforce Development: Electrical Level I & II ..... RS

Engineering

Surveying Technology ..... PC

Welding Technology

Welding ..... MC
(See also Manufacturing section)

Marketing, Sales and Service

Marketing

Marketing ..... MC, PC, SC
Marketing Level I and II ..... PC
Salesmanship ..... MC

Law, Public Safety, Corrections, and Security

Administration of Justice

Administration of Justice ..... EM, GC, PC, PV
Administration of Justice - Comprehensive ..... PC
Administration of Justice - Fundamentals ..... PC
Administration of Justice Studies ..... CG, MC, SC
Corrections (Advanced and Basic) ..... RS
Crime and Accident Scene Photography ..... PC, SC
Crime and Intelligence Analysis ..... CG
Crime Scene Investigation ..... PC, SC
Crime Scene Technology ..... PC, SC
Detention Services ..... RS
Evidence Technology ..... EM, PC
Fingerprint Classification and Identification ..... PC, SC
Forensic Investigation ..... MC

Forensic Science: Crime Lab....SC
Forensic Science....CG
Forensic Technology....PC
Global Citizenship....MC
Homeland Security....CG
Information Security Forensics....GC
Judicial Studies....MC
Justice/Government Agency Admin. Levels I & II....MC
Justice Studies....CG, MC, SC
Law Enforcement....SC
Law Enforcement Field Training....RS
Law Enforcement Investigator....GC
Law Enforcement Technology....RS
Law Enforcement Training Academy....CG, GC
Legal Studies....MC
Paralegal....RS
Police Academy Preparation: Level I....SC
Police Science....MC, SC
Police Supervision....GC
Public Safety Technology....RS
Victimology....MC

Emergency Medical Technology

Advanced Emergency Medical Technology (Paramedic)....GC, MC, PC, PV, SC
Basic Emergency Medical Technology....GC, MC, PC, PV, SC
Community Emergency Response Team (CERT): Level I....PC
Emergency Communications and Deployment....PC
Intermediate Emergency Medical Technology....MC, PC

(See also Allied Health section)

Paramedicine....MC
Secondary Basic Emergency Medical Technology....PC

Fire Science

Basic Firefighter....EM, MC, PV
Driver Operator....MC
Emergency Management....GC, MC, PV, SM
Emergency Response and Operations....CG, EM, GC, MC, PC, PV, RS, SC
Fire Academy....GC, SC
Fire Officer Leadership....CG, EM, GC, MC, PC, PV, SC
Fire Science....CG, GC, PC, PV, RS, SC
Fire Science Technology....EM, GC, PV, SC
Firefighter Operations....CG, EM, GC, MC, PC, PV, SC
Hazardous Materials Response....PC

Science, Technology, Engineering and Mathematics

AGEC S

Transportation, Distribution, and Logistics

Automotive Technology

Air Conditioning....MC
Air Conditioning and Electrical Accessories....GW
Automotive Chassis....GC
Automotive Drive Trains....GW
Automotive Electrical Systems....MC
Automotive Engines and Drive Trains....GC
Automotive Engine Performance Diagnosis & Air Conditioning....GC
Automotive Performance Technology....MC
Automotive Suspension, Steering and Brakes....GW
Automotive Technology....GC, GW
Brakes, Alignment, Suspension and Steering....MC
Caterpillar Technician Training....MC
Engine Performance and Diagnosis....GW, MC
Transmissions and Power Trains....MC
Workforce Development: Auto Technology Level I & II....RS

Maricopa Skill Center Areas/Programs/Certificates

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 East Buckeye Road, Phoenix, AZ. The more than 200 courses and 60 noncredit programs at Maricopa Skill Center certificates are open-entry/open-exit and self-paced. Several programs hold credit articulation agreements with ASU and GateWay Community College and most programs culminate in leading industry certifications.

Accounting
Administrative Assistant
Auto Body
Automation Technology
Computer Aided Drafting
Computer Repair and Networking
Construction Trades
Cosmetology
Culinary Arts
Customer Service
Industrial Spray Painter
Informaton Processor & Data Entry
Machine Trades
Meat Cutter
Medical Assistant
Nursing
Online/Hybrid Delivery Programs
Printing
Soldering
Travel & Tourism
Welding

SouthWest Skill Center at EMCC Certificates

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 programs are listed below and reference any certificate issued by that program.

Distribution Logistics Technician Program
Certified Distribution Logistics Technician (2/2008)

Emergency Medical Technology Program
Emergency Medical Technician (1/2008)

Medical Assistant Program
Medical Assistant Front Office/Back Office
Medical Assistant Front Office
Medical Assistant Back Office
Medical Billing and Coding
Phlebotomy

Nursing Programs
Nurse Assistant Program
Practical Nurse Program

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Crime Scene Investigation 95
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Retail Management and Marketing 105
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Strength and Conditioning Personal Trainer 128
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Web Design 112
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(+) indicates course prerequisites/corequisites (++) indicates any module

ACCOUNTING ACC

Business Division Office **AP 237A** **480.423.6253**

Certificate of Completion in Bookkeeping (27 credits)

Students can earn a Certificate of Completion in Bookkeeping. Please see page 104 for detailed information on the required coursework.

AAS in General Business (61-63 credits)

Students can earn an AAS degree in General Business with a specialization in Accounting. Please see page 103, "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, crime scene processing, forensic science 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 (see page 97).

In addition, an AAS degree is offered in Forensic Science: Crime Lab and Certificates of Completion are offered in Crime Scene Investigation, Crime Scene Technology, Crime and Accident Scene Photography, Fingerprint Classification and Identification, Justice Studies, and Police Academy Preparation (Level I).

Crime Scene Investigation

Certificate of Completion - CCL 5490 (Shared) 16-18 credits

Description: The Certificate of Completion in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16-18 credits

AJS215	Criminalistics: Physical Evidence (3) **OR**	
AJS219	Crime Scene Technology: Physical Evidence (3) **OR**	
FOR105	Forensic Science: Physical Evidence (4)	3-4
AJS216	Criminalistics: Biological Evidence (3) **OR**	
FOR106	Forensic Science: Biological Evidence (4)	3-4
AJS/FOR223	Forensic Pathology: Death Investigation	3
AJS243	Crime Scene Reconstruction	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Crime Scene Technology

Certificate of Completion - CCL 5753 (Shared) 16-18 credits

Description: The Certificate of Completion in Crime Scene Technology prepares students for careers as police or civilian crime scene technicians. The program provides comprehensive instruction in crime scene photography, fingerprint classification and processing, crime scene search techniques, chemical processing of evidence, packaging evidence, and related skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16-18 credits

AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS216	Criminalistics: Biological Evidence (3) **OR**	
FOR106	Forensic Science: Biological Evidence (4)	3-4
AJS215	Criminalistics: Physical Evidence (3) **OR**	
AJS219	Crime Scene Technology: Physical Evidence (3) **OR**	
FOR105	Forensic Science: Physical Evidence (4)	3-4
AJS242	Crime Scene Processing	3
AJS290BN	Courtroom Testimony Seminar	1

(+) indicates course prerequisites/corequisites (++) indicates any module

Crime and Accident Scene Photography

Certificate of Completion - CCL 5012 (Shared)
10 credits

Description: The Certificate of Completion (CCL) in Crime and Accident Scene Photography program is designed to prepare students for entry level positions in the field of crime and accident scene photography. Additional courses in the field of forensic technology can be taken to complete other programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10 credits

AJS101	Introduction to Criminal Justice	3
AJS214	Evidence Technology/Photography (3) **OR**	
AJS241	Police Photography (3)	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Fingerprint Classification and Identification

Certificate of Completion - CCL 5010 (Shared)
10 credits

Description: The Certificate of Completion (CCL) in Fingerprint Classification and Identification program is designed to prepare students for entry level positions in the field of fingerprint classification and identification. Additional options are available in the field of forensic technology.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10 credits

AJS101	Introduction to Criminal Justice	3
AJS213	Evidence Technology/Fingerprints	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Justice Studies

Certificate of Completion - CCL 5861
15 credits

Description: 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.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 15 credits

AJS101	Introduction to Criminal Justice	3
AJS119	Computer Applications in Justice Studies	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS275	Criminal Investigation I	3

Police Academy Preparation, Level I

Certificate of Completion - CCL 5370
21 credits

Description: The Maricopa Community College District in conjunction with the Arizona Peace Officer Standards and Training (POST) Board, which has statutory responsibility for law enforcement officer training in Arizona has established the Police Academy Preparation (PAP) Certificate of Completion (CCL) program. This certificate program permits students to fulfill a portion of their Academy studies at a community college.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:

1. The person shall be a United States Citizen.
2. The person shall be at least twenty-one years of age, except that a person may attend an academy if he will be twenty-one prior to graduating.
3. The person shall be a high school graduate or have successfully completed a General Education Development (G.E.D) examination.
4. The person's background shall meet the standards of Arizona Post Rule R13-4-106.
5. The person shall be able to successfully complete a medical examination which meets the standards of Section R13-4-107.
6. The person shall have not been convicted of a felony or any offense that would be a felony if committed in Arizona.
7. The person shall not have been dishonorably discharged from the United States Armed Forces.
8. The person shall not have been previously denied certified status, revoked or have his current certified status under suspension pursuant to Section R13-4-109.

(+) indicates course prerequisites/corequisites (++) indicates any module

9. The person shall not have illegally sold, produced, cultivated, or transported marijuana for sale.
10. The person shall not have illegally used marijuana for any purpose within the past three years.
11. The person shall never have illegally used marijuana other than for experimentation.
12. The person shall never have illegally used marijuana while employed or appointed as a peace officer.
13. The person shall not have illegally sold, produced, cultivated, or transported for sale, any dangerous drugs or narcotics, other than marijuana.
14. The person shall not have illegally used dangerous drugs or narcotics, other than marijuana, for any purpose in the past seven years.
15. The person shall never have illegally used dangerous drugs or narcotics, other than for experimentation.
16. The person shall never have illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
17. The person shall not have a pattern of abuse of prescription medication.
18. The person shall be able to successfully pass a Board-approved drug screening test, or polygraph examination, which polygraph examination relates to the provisions of subsection (A) (9-17).

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

Administration of Justice Studies

Associate in Applied Science - AAS 3396
61-63 credits

Description: The Associate in Applied Science (AAS) in Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement 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 foundation 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 (AAS) in Administration of Justice Studies.

A Certificate of Completion in Police Academy Preparation has been incorporated within the Administration of Justice Studies program. The Maricopa Community College District in conjunction with the Arizona Peace Officer Standards and Training (POST) Board, which has statutory responsibility for law enforcement officer training in Arizona, has established the Police Academy Preparation program. This program allows students to fulfill a portion of their Academy studies at a community college.

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

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 degree in Justice Studies, completion of the certificate will provide an area of specialization within their degree program. Certificates of Completion in Law Enforcement and Law Enforcement Supervision are also available within the program which allows the student to specialize in this area of Justice Studies.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 credits

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS260	Procedural Criminal Law	3

Restricted Electives: 21 credits

Students may select any combination of AJS+++++ or JUD+++++ courses listed in the college catalog including any AJS Certificates of Completion offered at Scottsdale Community College, except courses used to satisfy Required Courses and General Education areas.

(+) indicates course prerequisites (++) indicates any module

General Education Requirements: 22-24 credits

CORE: 15-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

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

COM100AA Intro to Human Communication Part I (1) **AND**
COM100AB Intro to Human Communication Part II (1) **AND**
COM100AC Intro to Human Communication Part III (1) **OR**

COM225 Public Speaking (3) 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment 0-3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

AJS123 Ethics and the Administration of Justice 3

Social and Behavioral Sciences

Met by AJS101 in the Required Courses area 0

Natural Sciences

Any approved general education course in Natural Sciences area 4

Forensic Science: Crime Lab

Associate in Applied Science - AAS 3041
60-65 credits

Description: The Associate of Applied Science (AAS) in Forensic Science: Crime Lab prepares students for employment in forensic crime labs as assistants to crime lab criminalists and provides the first half of a four-year undergraduate program of study designed to prepare students as crime lab criminalists. The program combines crime scene technology and criminal justice courses with general education courses and additional math, physics and chemistry courses.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 33-34 credits

AJS101 Introduction to Criminal Justice 3
AJS123 Ethics and the Administration of Justice 3
AJS216 Criminalistics: Biological Evidence 3

AJS215 Criminalistics: Physical Evidence (3) **OR**
AJS219 Crime Scene Technology: Physical Evidence (3) **OR**
FOR105 Forensic Science: Physical Evidence (4) 3-4

AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1
+ PHY111 General Physics I 4
+ PHY112 General Physics II 4
+ CHM151 General Chemistry I 3
+ CHM151LL General Chemistry I Laboratory 1
+ CHM154 General Chemistry II with Qualitative Analysis 3
+ CHM154LL General Chemistry II w/Qualitative Analysis Laboratory 2

Restricted Electives: 12-14 credits

+ CHM130 Fundamental Chemistry 3
+ CHM130LL Fundamental Chemistry Laboratory 1
+ MAT120 Intermediate Algebra (5) **OR**
+ MAT121 Intermediate Algebra (4) **OR**
+ MAT122 Intermediate Algebra (3) 3-5
+ MAT150 College Algebra/Functions (5) **OR**
+ MAT151 College Algebra/Functions (4) **OR**
+ MAT152 College Algebra/Functions (3) 3-5
Any AJS, BIO, CHM, MAT or Foreign Language Courses 1-12
Recommended courses include AJS213, AJS214, AJS223, AJS242, BIO181/182, or CHM235/235LL.

General Education Requirements: 15-17 credits

CORE: 15-17 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication

COM225 Public Speaking 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
Equivalent by assessment 3

Mathematics

+ MAT182 Trigonometry (3) **OR**
+ MAT187 Precalculus (5) 3-5

DISTRIBUTION: 0 credits

Humanities and Fine Arts

Met by AJS123 in Required Courses area 0

Social and Behavioral Sciences

Met by AJS101 in the Required Courses area 0

Natural Sciences

Met by PHY111 or PHY112 or CHM151/151LL **OR**
CHM154/154LL in the Required Courses area 0

AMERICAN INDIAN ARTS INSTITUTE (AIAI) ART

Art Department Office	**AB 112**	**480.423.6344**
Fine Arts Division Office	**MB 139**	**480.423.6328**

American Indian Arts Institute (AIAI) is a program of study at SCC. Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community (SRPMIC) and wishes, in conjunction with the Community, to develop a year-round American Indian Cultural Center, with a focus on American Indian students and American Indian art instructors.

At present classes vary depending on instructor availability. Art Beyond the Classroom is offered only in the summer months and travels to Australia and New Zealand for cultural arts exchange. SRPMIC students are given first consideration for filling classes. American Indian students of any other nation as well as non-American Indians of high school age or older are welcome to apply to any or all of our classes.

(+) indicates course prerequisites/corequisites (++) indicates any module

ARCHITECTURAL TECHNOLOGY (Computer-Aided Drafting) ARC

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, print reading, construction or code classes to enhance specific skills.

NOTE: Effective Fall 2006, course prefixes, numbers, and titles for Architectural Technology/CAD were changed from the DFT prefix to ARC. Contact Myron Brower (480) 423-6229 or Michael Kuzmik (480) 423-6293 with questions or to set an appointment for advisement.

Description: Computer Aided Drafting (CAD) using AutoCAD software forms the core of the AAS (Associate in Applied Science) and the Certificate of Completion (CCL) programs in Architectural Technology. These programs are designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a CAD operator in Architectural or Interior Design offices; Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects' offices or related fields.

Competency-based course work builds on residential and commercial plans developed in introductory courses progressing to a set of Architectural working drawings. Drafting courses are grouped and sequenced by specific drawing types. This allows detailed study and analysis of the theory, standards, and decision-making processes influencing the development of drawings as well as the interrelationships among various types of drawings in the finished set.

Students will work individually and in teams in a professional environment and will develop drawings, which incorporate typical design industry conventions and methods, code requirements, and local construction techniques. Lessons are real world based and are designed to teach responsible problem solving, building from one situation or set of conditions to the next as students create professional quality working drawings.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Architectural Technology

Certificate of Completion - CCL 5708
30 credits

Required Courses: 30 credits

	ARC121	Introduction to Architectural Drafting: Manual	3
	ARC141	Architectural CAD I: Introduction	3
+	ARC142	Architectural CAD II: Plans and Elevations	3
	ARC146	Architectural Print Reading	3
	ARC148	Methods and Materials of Construction	3
+	ARC243	Architectural CAD III: Site Plans and Sections	3
+	ARC244	Architectural CAD IV: Structural Systems	3
+	ARC245	Architectural CAD V: Mechanical and Electrical Systems	3
+	ARC270	Architectural Technology Synthesis	3
	BLT263AK	Building Codes: IBC	3

Architectural Technology

Associate in Applied Science - AAS 3708
65-67 credits

Required Courses: 30 credits

	ARC121	Introduction to Architectural Drafting: Manual	3
	ARC141	Architectural CAD I: Introduction	3
+	ARC142	Architectural CAD II: Plans and Elevations	3
	ARC146	Architectural Print Reading	3
	ARC148	Methods and Materials of Construction	3
+	ARC243	Architectural CAD III: Site Plans and Sections	3
+	ARC244	Architectural CAD IV: Structural Systems	3
+	ARC245	Architectural CAD V: Mechanical and Electrical Systems	3
+	ARC270	Architectural Technology Synthesis	3
	BLT263AK	Building Codes: IBC	3

Restricted Electives: 11 credits

+	ARC+++++	Any ARC Architecture courses	1-9
+	ARC296++	Cooperative Education (any suffixed courses)	1-4
	ARH100	Introduction to Art	3
	ART111	Drawing I	3
	BLT263AL	Building Codes: IRC	3
+	CAD+++++	Any CAD Computer-Aided Drafting courses	1-6
	CIS/BPC+++	Any Windows/Internet/Word Processing course	1-3
+	DFT+++++	Any DFT Drafting Technology courses	1-6
	INT115	Historical Architecture and Furniture	3
	INT120	Modern Architecture and Furniture	3

General Education Requirements: 24-26 credits

CORE: 15-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment....3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 9 credits

Humanities and Fine Arts

Any approved general education course in Humanities/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.)

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ...3

Natural Sciences

Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

BUILDING SAFETY TECHNOLOGY — BLT

Applied Sciences Division Office — **AP 237B** — **480.423.6599**
Program Director, Myron Brower — **AP 227** — **480.423.6229**

Building Safety Technology

Certificate of Completion - CCL 5442
30 credits

Description: The Certificate of Completion (CCL) in Building Safety Technology program focuses on construction codes, building inspection, and construction methods and materials, and is designed to meet the needs of personnel employed in city plan review and inspection departments, as well as of individuals working in the building trades. An Associate in Applied Science (AAS) in Building Safety Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

	ARC121	Introduction to Architectural Drafting: Manual....3
	ARC146	Architectural Print Reading....3
	ARC148	Methods and Materials of Construction....3
	BLT120	Techniques of Building Inspection....3
	BLT121	Electrical Codes....3
	BLT127	Plumbing Codes....3
	BLT128	Mechanical Codes....3
*	BLT142	Green Building Codes, Standards and Rating Systems....3
	BLT263AK	Building Codes: IBC....3
	BLT263AL	Building Codes: IRC....3

Building Safety Technology

Associate in Applied Science - AAS 3432
61-66 credits

Description: The Associate in Applied Science (AAS) in Building Safety Technology program focuses on construction codes, building inspection, and construction methods and materials, and is designed to meet the needs of personnel employed in city plan review and inspection departments, as well as of individuals working in the building trades. A Certificate of Completion (CCL) in Building Safety Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

	ARC121	Introduction to Architectural Drafting: Manual....3
	ARC146	Architectural Print Reading....3
	ARC148	Methods and Materials of Construction....3
	BLT120	Techniques of Building Inspection....3
	BLT121	Electrical Codes....3
	BLT127	Plumbing Codes....3
	BLT128	Mechanical Codes....3
*	BLT142	Green Building Codes, Standards and Rating Systems....3
	BLT263AK	Building Codes: IBC....3
	BLT263AL	Building Codes: IRC....3

Restricted Electives: 9 credits

	ARC141	Architectural CAD I: Introduction....3
+	ARC142	Architectural CAD II: Plans and Elevations....3
+	ARC246	Architectural CAD VI: Construction Details....3
	BLT124	Designing for the Americans with Disabilities Act (ADA)..3
+	BLT296WC	Cooperative Education....3
	CIS121AE	Windows Operating System: Level I....1
	CIS133AA	Internet/Web Development Level I-A....1
	GCU102	Intro to Human Geography....3
	GTC122	Building Materials....3
	MGT101	Techniques of Supervision....3
	MGT126	Customer Service Skills and Strategies....3
	MGT251	Human Relations in Business....3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area....6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment....0-3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area....3

Natural Sciences

Any approved general education course in Natural Sciences area....4

*Note: Effective Summer 2011 term, the required course BLT140 was replaced by BLT142. Catalog corrected on 9/28/2011.

(+) indicates course prerequisites/corequisites (++) indicates any module

BUSINESS (FASTRACK)

For program information, contact Michelle Rose at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com**.**

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

Program features include:

- Hands-on activities and projects in accelerated five-week formats.
- Two convenient course delivery options: on campus and online.
- 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.

On campus, 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.

Fastrack classes begin every few weeks.

How online works:

1. Assignments are posted online for convenient access 24/7.
2. Asynchronous learning, no specified "meeting" times. Log on from home, work, or on the road.
3. Weekly assignments due every Monday by noon.
4. Students and instructors communicate and exchange assignments via email.
5. Cautions:
   - Due to the accelerated nature of these classes, students without strong time management, reading, computer and Internet skills should consider the instructor-led program. **Take the online skills quiz!**
   - Students may only withdraw within the first two weeks of each five-week class. Refund requests must be received by the Admissions Office within three calendar days including the start date.

Prerequisites and Success Factors by Delivery Type

Criteria	On-campus	Online
Reading: Ability to review, understand, and follow **multiple** sets of written instructions.	X	X
Reading: Ability to read, understand, and accurately apply terms and concepts from course materials.	X	X
Very good organizational and time management skills.	X	X
Must feel comfortable in a self-directed learning environment.		X
Very good computer skills.	X	X
Internet skills including, but not limited to: sending emails with attachments, basic browser and software troubleshooting, and file management.		X
Microsoft Office software is used in all classes. (Office 2000 or better preferred. Office '97 at a minimum, Mac Office 2000.)	X	X
Reliable internet connection.		X
Two+ years of full-time work experience.	X	X

(+) indicates course prerequisites/corequisites (++) indicates any module

Business (FASTRACK)

Certificate of Completion - CCL 5152
33 credits

Description: The one-year Business "Fastrack" Certificate of Completion (CCL) 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 learning activities and projects in an accelerated five-week format. In-person classes meet once per week for four hours with study groups obliged to meet extensively outside of the classroom as prescribed by course/module requirements. Classes will be limited to a maximum of 20 students. The program also features an Internet component in which the courses are self-paced. Students have a maximum of eight weeks to complete each course. 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/prospective employers.

A Business (FASTRACK) AAS Degree Program is also available. This program contains all of the features of the Certificate with the addition of comprehensive general education requirements. Prerequisites of program/s include a minimum of two years of employment and/or current employment and permission of the department/division. Corequisites include appropriate BPC modules (3) or equivalent by assessment.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Minimum of two years of full-time employment, permission of Department/Division, and basic computer skills. (See prerequisite and success matrix on page 101.)

Program Prerequisites: None

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 and Operating a Small Business (3) 3
	MKT210	Applied Marketing Strategies 3

Business (FASTRACK)

Associate in Applied Science - AAS 3780
64-66 credits

Description: The Associate in Applied Science (AAS) in Business (FASTRACK) 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 learning activities and projects in an accelerated five-week format. In-person classes meet once per week for four hours with study groups obliged to meet extensively outside of the classroom as prescribed by course/module requirements. Classes will be limited to a maximum of 20 students. The program also features an Internet component in which the courses are self-paced. Students have a maximum of eight weeks to complete each course. 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/prospective employers.

A Business (FASTRACK) Certificate is also available to students. This certificate contains all of the features of the AAS, but does not include a general education component. Prerequisites of the program include/s a minimum of two years of employment and/or current employment and permission of the department/division. Corequisites include appropriate BPC modules (3) or equivalent by assessment.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Minimum of two years of full-time employment, permission of Department/Division, and basic computer skills. (See prerequisite and success matrix on page 101.)

Program Prerequisites: None

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 and Operating a Small Business (3) 3
	MKT210	Applied Marketing Strategies 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Restricted Electives: 3 credits

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

General Education 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**
COM110 Interpersonal Communication (3) **OR**
+ COM225 Public Speaking (3) **OR**
COM230 Small Group Communication (3) 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment 3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area (HUM205 is recommended.) 3

Social and Behavioral Sciences

ECN211 Macroeconomic Principles (3) **OR**
ECN212 Microeconomic Principles (3) **OR**
PSY101 Introduction to Psychology (3) **OR**
SOC101 Introduction to Sociology (3) 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

For program information, contact Michelle Rose at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com.

BUSINESS GBS

Business Division Office **AP 237A** **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 campus and East, University of Phoenix, and Western International University.

General Business

Associate in Applied Science - AAS 3148 (Shared) 61-63 credits

Description: The Associate in Applied Science (AAS) in General Business program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum n business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution.

In addition to the AAS degree, SCC also offers Certificates of Completion in Bookkeeping, Management, Marketing, Retail Management and Marketing, and Small Business Management.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:

+ CRE101 College Critical Reading (3) **OR** Equivalent by assessment 3

Required Courses: 21 credits

ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3

GBS110 Human Relations in Business and Industry (3) **OR**
MGT175 Business Organization and Management (3) **OR**
MGT251 Human Relations in Business (3) 3

GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
+ GBS233 Business Communication 3
MKT271 Principles of Marketing 3

Restricted Electives: 18 credits

Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Courses area.

ACC+++++ Any ACC Accounting prefixed course(s) not listed under Required Courses area 1-18
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA Internet/Web Development Level I 3
GBS+++++ Any GBS General Business prefixed course(s) not listed under Required Courses area 1-18

(+) indicates course prerequisites/corequisites (++) indicates any module

IBS+++++	Any IBS International Business course(s)	1-18
MGT+++++	Any MGT Management prefixed course(s) not listed under Required Courses area	1-18
MKT+++++	Any MKT Marketing prefixed course(s) not listed under Required Courses area	1-18
REA+++++	Any REA Real Estate course(s)	1-18
SBS+++++	Any SBS Small Business Management course(s)	1-18

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

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

Critical Reading

Met by CRE101 in Program Prerequisites area 0

Mathematics

+ MAT120	Intermediate Algebra (5) **OR**	
+ MAT121	Intermediate Algebra (4) **OR**	
+ MAT122	Intermediate Algebra (3)	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area.....3

Social and Behavioral Sciences

ECN211	Macroeconmic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
SBU200	Society and Business (3)	3

Natural Sciences

Any approved general education course in Natural Sciences area 4

Bookkeeping

Certificate of Completion - CCL 5157
27 credits

Description: There are a large number of relatively well-paid job opportunities for people who have basic bookkeeping skills. The Certificate of Completion (CCL) in Bookkeeping prepares students to work for CPA firms, corporate accounting departments and small businesses. People with work experience and the skills developed in this program would also be able to operate their small bookkeeping businesses.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (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

Management

Certificate of Completion - CCL 5050
30 credits

Description: The Business 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. An Associate in Applied Science (AAS) in Business features four areas of specialization in addition to a core of required courses. Students must choose one of the specialization areas to complete their program of study. The Certificate of Completion (CCL) in Management is one of five certificates available within the program. Certificates of Completion in Bookkeeping, Marketing, Retail Management and Marketing, and Small Business Management.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

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

(+) indicates course prerequisites/corequisites (++) indicates any module

Marketing

Certificate of Completion - CCL 5116
39 credits

Description: The Certificate of Completion (CCL) in Marketing is designed for students preparing for entry-level positions in marketing and who plan to attend college for one year only.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

+	ENG101	First-Year Composition (3) **OR** permission of the Program Director 3

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

Retail Management and Marketing

Certificate of Completion - CCL 5517
30 credits

Description: The Certificate of Completion (CCL) in Retail Management and Marketing is designed to train students for careers in the retail clothing business: selling, merchandising and buying. The program requirements include components of management, communications, merchandise presentation, and small business development. An Associate in Applied Science (AAS) in Business with a specialization in Retail Management and Marketing is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Required Courses: 30 credits

	GBS120	Workplace Communication Skills (3) **OR**
+	GBS233	Business Communication (3) 3
	GBS131	Business Calculations 3
	MGT101	Techniques of Supervision 3
	MGT253	Owning and Operating a Small Business 3
	MKT/TEC109	Introduction to Fashion Merchandising 3
	MKT/TEC151	Display and Visual Merchandising 3
	MKT/TEC200	Retail Buying 3
	MKT267	Principles of Salesmanship 3
	MKT268	Merchandising 3
	MKT210	Applied Marketing Strategies (3) **OR**
	MKT271	Principles of Marketing (3) 3

Small Business Management

Certificate of Completion - CCL 5518
24-25 credits

Description: The Certificate of Completion (CCL) in Small Business Management is designed to prepare students to start up, organize and manage a small business operation. Areas of emphasis include effective management, utilization of resources, development of customer service culture, and marketing. An Associate of Applied Science (AAS) in Business with a specialization in Small Business Management is also available.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 23 credits

	GBS120	Workplace Communication Skills 3
	GBS205	Legal, Ethical, and Regulatory Issues in Business 3
	MGT109	Development of Professional Skills and Standards 3
	MGT251	Human Relations in Business 3
	SBS200	Small Business Operations 2
	SBS202	Small Business Bookkeeping and Tax Preparation 1
	SBS203	Financing and Cash Management for a Small Business 1
	SBS204	Small Business Marketing and Advertising 2
	SBS213	Hiring and Managing Employees 1
	SBS214	Small Business Customer Relations 1
	SBS218	Establishing an Import/Export Business 1
	SBS220	Internet Marketing for Small Business 2

Restricted Electives: 1-2 credits

	SBS+++++	Any SBS Small Business Management course(s) 1-2

For more information on the Small Business Management program, contact Michelle Rose at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com

(+) indicates course prerequisites/corequisites (++) indicates any module

BUSINESS-PERSONAL COMPUTERS BPC

Business Division Office AP 237A 480.423.6253
Program Director, Sheila Brandt CM 406 480.423.6256

ALSO SEE: Computer Hardware/Network Support, page 106
Computer Information Systems, page 107
Network Administration, page 109
Office Automation Systems, page 151
Programming and System Analysis, page 110
Web Design, page 112
Web Development, page 113

Personal Computer Applications

Certificate of Completion - CCL 5624
30 credits

Description: The Certificate of Completion (CCL) in Personal Computer Applications is designed to provide computer skills in the areas of word processing, spreadsheets, database management, operating systems, and other software. Additional areas of study include English, mathematics, and systems analysis and design. 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.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 credits

	BPC110	Computer Usage and Applications	3
	BPC111AA	Computer Keyboarding I	1
	BPC/OAS135DK	Any Word Processing DD or DK module	2
+	BPC/OAS235DK	Any Advanced Word Processing DD or DK module	2
	CIS114AE	Excel: Level I	1
+	CIS114BE	Excel: Level II	1
	CIS117DM	Microsoft Access: Database Management	3
	CIS118AB	PowerPoint: Level I	1
	CIS121AB	Microsoft Command Line Operations	1
	CIS121AE	Windows Operating System: Level I	1
	CIS133DA	Internet/Web Development Level I	3

Restricted Electives: 12 credits

+	ACC115	Computerized Accounting	2
	BPC125	Microcomputer Set Up and Maintenance	1
	CIS120DB	Computer Graphics: Adobe Illustrator	3
	CIS120DC	Flash: Digital Animation	3
	CIS120DF	Computer Graphics: Adobe Photoshop	3
+	CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
+	CIS233DA	Internet/Web Development Level II	3
+	CIS2++++	Any 200-level Computer Information System course	1-3

COMPUTER INFORMATION SYSTEMS CIS

Computer Information Systems Programs

Business Division Office AP 237A 480.423.6253
Program Director, Sheila Brandt CM 406 480.423.6256

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.

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare to take examinations for MCAS (Microsoft Certified Application Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

ALSO SEE: Network Administration, page 109
Web Design/Development, pages 112-113

Computer Hardware and Network Support

Certificate of Completion - CCL 5909
23 credits

Description: The Certificate of Completion (CCL) 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. As computer and telecommunications technologies become more complex, customer service/technical support is becoming increasingly important. Companies desire to hire highly qualified and motivated individuals in this expanding field.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 23 credits

+	BPC170	Computer Maintenance I: A+ Essentials Prep	3
+	BPC270	Computer Maintenance II: A+ Technician Prep	3
	CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
	CIS105	Survey of Computer Information Systems	3
	CIS121AB	Microsoft Command Line Operations	1
	CIS126DA	UNIX Operating System (3) **OR**	
	CIS126DL	Linus Operating System (3)	3

(+) indicates course prerequisites/corequisites (++) indicates any module

+ CIS190	Introduction to Local Area Networks (3) **OR**	
MST140	Microsoft Networking Essentials (3)	3
+ CIS296WC	Cooperative Education (3) **OR**	
+ CIS298AC	Special Projects (3)	3
+ MST150	Microsoft Windows Professionals	3

Database Development

Certificate of Completion - CCL 5083
27 credits

Description: The Certificate of Completion (CCL) in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques and database creation.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 credits

CIS117DM	Microsoft Access: Database Management	3
+ 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) **OR**	
+ CIS162AD	C#: Level I (3)	3
+ CIS164AB	Oracle: Developer PL/SQL Programming (3) **OR**	
+ CIS276DA	MySQL Database (3) **OR**	
+ CIS276DB	SQL Server Database (3)	3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**	
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) (3).	3
+ CIS225AB	Object-Oriented Analysis and Design	3

Software Development

Certificate of Completion - CCL 5084
33 credits

Description: The Certificate of Completion (CCL) in Software Development prepares students for entry-level positions in software development. Students will be able to develop and maintain software applications including those needed for corporate web systems using interactive applications. Students will be able to write programs to interact with a corporate database using client-server and web-based technologies.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

CIS105	Survey of Computer Information Systems (3) **OR** permission of department	0-3

Required Courses: 27 credits

CIS117DM	Microsoft Access: Database Management	3
+ CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems module (3) **OR**	
+ CIS119DO	Introduction to Oracle: SQL (3)	3
CIS126DA	UNIX Operating System (3) **OR**	
CIS126DL	Linux Operating System (3)	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I	3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**	
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) (3).	3
+ CIS225AB	Object-Oriented Analysis and Design	3
+ CIS259	Visual Basic Programming II (3) **OR**	
+ CIS262++	Any 200-level programming module (3)	3
+ CIS276++	Any Database Management Systems module not used to satisfy other Required Courses credits	3

Restricted Electives: 6 credits
Selected course will not apply in both required courses and restricted electives:

+ CIS119DO	Introduction to Oracle: SQL	3
CIS133DA	Internet/Web Development Level I	3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
+ CIS217AM	Advanced Microsoft Access: Database Management	3
+ CIS224	Project Management Microsoft Project for Windows	3
+ CIS233DA	Internet/Web Development Level II	3
+ CIS235	e-Commerce	3
CIS+++++	Any CIS course not used to satisfy Required Courses area.	3

Computer Information Systems

Certificate of Completion - CCL 5162
39-41 credits

Description: The Certificate of Completion (CCL) in Computer Information Systems programs provide 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. Four Computer Information Systems programs are offered at Scottsdale Community College (SCC): an Associate in Applied Science in Computer Information Systems and Certificates of Completion in Computer Information Systems, Network Support and Web Design.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 25-27 credits

CIS105	Survey of Computer Information Systems	3
CIS117++	Any Database Management modules (1-3) OR	
CIS119++	Any Oracle Database Management modules (1-3)	3

(+) indicates course prerequisites/corequisites (++) indicates any module

	CIS121AB	Microsoft Command Line Operations....1
+	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

	CIS133AA	Internet/Web Development Level I-A....1
+	CIS133BA	Internet/Web Development Level I-B....1
+	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 Neworks....3
+	CIS191	Novell NetWare System Administration....3
+	CIS217AM	Advanced Microsoft Access: Database Management....3
+	CIS219DO	Oracle: Extended Data Retrieval with SQL....1
+	CIS233DA	Internet/Web Development Level II....3
+	CIS234	XML Application Development....3
+	CIS235	e-Commerce....3
+	CIS259	Visual Basic Programming II....3
+	CIS262AC	Visual C++: Level II....3
+	CIS263AA	Java Programming: Level II....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

Computer Information Systems

Associate in Applied Science - AAS 3162
64-66 credits

Description: 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. This is a two-year career program that leads to an Associate in Applied Science in Computer Information Systems. Certificates of Completion in Computer Information Systems, Web Design and Development, Computer Hardware and Network Support, Database Development and Software Development are also offered.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 22 credits

	CIS105	Survey of Computer Information Systems....3
	CIS117++	Any Database Management module(s) (1-3) OR
	CIS119++	Any Oracle Database Management module(s) (1-3) 3
	CIS121AB	Microsoft Command Line Operations....1
	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

	CIS133AA	Internet/Web Development Level I-A....1
+	CIS133BA	Internet/Web Development Level I-B....1
	CIS133DA	Internet/Web Development Level 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
+	CIS217AM	Advanced Microsoft Access: Database Management....3
+	CIS219DO	Oracle: Extended Data Retrieval with SQL....1
+	CIS233DA	Internet/Web Development Level II....3
+	CIS234	XML Application Development....3
+	CIS235	e-Commerce....3
+	CIS259	Visual Basic Programming II....3
+	CIS262AC	Visual C++: Level II....3
+	CIS263AA	Java Programming: Level II....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 Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition
+ Any approved general education courses in First-Year Composition area....6

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

Critical Reading
+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment....3

Mathematics
+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 10 credits

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

Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area....3

Natural Sciences
Any approved general education course in Natural Sciences area....4

(+) indicates course prerequisites/corequisites (++) indicates any module

COMPUTER INFORMATION SYSTEMS CIS

Network Administration Program

Business Division Office **AP 237A** **480.423.6253**
Program Director, Sheila Brandt **CM 406** **480.423.6256**

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare to take examinations for MCAS (Microsoft Certified Application Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

ALSO SEE: Computer Hardware/Network Support, page 106
Computer Information Systems, page 107
Network Administration, page 109
Office Automation Systems, page 151
Personal Computer Applications, page 106
Programming and System Analysis, page 110
Web Design, page 112
Web Development, page 113

Network Administration

Certificate of Completion - CCL 5200
40 credits

Description: The Certificate of Completion (CCL) is designed to provide the student with training for a variety of entry-level positions related to computer networks, including technical support. An Associate in Applied Science (AAS) is also available. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 34 credits

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) **OR**	
+ CIS276DA	MySQL Database (3)	3
CIS126DL	Linus Operating System	3
CIS175SA	Interconnecting Cisco Network Devices (CCT260)	3
+ CIS190	Introduction to Local Area Networks	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS270	Essentials of Network and Information Security	3
+ MST150	Microsoft Windows Professional (3) **OR**	
+ MST150++	Any MS Windows Professional course (any module) (3)	3
+ MST152	Microsoft Windows Server (4) **OR**	
+ MST152++	Any MS Windows Server course (any module) (4)	4

Restricted Electives: 6 credits

+ BPC171	Recycling Used Computer Technology	1
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS225AB	Object-Oriented Analysis and Design	3
CIS280	Current Topics in Computing	3
+ CIS296WC	Cooperative Education	3
+ CIS298AC	Special Projects	3
+ MST+++++	Any MST Microsoft Technology course not used to satisfy Required Courses area	3

Network Administration

Associate in Applied Science - AAS 3794
62-67 credits

Description: The Associate in Applied Science (AAS) in Network Administration program is designed to provide the student with training for a variety of positions related to computer systems. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+ CRE101	College Critical Reading (3) **OR** equivalent by assessment	0-3

Required Courses: 34 credits

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) **OR**	
+ CIS276DA	MySQL Database (3)	3
CIS126DL	Linus Operating System	3
CIS175SA	Interconnecting Cisco Network Devices (CCT260)	3
+ CIS190	Introduction to Local Area Networks	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS270	Essentials of Network and Information Security	3
+ MST150	Microsoft Windows Professional (3) **OR**	
+ MST150++	Any MS Windows Professional course (any module) (3)	3
+ MST152	Microsoft Windows Server (4) **OR**	
+ MST152++	Any MS Windows Server course (any module) (4)	4

Restricted Electives: 6 credits

+ BPC171	Recycling Used Computer Technology	1
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3

(+) indicates course prerequisites/corequisites (++) indicates any module

+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS225AB	Object-Oriented Analysis and Design	3
CIS280	Current Topics in Computing	3
+ CIS296WC	Cooperative Education	3
+ CIS298AC	Special Projects	3
+ MST+++++	Any MST Microsoft Technology course not used to satisfy Required Courses area	3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

Met by CRE101 or equivalent in assessment in the Program Prerequisites area 0

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

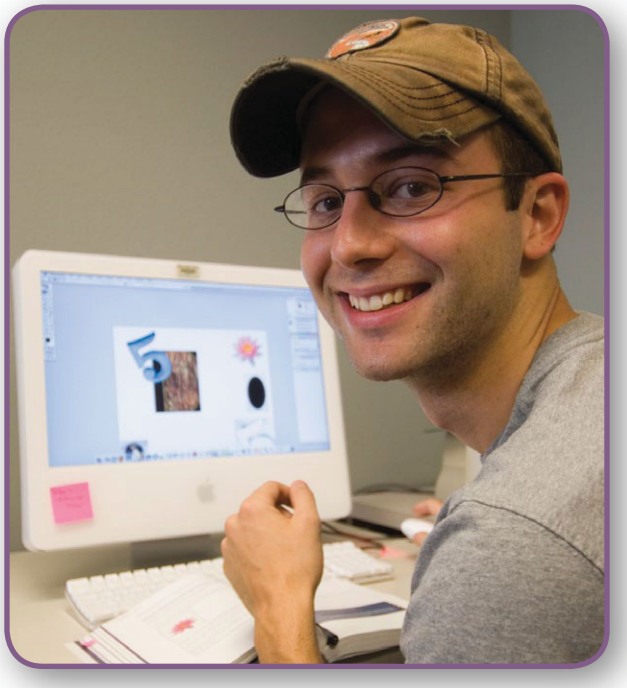
Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area 3

Natural Sciences

Any approved general education course in Natural Sciences area 4



COMPUTER INFORMATION SYSTEMS CIS

Programming and System Analysis Program

Business Division Office AP 237A 480.423.6253
Program Director, Sheila Brandt CM 406 480.423.6256

Programming and System Analysis

Certificate of Completion - CCL 5048 (Shared)
24 credits

Description: The Certificate of Completion (CCL) in Programming and System Analysis provides an in-depth exploration of different computer language and technical skills. Includes, but is not limited to the following: operating systems, local area networks, team roles, and dynamics. An Associate in Applied Science (AAS) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 21 credits

CIS105	Survey of Computer Information Systems	3
CIS224	Project Management Microsoft Project for Windows	3
CIS126DA	UNIX Operations System (3) **OR**	
CIS126DL	Linux Operating System (3) **OR**	
+ MST150	Microsoft Windows Professional (3) **OR**	
+ MST150VI	Microsoft Windows Vista Administration (3) **OR**	
+ MST150XP	Microsoft Windows XP Professional (3)	3
+ CIS150	Programming Fundamentals (3) **OR**	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+ CIS151	Computer Game Development - Level I (3) **OR**	
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162++	Any C Programming: Level I course (3) **OR**	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS225	Business Systems Analysis and Design (3) **OR**	
+ CIS225AB	Object-Oriented Analysis and Design (3) **OR**	
+ CIS250	Management of Information Systems (3)	3
+ CIS217AM	Advanced Microsoft Access: Database Mgmt. (3) **OR**	
+ CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+ CIS276DA	My SQL Database (3)	3

Restricted Electives: 3 credits

+ CIS251	Computer Game Development - Level II	3
+ CIS259	Visual Basic Programming II	3
+ CIS262++	Any C Programming: Level II course	3
+ CIS263AA	Java Programming: Level II	3

(+) indicates course prerequisites/corequisites (++) indicates any module

Programming and System Analysis

Associate in Applied Science - AAS 3844 (Shared) 64-67 credits

Description: The Associate in Applied Science (AAS) program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+ CRE101 College Critical Reading (3) **OR**
equivalent by assessment 0-3

Required Courses: 36-37 credits

ACC111 Accounting Principles 3
CIS105 Survey of Computer Information Systems 3
CIS224 Project Management Microsoft Project for Windows 3

CIS126DA UNIX Operations System (3) **OR**
CIS126DL Linux Operating System (3) **OR**
+ MST150 Microsoft Windows Professional (3) **OR**
+ MST150VI Microsoft Windows Vista Administration (3) **OR**
+ MST150XP Microsoft Windows XP Professional (3) 3

+ CIS150 Programming Fundamentals (3) **OR**
+ CIS150AB Object-Oriented Programming Fundamentals (3) 3

+ CIS166 Web Scripting/Programming (3) **OR**
+ CIS166AA Introduction to JavaScripting (3) **OR**
+ CIS166AB Web Scripting with Perl/CGI (3) **OR**
+ CIS166AC Web Scripting with Active Server Pages (ASP) .NET (3) **OR**
+ CIS166AD Web Scripting with Java Server Pages (JSP) (3) **OR**
+ CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) (3) **OR**
+ CIS166AF Web Scripting with Python (3) 3

+ CIS190 Introduction to Local Area Networks (3) **OR**
+ CNT140 Cisco Networking Basics (4) **OR**
MST140 Microsoft Networking Essentials (3) 3-4

+ CIS225 Business Systems Analysis and Design (3) **OR**
+ CIS225AB Object-Oriented Analysis and Design (3) **OR**
+ CIS250 Management of Information Systems (3) 3

+ CIS217AM Advanced Microsoft Access: Database Mgmt. (3) **OR**
+ CIS119DO Introduction to Oracle: SQL (3) **OR**
+ CIS276DA My SQL Database (3) 3

Select 2 courses for a total of 6 credits:

+ CIS151 Computer Game Development - Level I (3) **OR**
+ CIS159 Visual Basic Programming I (3) **OR**
+ CIS162 C Programming I (3) **OR**
+ CIS162AB C++: Level I (3) **OR**
+ CIS162AC Visual C++: Level I (3) **OR**
+ CIS162AD C#: Level I (3) **OR**
+ CIS163AA Java Programming: Level I (3) 6

+ GBS233 Business Communication 3

Restricted Electives: 6 credits

+ CIS251 Computer Game Development - Level II 3
+ CIS259 Visual Basic Programming II 3
+ CIS262 C Programming II 3
+ CIS262AB C++: Level II 3
+ CIS262AC Visual C++: Level II 3
+ CIS263AA Java Programming: Level II 3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

Met by CRE101 in Program Prerequisites area 0

Mathematics

+ MAT150 College Algebra/Functions (5) **OR**
+ MAT151 College Algebra/Functions (4) **OR**
+ MAT152 College Algebra/Functions (3) 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

ECN211 Macroeconomic Principles (3) **OR**
ECN212 Microeconomic Principles (3) **OR**
SBU200 Society and Business (3) 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

COMPUTER INFORMATION SYSTEMS CIS

Web Design Program

Business Division Office **AP 237A** **480.423.6253**
Program Director, Sheila Brandt **CM 406** **480.423.6256**

ALSO SEE: Computer Hardware/Network Support, page 106
Computer Information Systems, page 107
Network Administration, page 109
Office Automation Systems, page 151
Personal Computer Applications, page 106
Web Development, page 113

Web Design

Certificate of Completion - CCL 5172
36 credits

Description: The Certificate of Completion (CCL) in Web Design prepares students to design, create and administer interactive and professional web sites. Students gain "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities upon program completion include web designer, web marketing manager, web manager or e-commerce manager. An Associate of Applied Science Degree (AAS) in Web Design is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

	CIS105	Survey of Computer Information Systems 3
	CIS117DM	Microsoft Access: Database Management 3
	CIS120DC	Flash: Digital Animation 3
	CIS120DF	Computer Graphics: Adobe Photoshop 3
	CIS126DL	Linux Operating System 3
	CIS133DA	Internet/Web Development Level I 3
+	CIS220DF	Advanced PhotoShop 3
+	CIS225AB	Object-Oriented Analysis and Design 3
+	CIS233DA	Internet/Web Development Level II 3
+	CIS235	e-Commerce 3

Restricted Electives: 6 credits

+	ART/MMT190	Art of Web Site Design 3
	CIS120DB	Computer Graphics: Adobe Illustrator 3
	CIS138DA	Desktop Design and Publishing Using Adobe InDesign 3
+	CIS119DO	Introduction to Oracle: SQL 3
+	CIS150	Programming Fundamentals 3
+	CIS159	Visual Basic Programming I 3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET 3
+	CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) 3
+	CIS220DC	Flash: Advanced Animation and ActionScript 3
	CIS224	Project Management Microsoft Project for Windows 3
+	CIS226AL	Internet/Intranet Server Administration-Linux 3
+	CIS276++	Any Database Management Systems module 3

Web Design

Associate in Applied Science - AAS 3029
60-63 credits

Description: The Associate in Applied Science (AAS) in Web Design prepares students to design, create and administer interactive and professional web sites. Students gain "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities, upon program completion, include web designer, web marketing manager, web manager or e-commerce manager. A Certificate of Completion (CCL) in Web Design is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

	CIS105	Survey of Computer Information Systems 3
	CIS117DM	Microsoft Access: Database Management 3
	CIS120DC	Flash: Digital Animation 3
	CIS120DF	Computer Graphics: Adobe Photoshop 3
	CIS126DL	Linux Operating System 3
	CIS133DA	Internet/Web Development Level I 3
+	CIS220DF	Advanced PhotoShop 3
+	CIS225AB	Object-Oriented Analysis and Design 3
+	CIS233DA	Internet/Web Development Level II 3
+	CIS235	e-Commerce 3

Restricted Electives: 6 credits

+	ART/MMT190	Art of Web Site Design 3
	CIS120DB	Computer Graphics: Adobe Illustrator 3
	CIS138DA	Desktop Design and Publishing Using Adobe InDesign 3
+	CIS119DO	Introduction to Oracle: SQL 3
+	CIS150	Programming Fundamentals 3
+	CIS159	Visual Basic Programming I 3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET 3
+	CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) 3
+	CIS220DC	Flash: Advanced Animation and ActionScript 3
	CIS224	Project Management Microsoft Project for Windows 3
+	CIS226AL	Internet/Intranet Server Administration-Linux 3
+	CIS276++	Any Database Management Systems module 3

General Education Requirements: 24-27 credits

CORE: 15-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated 3

Mathematics

+ Any approved general education course in Mathematics area 3-5

(+) indicates course prerequisites/corequisites (++) indicates any module

DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area..2-3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ...3

Natural Sciences

Any approved general education course in Natural Sciences area 4

COMPUTER INFORMATION SYSTEMS CIS

Web Development Program

Business Division Office	**AP 237A**	**480.423.6253**
Program Director, Sheila Brandt	**CM 406**	**480.423.6256**

ALSO SEE: Computer Hardware/Network Support, page 106
Computer Information Systems, page 107
Network Administration, page 109
Office Automation Systems, page 151
Personal Computer Applications, page 106
Web Design, page 112

Web Development

Certificate of Completion - CCL 5346
39 credits

Description: The Certificate of Completion (CCL) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language, and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. An Associate of Applied Science (AAS) Degree in Web Development is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+	CRE101	College Critical Reading (3) **OR**
		Equivalent by Assessment.....0-3

Required Courses: 39 credits

	CIS105	Survey of Computer Information Systems.....3
	CIS117DM	Microsoft Access: Database Management.....3
	CIS126DL	Linux Operating System.....3
	CIS133DA	Internet/Web Development Level I.....3
+	CIS150	Programming Fundamentals.....3
+	CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP).....3
+	CIS225AB	Object-Oriented Analysis and Design.....3
+	CIS226++	Any Internet/Intranet Server Administration module.....3
+	CIS233DA	Internet/Intranet Server Administration module.....3
+	CIS235	e-Commerce.....3
+	CIS119DO	Introduction to Oracle: SQL (3) **OR**
+	CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**
+	CIS276++	Any Database Management Systems module (3).....3
+	CIS159	Visual Basic Programming I (3) **OR**
+	CIS162++	Any 100-level C Programming module (3) **OR**
+	CIS163AA	Java Programming: Level I (3).....3
+	CIS166AA	Introduction to JavaScripting (3) **OR**
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**
+	CIS262++	Any 200-level C Programming module (3).....3

(+) indicates course prerequisites (++) indicates any module

Web Development

Associate in Applied Science - AAS 3031
60-63 credits

Description: The Associate in Applied Science (AAS) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. A Certificate of Completion (CCL) in Web Development is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+ CRE101	College Critical Reading (3) **OR** Equivalent by Assessment	0-3

Required Courses: 39 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS126DL	Linux Operating System	3
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP)	3
+ CIS225AB	Object-Oriented Analysis and Design	3
+ CIS226++	Any Internet/Intranet Server Administration module	3
+ CIS233DA	Internet/Intranet Server Administration module	3
+ CIS235	e-Commerce	3
+ CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+ CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems module (3)	3
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162++	Any 100-level C Programming module (3) **OR**	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS166AA	Introduction to JavaScripting (3) **OR**	
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**	
+ CIS262++	Any 200-level C Programming module (3)	3

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+ Met by CRE101 **OR**
equivalent as indicated by assessment in Program Prerequisite area 0

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area .. 2-3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

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
+ CSC110AA	Introduction to Computer Science (Java)	3
+ CSC200AA	Principles of Computer Science (Java)	3
+ 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	Calculus with Analytic Geometry I	5
+ MAT230	Calculus with Analytic Geometry II	5
+ MAT240	Calculus with Analytic Geometry III	5
+ MAT261	Differential Equations	4
+ 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 Intro. 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.

(+) indicates course prerequisites/corequisites (++) indicates any module

CULINARY ARTS — CUL

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Karen Chalmers	**AP 254**	**480.423.6241**

The Culinary Arts Program offers multiple certificate and AAS courses of study for students. Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

Culinary Block Program

The Block Certificate Program accepts 36 students each semester through an application and interview process. Interested students are encouraged to apply well in advance of their intended semester of enrollment. A lab fee of $475.00 is required upon acceptance. ***Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.***

Advanced Professional Culinary Arts Courses

Advanced Professional Culinary Arts courses are designed to enhance and refine the skills of current employees in the culinary industry, as well as graduates from basic culinary certificate programs. Instruction is provided in intensive, hands-on formats, emphasizing specialized techniques in each course area. NOTE: All classes in the advanced program require students to have a kitchen uniform consisting of a chef's coat, chef's pants, kitchen apron and standard knives and tools.

Culinary Fundamentals Program

This online program of study is designed for individuals who wish to learn the fundamentals of culinary arts at home. These classes provide fundamental skills in Bakery/Pastry, Hot Foods and Garde Manger.

Culinary Arts

Certificate of Completion - CCL 5363
34 credits

Description: The Culinary Arts program is designed to train students who wish to become professional chefs. It offers the option of a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree in Culinary Arts. The program requires 35 hours per week in direct class participation. Students must enroll concurrently in all courses in a block regardless of previously completed coursework. Students rotate through all areas of food preparation at lunch and also at dinner. A casual lunch dining room is operated in the first semester and a formal dining room is operated in the evening by the second semester students, providing practical work experience to enhance the lab experience.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

Admission Criteria:
Formal application and admission to the program is required.
A special fee of $475.00 is required each semester in addition to the regular tuition fees.

Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 34 credits

Block 1

	CUL115	Food Service Sanitation, Safety and Stewarding 2
	CUL120	Food Costing, Purchasing and Inventory Control 2
+	CUL130	Hot Foods I 3
	CUL140	Culinary Principles and Kitchen Management I 3
+	CUL150	Garde Manger I 2
+	CUL160	Bakery and Pastry Production I 3
+	CUL170	Dining Room Operations I 2

Block 2

	CUL210	Menu Planning and Facilities Design 2
	CUL220	Food Service Nutrition 2
+	CUL230	Hot Foods II 3
+	CUL240	Culinary Principles and Kitchen Management II 3
+	CUL250	Garde Manger II 2
+	CUL260	Bakery and Pastry Production II 2
+	CUL270	Dining Room Operations II 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Culinary Arts

Associate in Applied Science - AAS 3564
65-67 credits

Description: The Culinary Arts program is designed to train students who wish to become professional chefs. It offers the option of a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree in Culinary Arts. The program requires 35 hours per week in direct class participation. Students must enroll concurrently in all courses in a block regardless of previously completed coursework. Students rotate through all areas of food preparation at lunch and also at dinner. A casual lunch dining room is operated in the first semester and a formal dining room is operated in the evening by the second semester students, providing practical work experience to enhance the lab experience.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.

Admission Criteria:
Formal application and admission to the program is required.
A special fee of $475.00 is required each semester in addition to the regular tuition fees.

Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 34 credits

Block 1

	CUL115	Food Service Sanitation, Safety and Stewarding....2
	CUL120	Food Costing, Purchasing and Inventory Control....2
+	CUL130	Hot Foods I....3
	CUL140	Culinary Principles and Kitchen Management I....3
+	CUL150	Garde Manger I....2
+	CUL160	Bakery and Pastry Production I....3
+	CUL170	Dining Room Operations I....2

Block 2

	CUL210	Menu Planning and Facilities Design....2
	CUL220	Food Service Nutrition....2
+	CUL230	Hot Foods II....3
+	CUL240	Culinary Principles and Kitchen Management II....3
+	CUL250	Garde Manger II....2
+	CUL260	Bakery and Pastry Production II....2
+	CUL270	Dining Room Operations II....3

Restricted Electives: 6 credits

	CUL180	Food in History....3
	CUL190	Catering Operations I....3
+	CUL235	Advanced Culinary Techniques I - Meats....2
+	CUL236	Advanced Culinary Techniques II - Seafood....2
+	CUL237	Advanced Culinary Techniques III - Game and Poultry....2
+	CUL245	Professional Kitchen Management Techniques....2
+	CUL255	Advanced Garde Manger I - Salads and Sandwiches....2
+	CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres..2
+	CUL265	Professional Baking I - Base Products and Sauces....2
+	CUL266	Professional Baking II - Breads and Rolls....2
+	CUL267	Professional Baking III - Pastries, Pies and Cakes....2
+	CUL268	Professional Baking IV - Decorative and Design Work....2
+	CUL296++	Cooperative Education (any module)....1-4
+	CUL298++	Special Projects (any module)....1-3
	FRE+++++	Any French courses....1-4
	HRM+++++	Any Hospitality and Tourism Management courses....1-3
	ITA+++++	Any Italian courses....1-4
	SPA+++++	Any Spanish courses....1-4

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG108	First-Year Composition for ESL (3)....6

Oral Communication

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

Critical Reading

+	CRE101	College Critical Reading (3) **OR**
		equivalent as indicated....3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area....3

Natural Sciences

Any approved general education course in Natural Sciences area....4

(+) indicates course prerequisites/corequisites (++) indicates any module

Advanced Professional Culinary Arts

Certificate of Completion - CCL 5390
20 credits

Description: The Certificate of Completion (CCL) in Advanced Professional Culinary Arts provides a comprehensive, hands-on course of study. It is designed to enhance and refine the skills of graduates from basic culinary arts certificate programs and to provide skills to advance the careers of current employees in the culinary industry. Instruction emphasizes specialized techniques in preparation and use of meats, seafoods, poultry and game, including production of stocks, sauces and butchering. Professional baking and pastry courses cover preparation of base products, sauces, breads and rolls, pastries, pies, cakes and decorative and design work with chocolate and sugar. Advanced garde manger instruction is provided in creating complex salads, sandwiches, appetizers and hors d'oeuvres. Professional kitchen management instruction provides essential principles to build proficiency in leadership and organizational skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:
High school diploma or GED **AND**
A score of 37 or higher on the math portion of the ASSET Placement Test **AND**
A Certificate of Completion in Culinary Arts **OR**
Two years of work experience in a professional kitchen position **OR**
Permission of Program Director.

Required Courses: 20 credits

+ CUL235	Advanced Culinary Techniques I - Meats	2
+ CUL236	Advanced Culinary Techniques II - Seafood	2
+ CUL237	Advanced Culinary Techniques III - Game and Poultry	2
+ CUL245	Professional Kitchen Management Techniques	2
+ CUL255	Advanced Garde Manger I - Salads and Sandwiches	2
+ CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres	2
+ CUL265	Professional Baking I - Base Products and Sauces	2
+ CUL266	Professional Baking II - Breads and Rolls	2
+ CUL267	Professional Baking III - Pastries, Pies and Cakes	2
+ CUL268	Professional Baking IV - Decorative and Design Work	2

Advanced Professional Culinary Arts

Associate in Applied Science - AAS 3045
60 credits

Description: The Associate in Applied Science (AAS) in Advanced Professional Culinary Arts provides a comprehensive, hands-on course of study. It is designed to enhance and refine the skills of graduates from basic culinary arts certificate programs and to provide skills to advance the careers of current employees in the culinary industry. Instruction emphasizes specialized techniques in preparation and use of meats, seafoods, poultry and game, including production of stocks, sauces and butchering. Professional baking and pastry courses cover preparation of base products, sauces, breads and rolls, pastries, pies, cakes and decorative and design work with chocolate and sugar. Advanced garde manger instruction is provided in creating complex salads, sandwiches, appetizers and hors d'oeuvres. Professional kitchen management instruction provides essential principles to build proficiency in leadership and organizational skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:
High school diploma or GED **AND**
A score of 37 or higher on the math portion of the ASSET Placement Test **AND**
A Certificate of Completion in Culinary Arts **OR**
Two years of work experience in a professional kitchen position **OR**
Permission of Program Director.

Required Courses: 20 credits

+ CUL235	Advanced Culinary Techniques I - Meats	2
+ CUL236	Advanced Culinary Techniques II - Seafood	2
+ CUL237	Advanced Culinary Techniques III - Game and Poultry	2
+ CUL245	Professional Kitchen Management Techniques	2
+ CUL255	Advanced Garde Manger I - Salads and Sandwiches	2
+ CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres	2
+ CUL265	Professional Baking I - Base Products and Sauces	2
+ CUL266	Professional Baking II - Breads and Rolls	2
+ CUL267	Professional Baking III - Pastries, Pies and Cakes	2
+ CUL268	Professional Baking IV - Decorative and Design Work	2

Restricted Electives: 15 credits

CUL140	Culinary Principles and Kitchen Management I	3
CUL180	Food in History	3
CUL190	Catering Operations I	3
CUL210	Menu Planning and Facilities Design	2
CUL220	Food Service Nutrition	2
+ CUL240	Culinary Principles and Kitchen Management II	3
+ CUL296++	Cooperative Education (any module)	1-4
CUL298AC	Special Projects	3
FRE+++++	Any French courses	1-4
HRM+++++	Any Hospitality and Tourism Management courses	1-3
ITA+++++	Any Italian courses	1-4
SPA+++++	Any Spanish courses	1-4

Continued next page…

(+) indicates course prerequisites/corequisites (++) indicates any module

General Education Requirements: 25 credits

CORE: 15 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated 3

Mathematics

+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area..... 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

Culinary Fundamentals

Certificate of Completion - CCL 5532
16 credits

Description: The Certificate of Completion (CCL) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

CUL101 Culinary Fundamentals: Culinary Basics 4
CUL102 Culinary Fundamentals: Hot Foods 4
CUL103 Culinary Fundamentals: Breakfast and Garde Manger 4
CUL104 Culinary Fundamentals: Bakery and Pastry 4

Culinary Fundamentals

Associate in Applied Science - AAS 3073
60 credits

Description: The Associate in Applied Science (AAS) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

CUL101 Culinary Fundamentals: Culinary Basics 4
CUL102 Culinary Fundamentals: Hot Foods 4
CUL103 Culinary Fundamentals: Breakfast and Garde Manger 4
CUL104 Culinary Fundamentals: Bakery and Pastry 4

Restricted Electives: 17-19 credits

ACC+++++ Any Accounting courses 1-3
CUL+++++ Any Culinary prefixed course(s) except courses used to satisfy Required Courses 1-4
FRE+++++ Any French courses 1-4
HRM+++++ Any Hospitality and Tourism Management courses 1-4
IBS+++++ Any International Business courses 1-3
ITA+++++ Any Italian courses 1-4
MGT+++++ Any Business Management courses 1-3
MKT+++++ Any Marketing courses 1-3
SBS+++++ Any Small Business Management courses 1-3
SPA+++++ Any Spanish courses 1-4

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated 3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area..... 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

DANCE TECHNOLOGY — DAN

HPERD Division Office PE 155 480.423.6606
Program Director, Angela Rosenkrans PE 151 480.423.6600

Dance Technology

Certificate of Completion - CCL 5979
40-44 credits

Description: The Certificate of Completion (CCL) in Dance Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and dance technologists. The students will study dance theory, performance and production. They will receive hands on training in multimedia production and the application of video and computer technology to dance. The students will demonstrate this knowledge through the production of a short dance performance focusing on dance and camera techniques, make-up, costuming, movement notation, accompaniment, choreography for the camera and non-linear editing techniques. An Associate in Applied Science (AAS) degree in Dance Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 31-35 credits

Students must enrolling one Ballet or Modern Dance Technique class each semester.

+ADA/ART177	Computer-Photographic Imaging	3
DAH100	Introduction to Dance	3
DAH101	Dance in Film	3
DAN131	Ballet I (1) **OR**	
+ DAN134	Ballet II (1) **OR**	
+ DAN231AA	Ballet III: Intensive (2) **OR**	
+ DAN234AA	Ballet IV: Intensive (2)	2-4
DAN132	Modern Dance I (1) **OR**	
+ DAN135	Modern Dance II (1) **OR**	
+ DAN232	Modern Dance III (1) **OR**	
+ DAN235	Modern Dance IV (1) **OR**	
+ DAN232AA	Modern Dance III: Intensive (2) **OR**	
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN210	Dance Production I	3
DAN221	Rhythmic Theory for Dance I	2
DAN264	Choreography I	3
+ DAN272	Dance Technology	2
+ DAN280	Dance Practicum	2
MTC191	Electronic Music I	3
TCM100	Digital Multi Media	3

Restricted Electives: 9 credits

+ ADA/ART175	Electronic Publishing Design I	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
DAH190	Discovering Dance Careers	1
DAH120++	World Dance (any modules)	1-2
+ DAH201	World Dance Perspectives	3
DAH250	Dance in Popular Culture	3
DAN133	Modern Jazz Dance I (1) **OR**	
+ DAN136	Modern Jazz Dance II (1) **OR**	
+ DAN233	Modern Jazz Dance III (1) **OR**	
+ DAN236	Modern Jazz Dance IV (1)	1-2
+ DAN138	Dance Seminar I	1
DAN140	Tap Dance I	1
DAN150	Dance Performance I	1-2
DAN164	Improvisation	1
DAN211	Dance Production II	3
+ DAN233AA	Modern Jazz Dance III: Intensive (2) **OR**	
+ DAN236AA	Modern Jazz Dance IV: Intensive (2)	2
+ DAN238	Dance Seminar II	1
+ DAN285++	Multimedia Perform. Ensemble (any module)(MUP285++)	3
+ DAN293	Teaching Dance in Elementary Education	3
+ DAN294	Teaching Dance in Secondary Education	3
+ DAN295	Teaching and Managing of Studio Dance	3
+ DAN296WA	Cooperative Education	1
MGT253	Owning and Operating a Small Business	3
MKT210	Applied Marketing Strategies	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3

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(+) indicates course prerequisites/corequisites (++) indicates any module

Dance Technology

Associate in Applied Science - AAS 3019
60-68 credits

Description: The Associate in Applied Science (AAS) degree in Dance Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and dance technologists. The students will study dance theory, performance and production. They will receive hands on training in multimedia production and the application of video and computer technology to dance. The students will demonstrate this knowledge through the production of a short dance performance focusing on dance and camera techniques, make-up, costuming, movement notation, accompaniment, choreography for the camera and non-linear editing techniques. A Certificate of Completion (CCL) in Dance Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 31-35 credits

Students must enrolling one Ballet or Modern Dance Technique class each semester.

+ADA/ART177	Computer-Photographic Imaging	3
DAH100	Introduction to Dance	3
DAH101	Dance in Film	3
DAN131	Ballet I (1) **OR**	
+ DAN134	Ballet II (1) **OR**	
+ DAN231AA	Ballet III: Intensive (2) **OR**	
+ DAN234AA	Ballet IV: Intensive (2)	2-4
DAN132	Modern Dance I (1) **OR**	
+ DAN135	Modern Dance II (1) **OR**	
+ DAN232	Modern Dance III (1) **OR**	
+ DAN235	Modern Dance IV (1) **OR**	
+ DAN232AA	Modern Dance III: Intensive (2) **OR**	
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN210	Dance Production I	3
DAN221	Rhythmic Theory for Dance I	2
DAN264	Choreography I	3
+ DAN272	Dance Technology	2
+ DAN280	Dance Practicum	2
MTC191	Electronic Music I	3
TCM100	Digital Multi Media	3

Restricted Electives: 10 credits

+ ADA/ART175	Electronic Publishing Design I	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
DAH190	Discovering Dance Careers	1
DAH120++	World Dance (any modules)	1-2
+ DAH201	World Dance Perspectives	3
DAH250	Dance in Popular Culture	3
DAN133	Modern Jazz Dance I (1) **OR**	
+ DAN136	Modern Jazz Dance II (1) **OR**	
+ DAN233	Modern Jazz Dance III (1) **OR**	
+ DAN236	Modern Jazz Dance IV (1)	1-2
+ DAN138	Dance Seminar I	1
DAN140	Tap Dance I	1
DAN150	Dance Performance I	1-2
DAN164	Improvisation	1
DAN211	Dance Production II	3
+ DAN233AA	Modern Jazz Dance III: Intensive (2) **OR**	
+ DAN236AA	Modern Jazz Dance IV: Intensive (2)	2
+ DAN238	Dance Seminar II	1
+ DAN285++	Multimedia Perform. Ensemble (any module)(MUP285++)	3
+ DAN293	Teaching Dance in Elementary Education	3
+ DAN294	Teaching Dance in Secondary Education	3
+ DAN295	Teaching and Managing of Studio Dance	3
+ DAN296WA	Cooperative Education	1
MGT253	Owning and Operating a Small Business	3
MKT210	Applied Marketing Strategies	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

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

Critical Reading

+ CRE101	College Critical Reading (3) **OR**	
	equivalent as indicated by assessment	0-3

Mathematics

+ Any approved general education course in Mathematics area ... 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by DAH100 listed in the Required Courses area ... 0

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area ... 4

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 courses are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (ARC), page 99.

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

EARLY LEARNING AND DEVELOPMENT

CFS, ECH, EED, ITD

Social/Behavioral Sciences Div. Office	**SB 130**	**480.423.6206**
Program Director, Dr. Rosanne Dlugosz	**SB 126**	**480.423.6204**

The Early Learning and Development program at SCC is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field of early care and education to upgrade and expand their skills. The program emphasizes the roles and responsibilities of professionals, family members, and citizens, who together meet the needs of young children today.

Coursework emphasizes: professionalism and contemporary early childhood work (EED200), philosophies and methods of early learning (ECH128, EED200), creating and managing an environment for young children (EED212, ECH126), an introduction to developmental science (EED205), and the impact of regulations and standards on practice (EED215, EED200). Individuals who are employed or assisting in state licensed early childhood programs must meet current regulatory personnel standards. This typically includes: fingerprinting checks, TB test, immunizations, CPR/first aid and food handler training.

The Associate in Applied Science Degree (AAS) in Early Learning and Development is a shared degree program where students complete the first tier of courses on-site at the SCC campus and continue the second tier of classes at Rio Salado Community College (RSC). Courses are offered in day, evening and Saturday format at SCC. Courses are delivered online via the Internet through RSC. This degree prepares students for work in private preschools, child care environments, and a variety of other program types which serve young children and their families.

SCC also offers Play Lab credit courses (ECH126) for adult students who may bring a child with them to the classroom. Play Labs are unique in welcoming toddlers aged 13 months through the preschool years! The labs provide an opportunity for all students to observe play in an intentionally prepared environment; to see up-close a model for parent involvement; and to participate in practical, hands-on application of the principles of "developmentally appropriate practice" in early childhood development.

Students whose long-term goal is employment in public school preschool and kindergarten classrooms will need an Arizona Early Childhood Teaching Certificate (birth to grade 3). This requires transfer to a university for completion of a four-year degree. Early academic advisement (both at SCC and the university) will ensure that transfer students complete the required general studies courses for entry, as well as appropriate early childhood coursework.

Family Child Care Management

Certificate of Completion - CCL 5714 (Shared) 16 credits

Description: The Certificate of Completion (CCL) in Family Child Care Management provides individuals with a foundation in early childhood care theories, practices and administration. Topics include curriculum development, health and safety guidelines, business procedures, and cognitive and physical development of the young child.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

	CFS163	Family Child Care: Introduction to Business Mgmt. 3
	CFS164	Family Child Care: Curriculum and Environmentl.....3
	CFS207	Organization and Community Leadership in Child and Family Organization.....3
	EED205	The Developing Child: Prenatal to Age Eight.....3
	EED215	Early Learning: Health, Safety, Nutrition and Fitness 3
+	EED260	Early Childhood Infant/Toddler Internship.....1

Infant and Toddler Development

Certificate of Completion - CCL 5715 (Shared) 16 credits

Description: The Certificate of Completion (CCL) in Infant and Toddler Development prepares individuals with foundational knowledge on the development of the young child. Included topics are child health, physical milestones, and cognitive development. Also covered are adult/child relationship building, and communication and language acquisition.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

	EED205	The Developing Child: Prenatal to Age Eight.....3
	EED215	Early Learning: Health, Safety, Nutrition and Fitness 3
+	EED260	Early Childhood Infant/Toddler Internship.....1
+	ITD200	The Physical Child: Birth to Age Three.....3
+	ITD210	Early Attachments/Relationships/Families: Birth to 3.....3
+	ITD220	Cognition and Communication: Birth to Age Three 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Early Learning and Development

Associate in Applied Science - AAS 3124 (Shared) 63-68 credits

Description: The Associate in Applied Science (AAS) in Early Learning and Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate, and intern in state licensed early childhood programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 32 credits

	ECH128	Early Learning: Play and the Arts....3
	EED200	Foundations of Early Childhood Education....3
	EED212	Guidance, Management and the Environment....3
	EED215	Early Learning: Health, Safety, Nutrition and Fitness....3
	EED220	Child, Family, Community and Culture....3
	EED222	Intro to the Exceptional Young Child: Birth to Age Eight..3
	EED245	Early Learning: Language Acquisition and Literacy Dev....3
+	EED255	Portfolio Development and Writing for the Profession....3
+	EED260	Early Childhood Infant/Toddler Internship....1
+	EED261	Early Childhood Preschool Internship....1
+	EED278	Early Learning: Curriculum and Instr. - Birth/Preschool....3
+	EED280	Standards, Observation & Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight....3

Restricted Electives: 9 credits

Students must complete one of the following Blocks:

Block One: Infant and Toddler Development:

+	ITD200	The Physical Child: Birth to Age Three....3
+	ITD210	Early Attachments/Relationships/Families: Birth to 3....3
+	ITD220	Cognition and Communication: Birth to Age Three....3

OR

Block Two: Family Child Care Management:

	CFS163	Family Child Care: Introduction to Business Mgmt. 3
	CFS164	Family Child Care: Curriculum and Environment....3
	CFS207	Organization and Community Leadership in Child and Family Organization....3

OR

Block Three: Early Childhood Business Management

	CFS206	Child/Family Organizations: Mgmt. and Administration....3
	CFS207	Organization and Community Leadership in Child and Family Organization....3
	CFS208	Child/Family Organizations: Fiscal Management and Grant Writing....3

OR

Block Four: Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area

	CFS+++++	Any CFS Child/Family Studies course(s)....1-9
	ECH+++++	Any ECH Early Childhood Education course(s)....1-9
	EED+++++	Any EED Early Education course(s)....1-9
	ITD+++++	Any ITD Infant/Toddler Development course(s)....1-9
	FCS+++++	Any FCS Family and Consumer Science course(s)....1-9

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG108	First-Year Composition for ESL (3)....6

Oral Communication

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

Critical Reading

+	CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment....0-3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

	CFS/ECH176	Child Development (3) **OR**
	EED205	The Developing Child: Prenatal to Age Eight (3) **OR**
	CFS235	Developing Child: Theory into Practice, Prenatal - Age 8 (3)....3

Natural Sciences

Any approved general education course in Natural Sciences area....4

(+) indicates course prerequisites/corequisites (++) indicates any module

ENGINEERING SCIENCE — ECE

Physical Science Department Office PS 153 480.423.6111
ECE Course Coordinator, Dr. Kyle Rawlings PS 151 480.423.6166

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	—	CHM130, 130LL	—
MAT151	ECE102	CHM151, 151LL	—
MAT182	ECE103	CHM152, 152LL	—
MAT220	—	—	PHY111
MAT230	—	—	PHY121
MAT240	ECE211	—	PHY131
MAT261	ECE212	—	PHY252

EQUINE SCIENCE — EQS

Applied Sciences Division Office AP 237B 480.423.6599
Program Director, Dr. Pat Evans AP 229 480.423.6231

Equine Science

Certificate of Completion - CCL 5025
40-41 credits

Description: The Certificate of Completion (CCL) in Equine Science 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 college or university. A Certificate of Completion (CCL) in Equine Science will be awarded upon satisfactory completion of the outlined program. An Associate in Applied Science (AAS) in Equine Science is also offered.

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

Equine Science Essential Skills
It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretaries and Program Director.

Admission Criteria: None

Program Prerequisites: 0-11 credits

+ RDG091	College Preparatory Reading (3) **OR** equivalent as indicated by placement test	0-3
	AND	
+ MAT090	Developmental Algebra (5) **OR**	
+ MAT091	Introductory Algebra (4) **OR**	
+ MAT092	Introductory Algebra (3) **OR** equivalent as indicated by placement test	0-5
	AND	
+ ENG091	Fundamentals of Writing (3) OR equivalent as indicated by placement test	0-3

Required Courses: 37-38 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
+ EQS105	Principles of Equine Science	3
+ EQS120	Equine Anatomy and Physiology	4
+ EQS130	Equine Business and Law	3
+ EQS140	Equine Behavior	3
+ EQS162	Stable Management Techniques	2
+ EQS200	Principles of Equine Nutrition	3
+ EQS220	Equine Reproduction	3
+ EQS225	Equine Health and Disease Management	3
+ EQS250	Equine Evaluation	3
+ EQS264	Equine Management	4
+ EQS280	Equine Science Internship (3) **OR**	
+ EQS285	Equine Science Practicum (2)	2-3
+ EQS282	Special Event Internship	1

(+) indicates course prerequisites/corequisites (++) indicates any module

Restricted Electives: 3 credits

EQS175 Principles of Equine Massage 3
EQS280 may not be selected as a Restricted Elective if it is used to satisfy Required Courses credits.
+ EQS280 Equine Science Internship 3
+ EQS282 Special Event Internship (1) 1-2
MGT251 Human Relations in Business 3
MKT101 Introduction to Public Relations 3
MKT263 Advertising Principles 3
+ PSY250 Social Psychology 3
SPA115 Beginning Spanish Conversation I 3

Equine Science

Associate in Applied Science - AAS 3022
62-68 credits

Description: The Associate in Applied Science (AAS) in Equine Science 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 college or university. An Associate in Applied Science (AAS) in Equine Science will be awarded upon satisfactory completion of the outlined program. A Certificate of Completion (CCL) in Equine Science is also offered.

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

Equine Science Essential Skills
It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretaries and Program Director.

Admission Criteria: None

Program Prerequisites: 0-11 credits

+ RDG091 College Preparatory Reading (3) **OR**
equivalent as indicated by placement test 0-3
AND
+ MAT090 Developmental Algebra (5) **OR**
+ MAT091 Introductory Algebra (4) **OR**
+ MAT092 Introductory Algebra (3) **OR**
equivalent as indicated by placement test 0-5
AND
+ ENG091 Fundamentals of Writing (3) **OR**
equivalent as indicated by placement test 0-3

Required Courses: 37-38 credits

BPC110 Computer Usage and Applications (3) **OR**
CIS105 Survey of Computer Information Systems (3) 3
+ EQS105 Principles of Equine Science 3
+ EQS120 Equine Anatomy and Physiology 4
+ EQS130 Equine Business and Law 3
+ EQS140 Equine Behavior 3
+ EQS162 Stable Management Techniques 2
+ EQS200 Principles of Equine Nutrition 3
+ EQS220 Equine Reproduction 3
+ EQS225 Equine Health and Disease Management 3
+ EQS250 Equine Evaluation 3
+ EQS264 Equine Management 4
+ EQS280 Equine Science Internship (3) **OR**
+ EQS285 Equine Science Practicum (2) 2-3
+ EQS282 Special Event Internship 1

Restricted Electives: 3 credits

EQS175 Principles of Equine Massage 3
EQS280 may not be selected as a Restricted Elective if it is used to satisfy Required Courses credits.
+ EQS280 Equine Science Internship 3
+ EQS282 Special Event Internship (1) 1-2
MGT251 Human Relations in Business 3
MKT101 Introduction to Public Relations 3
MKT263 Advertising Principles 3
+ PSY250 Social Psychology 3
SPA115 Beginning Spanish Conversation I 3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition
+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication
Any approved general education course in Oral Communication area 3

Critical Reading
+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment 0-3

Mathematics
+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts
Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences
PSY101 Introduction to Psychology 3

Natural Sciences
Any approved general education course in Natural Sciences area 4

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

FIRE SCIENCE/EMT

EMT, FSC

Health Sciences Division Office SB 132 480.423.6225
Program Director, Kathy Miller SB 142 480.423.6717

Fire Science Technology

Certificate of Completion - CCL 5416
36 credits

Description: The Certificate of Completion (CCL) in Fire Science is designed for students who desire basic preparation courses for a career in fire science, or a better understanding of fire hazards and problems in the field.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 36 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
COM+++++	Any approved general education course in the Oral Communication area	3
+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3)	3
+ MAT102	Mathematical Concepts/Applications	3

Fire Science

Certificate of Completion - CCL 5486 (Shared)
24 credits*

Description: The Certificate of Completion (CCL) in Fire Science program is designed for students who need (1) advanced training as professional firefighters, (2) basic preparation courses for a career in fire services and/or (3) more comprehensive information about the fire hazard and prevention. Certificate can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for plant safety for fire protection personnel and basic emergency services for laypersons who need intensive first aid training. The unique feature of the program is that the instructors are professional firefighters and/or licensed Emergency Medical Training Personnel.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 9 credits

+ EMT/FSC104		9

Required Courses: 24 credits

FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC119	Introduction Fire Service Ethics	3
FSC147	Emergency Preparedness (AJS/DPR147) (3) **OR**	
FSC148	Fundamentals of Emergency Mgmt. (AJS/DPR148) (3)	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

Driver Operator

Certificate of Completion - CCL 5418 (Shared)
8 credits

Description: The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program..

Admission Criteria: Acceptance into the program and permission of Program Director is required.

Program Prerequisites: None

Required Courses: 8 credits

FSC111	Emergency Vehicle Driver Operator	2
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3

*Note: The total program credits listed for the CCL in Fire Science was corrected from 15 to 24 credits on 6/27/11.

(+) indicates course prerequisites/corequisites (++) indicates any module

Firefighter Operations

Certificate of Completion - CCL 5557 (Shared)
25-26 credits

Description: The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking employment in various firefighting settings to acquire the minimum standard firefighting skills needed in the field.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Completion of Program Prerequisites.
Formal application and admission to the program is required.

Program Prerequisites: 11-12 credits

+ EMT/FSC104 Basic Emergency Medical Technology....8
  NOTE: EMT/FSC104 requires a grade of "B" or better.
  FSC105 Hazardous Materials/First Responder....3
  NOTE: FSC105 requires a grade of "C" or better.
  FSC130 Fitness for Firefighters/CPAT (1) **OR**
  Permission of Program Director....1

Required Courses: 14 credits

+ FSC102 Fire Department Operations....11
  FSC134 Fitness and Conditioning for Firefighters....3

Fire Officer Leadership

Certificate of Completion - CCL 5420 (Shared)
15 credits

Description: The Certificate of Completion (CCL) in Fire Officer Leadership program can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, and human resource management.

Program Notes:
Students must earn a grade of "C" or better for all courses listed in the program.

Admission Criteria:
Formal application and acceptance into the Fire Officer Leadership program or permission of Program Director.

Program Prerequisites: None

Required Courses: 15 credits

  FSC202 Supervisory Training for Firefighters....3
+ FSC204 Firefighting Tactics and Strategy....3
+ FSC205 Command Strategies for Major Emergencies....3
+ FSC208 Firefighter Safety and Building Construction....3
+ FSC214 Human Resources Management in Fire Service....3

Basic Emergency Medical Technology

Certificate of Completion - CCL 5265
9 credits

Description: The Certificate of Completion (CCL) in Basic Emergency Medical Technology program has been developed through cooperative efforts with local fire departments, hospitals, and ambulance drivers and attendants, and may be required or an option for fire fighters and police officers, as well as security and safety personnel. Completion of EMT104 with a grade of C or better, will entitle students to a Certificate of Completion in Basic Emergency Medical Technology.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites:

+ CRE101 College Critical Reading (3) **OR**
+ CRE111 Critical Reading for Business and Industry (3) **OR**
  Equivalent by assessment....3

Required Courses: 9 credits

+ EMT/FSC104 Basic Emergency Medical Technology....9

Advanced Emergency Medical Technology (Paramedic)

Certificate of Completion - CCL 5272
51.5 credits

Description: The Certificate of Completion (CCL) 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 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.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Students must be actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

Program Prerequisites: 16 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 College Critical Reading (3) **OR**
+ CRE111 Critical Reading for Business and Industry (3)....3

  Basic Emergency Medical Technology Certification (EMT)....9

Required Courses: 45.5 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....2

(+) indicates course prerequisites/corequisites (++) indicates any module

+ EMT272AA Advanced Emergency Medical Technology (12.5) **AND**
+ EMT272AB Advanced Emergency Medical Technology (12.5) 25

+ EMT272LL 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

Emergency Response and Operations

Associate in Applied Science - AAS 3112 (Shared) 60 credits

Description: The Associate in Applied Science (AAS) in Emergency Response and Operations provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component.

Admission Criteria:
Students pursuing Track I, Fire Operations, **OR**
Track II, Advanced Emergency Medical Technology-Paramedic, may be required to complete a program entrance exam as appropriate
OR
Permission of Program Director

Program Prerequisites: 0-9 credits

Track I, Fire Operations
+ EMT/FSC104 Basic Emergency Medical Technology (9) **OR**
Permission of Program Director 0-9

OR

Track II, Advanced Emergency Medical Technology-Paramedic
Current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer **OR**
+ EMT235 Emergency Cardiac Care (3) **AND**
+ EMT236 Pharmacology in an Emergency Setting (3) **OR**
Permission of Program Director 0-6

OR
Advanced cardiac life support course **OR**
Emergency cardiac care course, **AND**
EMT-Paramedic certification **AND**
Current employment as an EMT Paramedic
OR
Permission of Program Director

REQUIRED COURSES: 17.5-24 credits

Students must select one of the following three tracks.

Track I: 18 Credits
Fire Operations
+ FSC102 Fire Department Operations 11
FSC105 Hazardous Materials/First Responder 3
FSC130 Fitness for Firefighters/CPAT 1
FSC134 Fitness and Conditioning for Firefighters 3

OR

Track II: 17.5 Credits
Advanced Emergency Medical Technology-Paramedic
+ EMT242 Pediatric Advanced Life Support (1) **OR**
+ EMT265 Pediatric Education/Prehospital Providers: Advanced (1) ... 1

+ EMT240 Advanced Cardiac Life Support 2
+ EMT245 Trauma Management I 2
+ EMT272AA Advanced Emergency Medical Technology 12.5

OR

Track III: 18 Credits
Emergency Management
FSC139 Emergency Response to Terrorism (AJS/DPR139) 3
FSC146 Disaster Recovery Operations (AJS/DPR146) 3
FSC147 Emergency Preparedness (AJS/DPR147) 3
FSC148 Fundamentals of Emergency Mgmt. (AJS/DPR148) 3
FSC149 Hazard Mitigation (AJS/DPR149) 3
FSC224 Incident Command Systems 3

OR

Track IV: 24 Credits
Fire Science
FSC105 Hazardous Materials/First Responder 3
FSC108 Fundamentals of Fire Prevention 3
FSC113 Introduction to Fire Suppression 3
FSC117 Fire Apparatus 3
FSC119 Introduction Fire Science Ethics 3

FSC147 Emergency Preparedness (AJS/DPR147) (3) **OR**
FSC148 Fundamentals of Emergency Mgmt. (AJSDPR148) (3) 3

+ FSC208 Firefighter Safety and Building Construction 3
FSC215 Customer Service in the Public Sector 3

Restricted Electives: 14-20.5 credits

Students should select 14-20.5 credits from the following, except any courses used to satisfy Required Courses area.

AJS+++++ Any approved AJS prefixed course 1-6
DPR+++++ Any approved DPR prefixed course 1-6
EMT+++++ Any approved EMT prefixed course 1-6
FSC+++++ Any approved FSC prefixed course 1-6
LET+++++ Any approved LET prefixed course 1-6

General Education Requirements: 22-25 credits

CORE: 12-15 credits

First-Year Composition
+ Any approved general education courses in First-Year Composition area 6

Oral Communication
Any approved general education course in Oral Communication area 3

Critical Reading
+ Any approved general education course in Critical Reading area 0-3

Mathematics
+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts
Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences
Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

FITNESS/NUTRITION **EXS, FON, HES, WED**
HPERD Division Office **PE 155** **480.423.6606**
Program Contact, Amy Goff **PE 148** **480.423.6685**

Strength and Conditioning Personal Trainer

Certificate of Completion - CCL 5445 (Shared)
28-34 credits

Description: The Certificate of Completion (CCL) in Strength and Conditioning Personal Trainer prepares students for employment in the fitness industry as Strength and Conditioning Personal Trainers/Coaches. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, prevention and treatment of exercise related injuries, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength training techniques; a fundamental knowledge of nutrition, weight control, stress management and exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 28-34 credits

	BIO160	Introduction to Human Anatomy and Physiology....4
	EXS112	Professional Applications of Fitness Principles....3
	EXS125	Introduction to Exercise Physiology....3
	EXS130	Strength Fitness-Physiological Principles and Trng Techn...3
	EXS145	Guidelines for Exercise Testing and Prescription....3
+	EXS275	Methods of Enhancing Physical Performance (3) **OR**
	EXS214	Instructional Comp.: Flex./Mind-Body Exercises (2) **AND**
	EXS216	Instructional Comp.: Musc. Strength/Conditioning (2) **AND**
	EXS218	Instructional Comp.: Cardio. Exercises/Activities (2)....3-6
+	EXS285	Exercise Program Design and Instruction (3) **OR**
+	EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3)....3
	HES100	Healthful Living (3) **OR**
	WED110	Principles of Physical Fitness and Wellness (3)....3
	HES154	First Aid/Cardiopulmonary Resuscitation (3) **OR** BLS Health Care Provider and First Aid Cert....0-3
	HES271	Prevention and Treatment of Athletic Injuries....3

Strength, Nutrition and Personal Training

Associate in Applied Science - AAS 3059 (Shared)
62-67 credits

Description: The Strength, Nutrition, and Personal Training Associate in Applied Science (AAS) prepares students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) Health and Fitness Instructor Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, and the American Council on Exercise (ACE) personal trainer certification. This degree will provide students with a stronger educational background making them more marketable in the field of fitness and nutrition. This degree will also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health are also eligible for this program.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37-40 credits

	EXS101	Intro. Exercise Science Kinesiology, and Physical Educ....3
	EXS112	Professional Applications of Fitness Principles....3
	EXS125	Introduction to Exercise Physiology....3
	EXS130	Strength Fitness-Physiological Principles/Trng Techniques...3
	EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques..3
	EXS138	Starting Your Own Personal Training Business....1
	EXS145	Guidelines for Exercise Testing and Prescription....3
	EXS214	Instructional Comp.: Flexibility/Mind-Body Exercises....2
	EXS216	Instructional Comp.: Muscular Strength/Conditioning....2
	EXS218	Instructional Comp.: Cardio. Exercises/Activities....2
+	EXS239	Practical Applications of Personal Trng Internship (3) **OR**
+	EXS239AA	Practical Applications of Personal Trng Internship (1) **OR**
+	EXS239AB	Practical Applications of Personal Trng Internship (2)....3
	FON100	Introductory Nutrition (3) **OR**
	FON241	Principles of Human Nutrition (3)....3
+	FON210	Sports Nutrition/Supplements for Physical Activities....3
+	FON247	Weight Management Theory....3
	HES154	First Aid/Cardiopulmonary Resuscitation (3) **OR** BLS Health Care Provider and First Aid Cert....0-3

General Education 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

	COM100	Introduction to Human Communication (3) **OR**
	COM110	Interpersonal Communication (3)....3

Critical Reading

+	CRE101	College Critical Reading....3

Mathematics

Any approved general education course in Mathematics area, except MAT102. The following courses are recommended:

+	MAT120	Intermediate Algebra (5) OR
+	MAT121	Intermediate Algebra (4) OR
+	MAT122	Intermediate Algebra (3)....3-5

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

HES100 Healthful Living (3) **OR**
PSY101 Introduction to Psychology (3) 3

Natural Sciences

BIO160 Introduction to Human Anatomy and Physiology....4

GRAPHIC DESIGN — ART

Fine Arts Division Office **MB 139** **480.423.6328**
Program Director, Rachel Woodburn **AB 109A** **480.423.6338**

Graphic Design: Visual Communication

Certificate of Completion - CCL 5983
38 credits

Description: The Certificate of Completion (CCL) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Students will receive hands-on training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

ADA/ART112 Two-Dimensional Design 3
+ ADA/ART169 Two-Dimensional Computer Design....3
+ ADA/ART175 Electronic Publishing Design I 3
+ ADA/ART177 Computer-Photographic Imaging....3
ARH110 History of Graphic Design....3
ART100 Introduction to Computer Graphic Art 1
ART103 Typography in the Digital Age....3
+ ART113 Color 3
+ ART181 Graphic Design I....3
ART255AA Self Promotion....1
+ ART255AB The Portfolio....1
+ ART291 Digital Prepress 3

Restricted Electives: 8 credits

+ ADA/ART183 Computer Aided Graphic Arts I 3
ARH100 Introduction to Art....3
ART142 Introduction to Digital Photography 3
ART150 Digital Storytelling (COM/STO150) 3
+ ART182 Graphic Design II 3
+ ART/MMT190 Art of Web Site Design....3
+ ART289 Computer Illustration 3
+ ART296++ Cooperative Education (any module) 1-4
CIS133DA Internet/Web Development - Level I 3

Graphic Design: Visual Communication

Associate in Applied Science - AAS 3052
60-65 credits

Description: The Associate in Applied Science (AAS) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Students will receive hands-on training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 30 credits

ADA/ART112 Two-Dimensional Design 3
+ ADA/ART169 Two-Dimensional Computer Design....3
+ ADA/ART175 Electronic Publishing Design I 3
+ ADA/ART177 Computer-Photographic Imaging....3
ARH110 History of Graphic Design....3
ART100 Introduction to Computer Graphic Art 1
ART103 Typography in the Digital Age....3
+ ART113 Color 3
+ ART181 Graphic Design I....3
ART255AA Self Promotion....1
+ ART255AB The Portfolio....1
+ ART291 Digital Prepress 3

Restricted Electives: 11 credits

+ ADA/ART183 Computer Aided Graphic Arts I 3
ARH100 Introduction to Art....3
ART142 Introduction to Digital Photography 3
ART150 Digital Storytelling (COM/STO150) 3
+ ART182 Graphic Design II 3
+ ART/MMT190 Art of Web Site Design....3
+ ART289 Computer Illustration 3
+ ART296++ Cooperative Education (any module) 1-4
CIS133DA Internet/Web Development - Level I 3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment....0-3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by ARH110 in Required Courses area 0

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ...3

Natural Sciences

Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

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
DAH110	Dance in Film	3
DAH201	World Dance Perspectives	3
DAN115	Contemporary Dance Trends	1
DAN131	Ballet I	1
DAN132	Modern Dance I	1
DAN133	Modern Jazz Dance I	1
DAN134	Ballet II	1
DAN135	Modern Dance II	1
DAN136	Modern Jazz Dance II	1
DAN138	Dance Seminar I	1
DAN140	Tap Dance I	1
DAN211	Dance Production II	3
DAN221	Rhythmic Theory for Dance I	2
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN232AA	Modern Dance III: Intensive	2
DAN233	Modern Jazz Dance III	1
DAN233AA	Modern Jazz Dance III: Intensive	2
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN235AA	Modern Dance IV: Intensive	2
DAN236	Modern Jazz Dance IV	1
DAN236AA	Modern Jazz Dance IV: Intensive	2
DAN237	Ballet Pointe I	1
DAN238	Dance Seminar II	1
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN272	Dance Technology	2
EXS101	Intro Exercise Science, Kinesiology, and Physical Educ.	3
EXS265	Theory of Coaching	3
EXS281	Methods of Coaching	3
FON100	Introductory Nutrition	3
FON210	Sports Nutrition and Supplements for Physical Activity	3
FON230	Nutrition for Special Populations	3
FON241	Principles of Human Nutrition (FON241LL Lab 1 Cr.)	3
FON247	Weight Management Theory	3
HES100	Healthful Living	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES201	Substance Abuse and Behavior	3
HES271	Prevention and Treatment of Athletic Injuries	3
PED+++	Physical Activities 101, 103, 201, 202	1
PED115	Lifetime Fitness	2
PED116	Aerobics for Wellness	2
PED150	Tradition and Practice of Yoga I	2
PED155	Tradition and Practice of Yoga II	2
PED158	Tradition and Practice of Yoga III	2
PED177	History of Sports in the United States	3
PED210	Movement Analysis	1
PED270	Teaching Yoga: Level I	2
PED271	Teaching Yoga: Level II	2
PED280	Introduction to Yoga Therapy I	2
PED282	Introduction to Yoga Therapy II	2
REC120	Leisure and the Quality of Life	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3
WED151	Introduction to Alternative Medicine	3
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2
WED172	Overview of Herbal Remedies	1
WED183	Introduction to Ayurvedic Principles	2
WED195	Special Topics in Wellness Education	0.5-2
WED218	Aromatherapy	1

(+) indicates course prerequisites/corequisites (++) indicates any module

HOSPITALITY AND TOURISM/ GOLF MANAGEMENT — HRM

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Larry Williams	**AP 244**	**480.423.6266**

Hospitality and Tourism/Golf Management

Certificate of Completion - CCL 5076
41 credits

Description: Completion of the Certificate of Completion (CCL) in Hospitality and Tourism/Golf Management offers students access to a variety of career paths. Program graduates are well prepared for entry-level positions leading to careers as teaching pros, golf directors, club managers, camp directors, pro shop managers, manufacturer sales representatives and other positions in golf, recreation and business. The curriculum provides a firm business core with emphasis in customer service, combined with a focus in physical activities and coaching theory and techniques. Representative job titles include Player/Outside Service Personnel, Golf Shop Associate, and Assistant Golf Professional.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 38 credits

	ACC211	Financial Accounting 3
	EXS265GO	Theory of Coaching Golf 3
	EXS281GO	Golf: Methods of Coaching 3
	HES154	First Aid/Cardiopulmonary Resuscitation 3
	HRM110	Introduction to Hospitality and Tourism Management 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM235	Club Management 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM296WC	Cooperative Education (3) **OR**
+	PED296WC	Cooperative Education (3) 3
	PED201GO	Golf-Advanced (1) 2
	REC210	Leisure Delivery Systems 3

Restricted Electives: 3 credits

	EXS101	Intro Exercise Science, Kinesiology, and Physical Educ. 3
	HES100	Healthful Living 3
	HES271	Prevention and Treatment of Athletic Injuries 3
+	HRM145	Events Management 3
	HRM275	Restaurant Management 3
+	HRM280	Hospitality and Tourism Law 3
+	HRM291	Directed Field Study - International 3
+	HRM292	Directed Field Study 3
+	PSY215	Introduction to Sport Psychology 3

Hospitality and Tourism/Golf Management

Associate in Applied Science - AAS 3557
66-68 credits

Description: Completion of the Associate in Applied Science (AAS) in Hospitality and Tourism/Golf Management offers students access to a variety of career paths. Program graduates are well prepared for entry-level positions leading to careers as teaching pros, golf directors, club managers, camp directors, pro shop managers, manufacturer sales representatives and other positions in golf, recreation and business. The curriculum provides a firm business core with emphasis in customer service, combined with a focus in physical activities and coaching theory and techniques. Representative job titles include Player/Outside Service Personnel, Golf Shop Associate, and Assistant Golf Professional.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 38 credits

	ACC211	Financial Accounting 3
	EXS265GO	Theory of Coaching Golf 3
	EXS281GO	Golf: Methods of Coaching 3
	HES154	First Aid/Cardiopulmonary Resuscitation 3
	HRM110	Introduction to Hospitality and Tourism Management 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM235	Club Management 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM296WC	Cooperative Education (3) **OR**
+	PED296WC	Cooperative Education (3) 3
	PED101GO	Golf (1) **OR**
	PED102GO	Golf-Intermediate (1) **OR**
	PED103GO	Golf (0.5) **AND**
	PED201GO	Golf-Advanced (1) 2
	REC210	Leisure Delivery Systems 3

Restricted Electives: 3 credits

	EXS101	Intro Exercise Science, Kinesiology, and Physical Educ. 3
	HES100	Healthful Living 3
	HES271	Prevention and Treatment of Athletic Injuries 3
+	HRM145	Events Management 3
	HRM275	Restaurant Management 3
+	HRM280	Hospitality and Tourism Law 3
+	HRM291	Directed Field Study - International 3
+	HRM292	Directed Field Study 3
+	PSY215	Introduction to Sport Psychology 3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG108	First-Year Composition for ESL (3) 6

(+) indicates course prerequisites/corequisites (++) indicates any module

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	College Critical Reading (3) **OR**
		equivalent as indicated by assessment 3

Mathematics

+	MAT142	College Mathematics (3) **OR**
+	MAT150/151/152	College Algebra/Functions (3-5) 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

	ECN211	Macroeconomic Principles (3) **OR**
	ECN212	Microeconomic Principles (3) **OR**
	PSY101	Introduction to Psychology (3) **OR**
	REC120	Leisure and the Quality of Life (3) 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

HOSPITALITY AND TOURISM/ HOTEL MANAGEMENT — HRM

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Larry Williams	**AP 244**	**480.423.6266**

Hospitality and Tourism/Hotel Management

Certificate of Completion - CCL 5086
42 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science. Graduates are well-rounded with a mix of business and life skills that are in high demand with employers. Graduates are currently employed as managers in hotels and resorts, many with multinational chains. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 36 credits

	ACC211	Financial Accounting 3
	HRM110	Introduction to Hospitality and Tourism Management 3
	HRM120	Hotel Facility Management 3
	HRM130	Guest Services Management 3
	HRM140	Food Production Concepts 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM250	Hospitality and Tourism Information Systems II 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM280	Hospitality and Tourism Law 3
+	HRM296WC	Cooperative Education 3

Restricted Electives: 6 credits

	HRM142	Wine: From Vine to Table 3
+	HRM145	Events Management 3
	HRM230	Beverage Management 3
+	HRM235	Club Management 3
+	HRM240	Commercial Food Production 3
	HRM275	Restaurant Management 3
	HRM285	Gaming Management 3
+	HRM290	Ecotourism 3
+	HRM291	Directed Field Study - International 3
+	HRM292	Directed Field Study 3
	REC210	Leisure Delivery Systems 3

Hospitality and Tourism/Hotel Management

Associate in Applied Science - AAS 3086
64-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Hotel Management is designed to prepare graduates for management careers in the hotel and resort industry. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science with a mix of humanities, natural sciences, as well as social and behavioral sciences. Graduates are well-rounded with a mix of business and life skills that are in high demand with employers. Graduates are currently employed as managers in hotels and resorts, many with multinational chains. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 33 credits

	ACC211	Financial Accounting 3
	HRM110	Introduction to Hospitality and Tourism Management 3
	HRM120	Hotel Facility Management 3
	HRM130	Guest Services Management 3
	HRM140	Food Production Concepts 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM250	Hospitality and Tourism Information Systems II 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM280	Hospitality and Tourism Law 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Restricted Electives: 6 credits

HRM142	Wine: From Vine to Table	3
+ HRM145	Events Management	3
HRM230	Beverage Management	3
+ HRM235	Club Management	3
+ HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management	3
+ HRM290	Ecotourism	3
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3
+ HRM296WB	Cooperative Education	2
+ HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

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

Critical Reading

+ CRE101	College Critical Reading (3) **OR**	
	equivalent as indicated by assessment	3

Mathematics

+ Any approved general education course in Mathematics area.....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
PSY101	Introduction to Psychology (3) **OR**	
REC120	Leisure and the Quality of Life (3)	3

Natural Sciences

Any approved general education course in Natural Sciences area 4

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT — HRM

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Larry Williams	**AP 244**	**480.423.6266**

Hospitality and Tourism/Restaurant Management

Certificate of Completion - CCL 5560
42 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Restaurant Management is designed to prepare graduates for management careers in restaurants and commercial food service management. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science with a mix of humanities, natural sciences, as well as social and behavioral sciences. Graduates are well-rounded with a mix of business and life skills that are in high demand with employers. Graduates are currently employed as managers in restaurants, hotels and resorts, many with multinational chains. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 36 credits

ACC211	Financial Accounting	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM140	Food Production Concepts	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
+ HRM250	Hospitality and Tourism Information Systems II	3
+ HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
+ HRM280	Hospitality and Tourism Law	3
+ HRM296WC	Cooperative Education	3

Restricted Electives: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM142	Wine: From Vine to Table	3
+ HRM145	Events Management	3
+ HRM235	Club Management	3
+ HRM240	Commercial Food Production	3
HRM285	Gaming Management	3
+ HRM291	Directed Field Study - International	3
+ HRM292	Directed Field Study	3

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(+) indicates course prerequisites/corequisites (++) indicates any module

Hospitality and Tourism/Restaurant Management

Associate in Applied Science - AAS 3560
64-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Restaurant Management is designed to prepare graduates for management careers in restaurants and commercial food service management. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science with a mix of humanities, natural sciences, as well as social and behavioral sciences. Graduates are well-rounded with a mix of business and life skills that are in high demand with employers. Graduates are currently employed as managers in restaurants, hotels and resorts, many with multinational chains. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 33 credits

	ACC211	Financial Accounting 3
	HRM110	Introduction to Hospitality and Tourism Management 3
	HRM140	Food Production Concepts 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
	HRM230	Beverage Management 3
+	HRM250	Hospitality and Tourism Information Systems II 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
	HRM275	Restaurant Management 3
+	HRM280	Hospitality and Tourism Law 3

Restricted Electives: 6 credits

	CUL180	Food in History 3
	CUL190	Catering Operations I 3
	HRM142	Wine: From Vine to Table 3
+	HRM145	Events Management 3
+	HRM235	Club Management 3
+	HRM240	Commercial Food Production 3
	HRM285	Gaming Management 3
+	HRM291	Directed Field Study - International 3
+	HRM292	Directed Field Study 3
+	HRM296WB	Cooperative Education 2
+	HRM296WC	Cooperative Education 3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG108	First-Year Composition for ESL (3) 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+	CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment 3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

	ECN211	Macroeconomic Principles (3) **OR**
	ECN212	Microeconomic Principles (3) **OR**
	PSY101	Introduction to Psychology (3) **OR**
	REC120	Leisure and the Quality of Life (3) 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

HOSPITALITY AND TOURISM/ SPA AND WELLNESS CENTER MANAGEMENT — HRM

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Larry Williams	**AP 244**	**480.423.6266**

Hospitality and Tourism/Spa and Wellness Center Management

Certificate of Completion - CCL 5524
42 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Spa and Wellness Center Management is designed to prepare graduates for management careers in spa and wellness center management. The program provides an industry specific business foundation combined with an overview of healthful living courses with specific application to spa and wellness center management. Graduates acquire a specific mix of skills that are in high demand with employers in a newly developing, rapid-growth segment of the hospitality industry. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 36 credits

	ACC211	Financial Accounting 3
	HES100	Healthful Living 3
	HES154	First Aid/Cardiopulmonary Resuscitation 3
	HRM110	Introduction to Hospitality and Tourism Management 3
	HRM130	Guest Services Management 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM280	Hospitality and Tourism Law 3
+	HRM296WC	Cooperative Education (3) **OR**
+	PED296WC	Cooperative Education (3) 3
	WED162	Meditation and Wellness 1
	WED165	Overview of Massage Therapy 2

Restricted Electives: 6 credits

	EXS112	Professional Application of Fitness Principles 3
	EXS130	Strength Fitness-Phys. Principles/Training Techniques 3
+	HRM145	Events Management 3
+	HRM235	Club Management 3
+	HRM250	Hospitality and Tourism Information Systems II 3
+	HRM290	Ecotourism 3
+	HRM291	Directed Field Study - International 3
+	HRM292	Directed Field Study 3
	PED101TC	Tai Chi (1) **OR**
	PED102TC	Tai Chi - Intermediate (1) **OR**
	PED103TC	Tai Chi (0.5) **OR**
	PED201TC	Tai Chi - Advanced (1) 1
	PED101YO	Yoga (1) **OR**
	PED102YO	Yoga - Intermediate (1) **OR**
	PED103YO	Yoga (0.5) **OR**
	PED201YO	Yoga - Advanced (1) 1
	PED116	Aerobics for Wellness 2
	WED151	Introduction to Alternative Medicine 3
	WED172	Overview of Herbal Remedies 1
	WED195AA	Special Topics in Wellness Education 0.5
	WED195AB	Special Topics in Wellness Education 1
	WED195AC	Special Topics in Wellness Education 2
	WED218	Aromatherapy 1

Hospitality and Tourism/Spa and Wellness Center Management

Associate in Applied Science - AAS 3079
67-69 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Spa and Wellness Center Management is designed to prepare graduates for management careers in spa and wellness center management. The program provides an industry specific business foundation combined with an overview of healthful living courses with specific application to spa and wellness center management. Graduates acquire a specific mix of skills that are in high demand with employers in a newly developing, rapid-growth segment of the hospitality industry. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 36 credits

	ACC211	Financial Accounting 3
	HES100	Healthful Living 3
	HES154	First Aid/Cardiopulmonary Resuscitation 3
	HRM110	Introduction to Hospitality and Tourism Management 3
	HRM130	Guest Services Management 3
+	HRM150	Hospitality and Tourism Information Systems I 3
+	HRM220	Hospitality Managerial Accounting 3
+	HRM260	Hospitality Human Resource Management 3
	HRM270	Hospitality Marketing 3
+	HRM280	Hospitality and Tourism Law 3
+	HRM296WC	Cooperative Education (3) **OR**
+	PED296WC	Cooperative Education (3) 3
	WED162	Meditation and Wellness 1
	WED165	Overview of Massage Therapy 2

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(+) indicates course prerequisites/corequisites (++) indicates any module

Restricted Electives: 6 credits

	EXS112	Professional Application of Fitness Principles....3
	EXS130	Strength Fitness-Phys. Principles/Training Techniques....3
+	HRM145	Events Management....3
+	HRM235	Club Management....3
+	HRM250	Hospitality and Tourism Information Systems II....3
+	HRM290	Ecotourism....3
+	HRM291	Directed Field Study - International....3
+	HRM292	Directed Field Study....3
	PED101TC	Tai Chi (1) **OR**
	PED102TC	Tai Chi - Intermediate (1) **OR**
	PED103TC	Tai Chi (0.5) **OR**
	PED201TC	Tai Chi - Advanced (1)....1
	PED101YO	Yoga (1) **OR**
	PED102YO	Yoga - Intermediate (1) **OR**
	PED103YO	Yoga (0.5) **OR**
	PED201YO	Yoga - Advanced (1)....1
	PED116	Aerobics for Wellness....2
	WED151	Introduction to Alternative Medicine....3
	WED172	Overview of Herbal Remedies....1
	WED195AA	Special Topics in Wellness Education....0.5
	WED195AB	Special Topics in Wellness Education....1
	WED195AC	Special Topics in Wellness Education....2
	WED218	Aromatherapy....1

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG108	First-Year Composition for ESL (3)....6

Oral Communication

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

Critical Reading

+	CRE101	College Critical Reading (3) **OR**
		equivalent as indicated by assessment....3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

	ECN211	Macroeconomic Principles (3) **OR**
	ECN212	Microeconomic Principles (3) **OR**
	PSY101	Introduction to Psychology (3) **OR**
	REC120	Leisure and the Quality of Life (3)....3

Natural Sciences

Any approved general education course in Natural Sciences area....4

HOSPITALITY AND TOURISM/ TOURISM DEVELOPMENT AND MANAGEMENT — HRM

Hospitality, Tourism, and Culinary Arts

Division Office	**AP 253**	**480.423.6578**
Program Director, Larry Williams	**AP 244**	**480.423.6266**

Hospitality and Tourism/Tourism Development and Management

Certificate of Completion - CCL 5607
42-44 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Tourism Development and Management is designed to prepare graduates for management careers in tourism development and management. The program provides an industry-specific planning and management foundation that examines tourism sectors, consumer behavior, and factors that influence tourism development and promotion. Graduates acquire a specific mix of skills that focus on the interaction of tourism with the economy, environment, and people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3-5 credits

+	MAT120	Intermediate Algebra (5) **OR**
+	MAT121	Intermediate Algebra (4) **OR**
+	MAT122	Intermediate Algebra (3)....3-5

Required Courses: 36-38 credits

	HRM110	Introduction to Hospitality and Tourism Management....3
	HRM145	Events Management....3
+	HRM146	International Meetings, Conventions and Exhibitions....3
+	HRM150	Hospitality and Tourism Information Systems I....3
	HRM160	Tourism Principles and Practices....3
+	HRM260	Hospitality Human Resource Management....3
+	HRM265	Financing Hospitality and Tourism Development....3
+	HRM270	Hospitality Marketing....3
+	HRM280	Hospitality and Tourism Law....3
+	HRM290	Ecotourism....3
+	MAT140	College Mathematics (5) **OR**
+	MAT141	College Mathematics (4) **OR**
+	MAT142	College Mathematics (3)....3-5
	REC210	Leisure Delivery Systems....3

Restricted Electives: 6 credits

	GCU121	World Geography I: Eastern Hemisphere (3) **OR**
	GCU122	World Geography II: Western Hemisphere (3)....3
+	HRM235	Club Management....3
+	HRM250	Hospitality and Tourism Information Systems II....3
	HRM285	Gaming Management....3
+	HRM291	Directed Field Study - International....3
+	HRM292	Directed Field Study....3
+	HRM296WC	Cooperative Education....3
	REC120	Leisure and the Quality of Life....3

(+) indicates course prerequisites/corequisites (++) indicates any module

Hospitality and Tourism/Tourism Development and Management

Associate in Applied Science - AAS 3101
64-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Tourism Development and Management is designed to prepare graduates for management careers in tourism development and management. The program provides an industry-specific planning and management foundation that examines tourism sectors, consumer behavior, and factors that influence tourism development and promotion. Graduates acquire a specific mix of skills that focus on the interaction of tourism with the economy, environment, and people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3-5 credits

+ MAT120 Intermediate Algebra (5) **OR**
+ MAT121 Intermediate Algebra (4) **OR**
+ MAT122 Intermediate Algebra (3) 3-5

Required Courses: 36-38 credits

HRM110 Introduction to Hospitality and Tourism Management.....3
HRM145 Events Management.....3
+ HRM146 International Meetings, Conventions and Exhibitions.....3
+ HRM150 Hospitality and Tourism Information Systems I.....3
HRM160 Tourism Principles and Practices.....3
+ HRM260 Hospitality Human Resource Management.....3
+ HRM265 Financing Hospitality and Tourism Development.....3
+ HRM270 Hospitality Marketing.....3
+ HRM280 Hospitality and Tourism Law.....3
+ HRM290 Ecotourism.....3

+ MAT140 College Mathematics (5) **OR**
+ MAT141 College Mathematics (4) **OR**
+ MAT142 College Mathematics (3) 3-5

REC210 Leisure Delivery Systems.....3

Restricted Electives: 6 credits

GCU121 World Geography I: Eastern Hemisphere (3) **OR**
GCU122 World Geography II: Western Hemisphere (3).....3
+ HRM235 Club Management.....3
+ HRM250 Hospitality and Tourism Information Systems II.....3
HRM285 Gaming Management.....3
+ HRM291 Directed Field Study - International.....3
+ HRM292 Directed Field Study.....3
+ HRM296WC Cooperative Education.....3

General Education Requirements: 22 credits

CORE: 12 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3).....6

Oral Communication

+ COM225 Public Speaking.....3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment.....3

Mathematics

Met by MAT140, MAT141 or MAT142 in Required Courses area.....0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

ECN211 Macroeconomic Principles (3) **OR**
ECN212 Microeconomic Principles (3) **OR**
PSY101 Introduction to Psychology (3) **OR**
REC120 Leisure and the Quality of Life (3).....3

Natural Sciences

Any approved general education course in Natural Sciences area.....4

(+) indicates course prerequisites/corequisites (++) indicates any module

INTERIOR DESIGN — INT

Applied Sciences Division Office **AP 237B** **480.423.6599**
Program Director, Charles Cooper **AP 216C** **480.423.6436**

Interior Design

Associate in Applied Science - AAS 3122
61-66 credits

Description: The Associate in Applied Science (AAS) in Interior Design program equips students with a background in the conceptual, technical and historical aspects of interior design. Students study basic design, color, history of architecture and furniture, interior materials, hand and computer drafting, space planning, and presentation techniques. Studio projects allow students to identify, research, and solve design issues.

The mission of the Interior Design program is to provide a comprehensive educational experience with pathways leading to professional placement in the interiors industry. The two-tiered curriculum consists of an Associate in Applied Science (AAS) in Interior Design that provides foundational knowledge and skills and a Certificate of Completion (CCL) in Interior Design: Professional Level that offers specialized knowledge within the interiors industry.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 42 credits

ARC121	Introduction to Architectural Drafting: Manual	3
ARC141	Architectural CAD I: Introduction	3
+ ARC142	Architectural CAD II: Plans and Elevations	3
INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	Modern 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
INT225	History of Decorative Arts	3
+ INT230	Presentation Techniques	3
+ INT240	Kitchen and Bath Design	3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

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

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment....0-3

Mathematics

+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by INT115 and INT120 in Required Courses area....0

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area....4

Interior Design: Professional Level

Certificate of Completion - CCL 5160
27 credits

Description: The Certificate of Completion (CCL) in Interior Design: Professional Level program is a post AAS certificate program offering specialized and technical knowledge within interior design that provides fundamental knowledge and skills for the design industry.

The mission of the Interior Design Program is to provide a comprehensive educational experience with pathways leading to professional placement in the interiors industry

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required, including Portfolio Review.

Program Prerequisites: 61 credits

Associate in Applied Science in Interior Design (3122) (61) **AND** permission of the Program Director.... 61

Required Courses: 18 credits

+ INT215	Professional Practices	3
+ INT260	Interior Codes and Regulations	3
+ INT265	Building Systems	3
+ INT268	Lighting Design	3
+ INT270	Commercial Design	3
+ INT271AA-AC	Interior Design Internship (any suffixed courses)	3

Restricted Electives: 9 credits

ARH+++++	Any ARH Art Humanities courses	6
ASB+++++	Any ASB Anthopology course (3) **OR**	
PSY+++++	Any PSY Psychology course (3) **OR**	
SOC+++++	Any SOC Sociology course (3)	3

(+) indicates course prerequisites/corequisites (++) indicates any module

JOURNALISM — JRN

English, World Languages & Journalism Div. LC 305 480.423.6459
Program Contact, Julie Knapp LC 350 480.423.6410

Journalism

Associate in Applied Science - AAS 3120
62 credits

Description: The Associate of Applied Science (AAS) in Journalism provides students with general, practical and marketable skills that will enable them to seek entry-level employment in news and feature writing for newspapers, magazines, community journals, online websites and radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. The development of news judgment is also a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 34-36 credits

	CIS105	Survey of Computer Information Systems....3
+	ENG216	Persuasive Writing on Public Issues....3
+	JRN125	Photo Editing....3
+	JRN133	Development of Small Publications (3) **OR**
	JRN205	Copyediting (3)....3
+	JRN201	News Writing....3
+	JRN203	Writing for Online Media....3
	JRN215	News Production....3
	JRN225	Photojournalism....3
	JRN234	Feature Writing....3
+	JRN240++	Journalism Internship....1-3
	MCO120	Media and Society....3
+	MCO220	Cultural Diversity and the Media....3

Restricted Electives: 3 credits

	ENH110	Introduction to Literature....3
	ENH112	Chicano Literature....3
	ENH113	Writers/Directors and Current Issues....3
	ENH114	African-American Literature....3
	ENH206	Nature and Environmental Literature....3
+	GBS233	Business Communication....3
	HIS243	History of World Religions....3
	HUM107	Humanities Through the Arts....3
	HUM125	The Urban Experience....3
	HUM201	Humanities: Universal Themes....3
+	HUM250	Ideas and Values in the Humanities....3
+	HUM251	Ideas and Values in the Humanities....3
+	JRN212	Broadcast Writing....3
+	JRN236	Advanced Practicum: Public Relations....3
	MGT251	Human Relations in Business....3
	REL243	World Religions....3

General Education Requirements: 25-27 credits

CORE: 15-17 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **AND**
+	ENG102	First-Year Composition (3) **OR**
+	ENG111	Technical and Professional Writing (3)....6

Oral Communication

	COM100	Introduction to Human Communication (3) **OR**
	COM110	Interpersonal Communication (3) **OR**
+	COM225	Public Speaking (3) **OR**
	COM230	Small Group Communication (3)....3

Critical Reading

+	CRE101	College Critical Reading (3) **OR**
		equivalent as indicated by assessment....3

Mathematics

+	MAT102	Mathematical Concepts/Applications (3) **OR**
+	MAT120	Intermediate Algebra (5) **OR**
+	MAT121	Intermediate Algebra (4) **OR**
+	MAT122	Intermediate Algebra (3) **OR**
		Satisfactory completion of a higher level mathematics course....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area....3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area....3

Natural Sciences

Any approved general education course in Natural Sciences area....4

(+) indicates course prerequisites (++) indicates any module

MOTION PICTURE/TV PRODUCTION TCM

MP/TV Film School Office LC 404 480.423.6315
Program Director, Albert Cutler LC 404 480.423.6315

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 Associate in Applied Science (AAS) degree. 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 Associate in Applied Science degree.

Certificates of Completion in Film Production, Editing, Broadcast Production, Screenwriting, and Film Analysis and Criticism are also available.

Requirements for the AAS Degree and Certificates of Completion

Program Prerequisites: 3 Credits

TCM100 Digital Multi Media (3) **OR**
Permission of Program Director 3

Program Common Core: 15 Credits

The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

Required Courses: 15 credits

HUM/THE205 Introduction to Cinema 3
TCM101 Fundamentals of Radio and Television 3
+ TCM134 Pre-Production for Motion Picture and Television 3
+ TCM135 Production for Motion Picture and Television 3
+ TCM136 Post-Production for Motion Picture and Television 3

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):

Track I: Certificate of Completion in Screenwriting 141
Track II: Certificate of Completion in Broadcast Production 141
Track III: Certificate of Completion in Film Production 142
Track IV: Certificate of Completion in Editing 143
Track V: Certificate of Completion in Film Analysis and Criticism 142

Motion Picture/Television Production

Associate in Applied Science - AAS 3572
67-70 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 67-70 credits required for the AAS in Motion Picture/Television Production.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.
* indicates course will not apply in both Required Courses and Restricted Electives area.

Program Prerequisites: 3 credits

TCM100 Digital Multi Media (3) **OR**
Permission of Program Director 3

General Education 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 general education course in Oral Communication area 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment 3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by HUM/THE205 listed in the Required Courses area 0

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

NOTE: Course requirements for the Motion Picture/Television Production Associate of Applied Science Degree and the Certificates of Completion will be changing effective Spring 2012. Changes will be published in the catalog addendum available in July 2011. Contact the program director for more information.

(+) indicates course prerequisites/corequisites (++) indicates any module

Screenwriting

Certificate of Completion - CCL 5993
45 credits

Description: The Certificate of Completion (CCL) 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 Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 6-9 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 Multi Media (3) **OR**	
	Permission of Program Director	3

Required Courses: 36 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	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
+ TCM211	Screenwriting II	3
+ TCM216	Screenwriting III	3
+ TCM218	Screenwriting IV	3
TCM255	Filmmaking: Fusing Art and Technology	3

+

Restricted Electives: 9 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
+ TCM221	The Completed Screenplay	4
+ TCM248	Advanced Film Production Techniques	4
+ TCM250	Documentaries for Social Change	4
+ TCM265	Advanced Scheduling and Budgeting	3
+ TCM275	Advanced Portfolio Production	4
+ TCM285++	Special Topics: Motion Picture/TV Production (any module)	1-3
TCM290	Professional Media Marketing	3
+ TCM296++	Cooperative Education (any suffixed course)	1-4

Broadcast Production

Certificate of Completion - CCL 5973
45 credits

Description: The Certificate of Completion (CCL) 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 Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

TCM100	Digital Multi Media (3) **OR**	
	Permission of Program Director	3

Required Courses: 40 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television	3
+ TCM111AA	Screenwriting I: The Short Film	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
+ TCM151	Broadcast Production	2
+ TCM180	Television Production Techniques	4
+ TCM240	Advanced Television Commercial 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
+ TCM250	Documentaries for Social Change	4
+ TCM251	Advanced Studio Production	3

Restricted Electives: 5 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
+ TCM215AA	Cinematography: 16 mm Film (3) **OR**	
+ TCM215AB	Cinematography: High-Definition Video (3)	3
+ TCM219	Introduction to Television Technology	3
+ TCM221	The Completed Screenplay	4
+ TCM222	DVD Authoring	4
+ TCM248	Advanced Film Production Techniques	4
+ TCM255	Filmmaking: Fusing Art and Technology	3
TCM260	Film/Video Producing and Financing	3
+ TCM265	Advanced Scheduling and Budgeting	3
+ TCM275	Advanced Portfolio Production	4
+ TCM285++	Special Topics: Motion Picture/TV Production (any module)	1-3
+ TCM290	Professional Media Marketing	3
+ TCM296++	Cooperative Education (any suffixed course)	1-4

(+) indicates course prerequisites/corequisites (++) indicates any module

Film Production

Certificate of Completion - CCL 5989
46 credits

Description: The Certificate of Completion (CCL) 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 Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

	TCM100	Digital Multi Media (3) **OR** Permission of Program Director 3

Required Courses: 43 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 3
+	TCM135	Production for Motion Picture and Television 3
+	TCM136	Post-Production for Motion Picture and Television 3
+	TCM151	Broadcast Production 2
+	TCM215AA	Cinematography: 16 mm Film (3) **OR**
+	TCM215AB	Cinematography: High-Definition Video (3) 3
+	TCM230	Motion Picture Directing 4
+	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
+	TCM248	Advanced Film Production Techniques 4
	TCM260	Film/Video Producing and Financing 3

Restricted Electives: 3 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
+	TCM221	The Completed Screenplay 4
+	TCM222	DVD Authoring 4
+	TCM240	Advanced Television Commercial Production 3
+	TCM250	Documentaries for Social Change 4
+	TCM255	Filmmaking: Fusing Art and Technology 3
+	TCM265	Advanced Scheduling and Budgeting 3
+	TCM275	Advanced Portfolio Production 4
+	TCM285++	Special Topics: Motion Picture/TV Prod. (any module) 1-3
+	TCM290	Professional Media Marketing 3
+	TCM296++	Cooperative Education (any suffixed course) 1-4
	THP112	Acting I 3
+	THP210	Acting: Television and Film 3

Film Analysis and Criticism

Certificate of Completion - CCL 5998
45 credits

Description: The Certificate of Completion (CCL) 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 Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 9 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 Multi Media (3) **OR** Permission of Program Director 3

Required Courses: 39 credits

+	ENG210	Creative Writing 3
	HUM/THE205	Introduction to Cinema 3
	HUM/WST209	Women and Films (3) **OR**
	TCM225	Film Noir (3) 3
	HUM/THE210	Contemporary Cinema 3
	HUM21IAA	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 3
	TCM135	Production for Motion Picture and Television 3
	TCM136	Post-Production for Motion Picture and Television 3
	TCM140	Modern Media Concepts 3
+	TCM255	Filmmaking: Fusing Art and Technology 3

Restricted Electives: 6 credits

+	ENH254	Literature and Film 3
+	JRN234	Feature Writing 3
+	TCM213	Motion Picture Workshop 4
+	TCM214	Television Workshop 3
+	TCM215AA	Cinematography: 16 mm Film 3
+	TCM215AB	Cinematography: High-Definition Video 3
+	TCM221	The Completed Screenplay 4
+	TCM230	Motion Picture Directing 4
+	TCM248	Advanced Film Production Techniques 4
	TCM260	Film/Video Producing and Financing 3
+	TCM265	Advanced Scheduling and Budgeting 3
+	TCM275	Advanced Portfolio Production 4
+	TCM285++	Special Topics: Motion Picture/TV Prod. (any module) 1-3
+	TCM290	Professional Media Marketing 3
+	TCM296++	Cooperative Education (any suffixed course) 1-4
	THP112	Acting I 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Editing

Certificate of Completion - CCL 5981
45 credits

Description: The Certificate of Completion (CCL) in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as editors. The students will receive hands-on training in Motion Picture/Television Production, in media theory, and in 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 Notes: Students must earn a grade of "C" or better in all courses within the program.
*Indicates course will not apply in both Required Courses and Restricted Electives area.

Admission Criteria: None

Program Prerequisites: 3 credits

	TCM100	Digital Multi Media (3) **OR**
		Permission of Program Director 3

Required Courses: 42 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 3
+	TCM135	Production for Motion Picture and Television 3
+	TCM136	Post-Production for Motion Picture and Television 3
+	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
+	TCM271AA*	Adv. Non-Linear Effects and Compositing: AVID (4) **OR**
+	TCM271AB*	Adv. Non-Linear Effects and Compositing: Final Cut Pro (4) **OR**
+	TCM282AA*	Adv. Non-Linear Editing Techniques: AVID (4) **OR**
+	TCM282AB*	Adv. Non-Linear Editing Techniques: Final Cut Pro (4) 4
+	TCM280	The Art of 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 4
+	TCM215AA	Cinematography: 16 mm Film (3) **OR**
+	TCM215AB	Cinematography: High-Definition Video (3) 3
+	TCM219	Introduction to Television Technology 3
+	TCM/MTC220	Advanced Sound Design for Film and Video 3
+	TCM221	The Completed Screenplay 4
+	TCM222	DVD Authoring 4
+	TCM240	Advanced Television Commercial Production 3
+	TCM248	Advanced Film Production Techniques 4
+	TCM250	Documentaries for Social Change 4
+	TCM255	Filmmaking: Fusing Art and Technology 3
	TCM260	Film/Video Producing and Financing 3
+	TCM265	Advanced Scheduling and Budgeting 3
+	TCM271AA*	Adv. Non-Linear Effects and Compositing: AVID (4) **OR**
+	TCM271AB*	Adv. Non-Linear Effects and Compositing: Final Cut Pro (4) **OR**
+	TCM282AA*	Adv. Non-Linear Editing Techniques: AVID (4) **OR**
+	TCM282AB*	Adv. Non-Linear Editing Techniques: Final Cut Pro (4) 4
+	TCM275	Advanced Portfolio Production 4
+	TCM285++	Special Topics: Motion Picture/TV Prod. (any module) 1-3
+	TCM290	Professional Media Marketing 3
+	TCM296++	Cooperative Education (any suffixed course) 1-4

(+) indicates course prerequisites/corequisites (++) indicates any module

MUSIC — MTC, MUC

Music Department MB 144 480.423.6333
Program Director, Ron Marschall MB 141 480.423.6466

Two certificate/degree programs offer students an opportunity to receive training in the commercial music business. Through the Audio Production Technologies program, students will receive training on industry-standard equipment by instructors with real-world experience and professional resumes. The Music Business program is designed to prepare students for today's music industry, combining a flexible curriculum with an emphasis in business and marketing, along with music industry-related courses and experience.

An academic certificate in Electronic Music is also offered. See page 146 for more information.

Audio Production Technologies

Certificate of Completion - CCL 5334 (Shared) 39 credits

Description: The Certificate of Completion (CCL) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 39 credits

	MTC101	Introduction to Music Theory 3
	MTC103	Introduction to Aural Perception 2
	MTC180	Computer Literacy for Musicians (3) **OR**
+	MUC295	Studio Music Recording III (3) 3
	MTC191	Electronic Music I 3
+	MTC192	Electronic Music II 3
	MUC109	Music Business: Merchandising and the Law 3
	MUC110	Music Business: Recording and Mass Media 3
+	MUC111	Digital Audio Workstation I (DAW I) 3
+	MUC112	Digital Audio Workstation II (DAW II) 3
	MUC195	Studio Music Recording I (3) **OR**
	MUC195AA	Studio Music Recording I (3) 3
+	MUC196	Studio Music Recording II 3
	MUC197	Live Sound Reinforcement I 3
+	MUC198	Live Sound Reinforcement II 3
+	MUC297AA	Music Internship 1

Sound Design

Certificate of Completion - CCL 5686 (Shared) 41 credits

Description: The Certificate of Completion (CCL) in Sound Design offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production field including: Film & Television, Animation, Radio, Theatre, and Commercial Advertising.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 41 credits

+	MTC105	Music Theory I 3
+	MTC106	Aural Perception I 1
+	MTC/TCM120	Intro to Sound Design for Film/Video 3
	MTC191	Electronic Music I 3
+	MTC192	Electronic Music II 3
+	MTC/TCM220	Adv. Intro to Sound Design for Film/Video 3
	MUC109	Music Business: Merchandising and the Law 3
	MUC110	Music Business: Recording and Mass Media 3
+	MUC111	Digital Audio Workstation I (DAW I) 3
+	MUC112	Digital Audio Workstation II (DAW II) 3
+	MUC194	Intro to Audio Mixing Techniques 3
	MUC195	Studio Music Recording I (3) **OR**
	MUC195AA	Studio Music Recording I (3) 3
+	MUC196	Studio Music Recording II 3
+	MUC297AA	Music Internship 1
+	MUC292	Sound Design III 3

(+) indicates course prerequisites/corequisites (++) indicates any module

Audio Production Technologies

Associate in Applied Science - AAS 3024 (Shared)
64-69 credits

Description: The Associate in Applied Science (AAS) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the degree in Audio Production Technologies will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 39-41 credits

	MTC191	Electronic Music I 3
+	MTC192	Electronic Music II 3
	MUC109	Music Business: Merchandising and the Law 3
	MUC110	Music Business: Recording and Mass Media 3
+	MUC111	Digital Audio Workstation I (DAW I) 3
+	MUC112	Digital Audio Workstation II (DAW II) 3
	MUC195	Studio Music Recording I (3) **OR**
	MUC195AA	Studio Music Recording I (3) 3
+	MUC196	Studio Music Recording II 3
+	MUC297AA	Music Internship 1

Select one of two (2) tracks

Track I - Audio Production - 14 credits

	MTC101	Introduction to Music Theory 3
	MTC103	Introduction to Aural Perception 2
	MUC197	Live Sound Reinforcement I 3
+	MUC198	Live Sound Reinforcement II 3
	MTC180	Computer Literacy for Musicians (3) **OR**
+	MUC295	Studio Music Recording III (3) 3

Track II - Sound Design Track - 16 credits

+	MTC105	Music Theory I 3
+	MTC106	Aural Perception I 1
	MTC/TCM120	Intro to Sound Design for Film/Video 3
+	MTC/TCM220	Adv. Intro to Sound Design for Film/Video 3
+	MUC194	Intro to Audio Mixing Techniques 3
+	MUC292	Sound Design III 3

General Education Requirements: 25-28 credits

CORE: 12-15 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+	CRE101	College Critical Reading (3) **OR**
		equivalent as indicated by assessment 0-3

Mathematics

+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 13 credits

Humanities and Fine Arts

Any approved general education courses in Humanities/Fine Arts area 6
Note: MHL140 or MHL145 or MHL153 recommended.

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

Music Business

Certificate of Completion - CCL 5258 (Shared)
40 credits

Description: The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37 credits

	ACC109	Accounting Concepts (3) **OR**
	ACC111	Accounting Principles I (3) 3
	BPC128	Introduction to Desktop Publishing 1
	CIS131AA	Doing Business on the Internet 1
+	COM259	Communication in Business and Professions 3
	GBS151	Introduction to Business 3
+	MUC209	Music Business: Industry Leadership/E-commerce (3) **OR**
	MGT253	Owning and Operating a Small Business (3) 3
	MKT271	Principles of Marketing 3
	MTC101	Introduction to Music Theory **OR** Higher Level 3
	MUC109	Music Business: Merchandising and the Law 3
	MUC110	Music Business: Recording and Mass Media 3
+	MUC111	Digital Audio Workstation I (DAW I) 3
	MUC195	Studio Music Recording I 3
+	MUC295AA	Self Promotion for Music 1
+	MUC297AB	Music Internship 2
	SBS230	Financial and Tax Management for Small Business 2

Restricted Electives: 3 credits

	MHL+++	Any MHL (Music: History/Literature) course 3

Continued next page…

(+) indicates course prerequisites/corequisites (++) indicates any module

Music Business

Associate in Applied Science - AAS 3017 (Shared)
62 credits

Description: The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 37 credits

	ACC109	Accounting Concepts (3) **OR**
	ACC111	Accounting Principles I (3) 3
	BPC128	Introduction to Desktop Publishing 1
	CIS131AA	Doing Business on the Internet 1
+	COM259	Communication in Business and Professions 3
	GBS151	Introduction to Business 3
+	MUC209	Music Business: Industry Leadership/E-commerce (3) **OR**
	MGT253	Owning and Operating a Small Business (3) 3
	MKT271	Principles of Marketing 3
	MTC101	Introduction to Music Theory **OR** Higher Level 3
	MUC109	Music Business: Merchandising and the Law 3
	MUC110	Music Business: Recording and Mass Media 3
+	MUC111	Digital Audio Workstation I (DAW I) 3
	MUC195	Studio Music Recording I 3
+	MUC295AA	Self Promotion for Music 1
+	MUC297AB	Music Internship 2
	SBS230	Financial and Tax Management for Small Business 2

Restricted Electives: 3 credits

	MHL+++	Any MHL (Music: History/Literature) course 3

General Education Requirements: 22-25 credits

CORE: 12-15 credits

First-Year Composition

+	ENG101	First-Year Composition (3) **OR**
+	ENG102	First-Year Composition (3) 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+	CRE101	College Critical Reading (3) **OR**
		equivalent as indicated by assessment 0-3

Mathematics

+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

Electronic Music

Academic Certificate - AC 6231 (Shared)
40 credits

Description: The Academic Certificate (AC) in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 2-3 credits

	MTC100	Fundamentals of Music (2) **OR**
	MTC101	Introduction to Music Theory (3) **OR**
		Permission of Instructor 2-3

Required Courses: 40 credits

Note: Students are required to complete a total of six (6) credits of MTC240

+	MTC105	Music Theory I 3
	MTC106	Aural Perception I 1
+	MTC155	Music Theory II 3
	MTC156	Aural Perception II 1
+	MTC205	Music Theory III 3
	MTC206	Aural Perception III 1
+	MTC255	Music Theory IV 3
	MTC256	Aural Perception III 1
	MTC191	Electronic Music I 3
+	MTC192	Electronic Music II 3
+	MTC193	Computer-Based Sound Synthesis 3
+	MTC240	Composition (3) 6
+	MTC291	Electronic Music III 3
	MUC195	Studio Music Recording I 3
+	MUC196	Studio Music Recording II (3) **OR**
	MUC197	Live Sound Reinforcement I (3) 3

(+) indicates course prerequisites/corequisites (++) indicates any module

NURSING NUR

Health Sciences Division Office SB 132 480.423.6225

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

The Associate in Applied Science in Nursing degree program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, 404-975-5000. The Practical Nursing Certificate of Completion is approved by the Arizona State Board of Nursing.

Program Offerings:
This program is offered at the following sites:

Chandler Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Mesa Community College/Boswell
Paradise Valley Community College
Phoenix College
Scottsdale Community College

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

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

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

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

Health and Safety Requirements for the Nursing Program:

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

Grade Requirements:
Student must obtain a C grade or better in all courses required within the program.

Course Fee Information:
Please see class schedule for information regarding course fees.

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

Program Notes:
Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisite.

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

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(+) indicates course prerequisites/corequisites (++) indicates any module

THE NURSE ASSISTING PATHWAY

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

PRACTICAL NURSE EXIT OPTION

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.

REGISTERED NURSE PATHWAY

Associate in Applied Science Degree in Nursing Program

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Nurse Assisting

Certificate of Completion - CCL 5963 (Shared) 6 credits

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Application and acceptance into the program, high school graduate or GED, current Health Care Provider CPR Card required before beginning courses.

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

Program Prerequisites: None

Required Courses: 6 credits

+ NUR158 Nurse Assisting Lab 6

Practical Nursing

Certificate of Completion - CCL 5957 (Shared) 31-41 credits

Admission Criteria:

- High school diploma or GED, application and acceptance into the nursing program.
- A passing score on a nursing program admission test is required to complete an application.

(+) indicates course prerequisites/corequisites (++) indicates any module

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

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

Program Prerequisites: 10-20 credits

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

+ BIO156 Introductory Biology for Allied Health (4) **OR**
+ BIO181 General Biology (Majors) I (4) **OR**
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) **AND**
+ CHM130LL Fundamental Chemistry Lab (1) **OR**
One year of high school chemistry 0-4

+ MAT120 Intermediate Algebra (5) **OR**
+ MAT121 Intermediate Algebra (4) **OR**
+ MAT122 Intermediate Algebra (3) **OR**
Higher level math course 3-5

PSY101 Introduction to Psychology (3) **OR**
+ PSY240 Developmental Psychology (3) 3

Required Courses: 21 credits

+ NUR151 Nursing Theory and Science I 10
+ NUR171 Nursing Theory and Science II 8
+ NUR191 Practical Nursing Transition Course 3

Nursing

Associate in Applied Science - AAS 3812 (Shared) 61-74 credits

Admission Criteria: :

- High school diploma or GED.
- Formal application and admission to the program is required.
- A passing score on a nursing program admission test is required to complete an application.
- Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.
- The final decision rests with the Nursing Program Chair at the college to which the student is accepted.

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

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

Program Prerequisites: 10-20 credits

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

+ BIO156 Introductory Biology for Allied Health (4) **OR**
+ BIO181 General Biology (Majors) I (4) **OR**
One year of high school biology 0-4

+ BIO201 Human Anatomy and Physiology I 4

+ CHM130 Fundamental Chemistry (3) **AND**
+ CHM130LL Fundamental Chemistry Lab (1) **OR**
One year of high school chemistry 0-4

+ MAT120 Intermediate Algebra (5) **OR**
+ MAT121 Intermediate Algebra (4) **OR**
+ MAT122 Intermediate Algebra (3) **OR**
Satisfactory completion of higher level math course 3-5

PSY101 Introduction to Psychology (3) **OR**
+ PSY240 Developmental Psychology (3) 3

Required Courses: 35 credits

+ NUR151 Nursing Theory and Science I 10
+ NUR171 Nursing Theory and Science II 8
+ NUR251 Nursing Theory and Science III 8
+ NUR271 Nursing Theory and Science IV 7
+ NUR291 Nursing Clinical Capstone 2

General Education Requirements: 16-19 credits

CORE: 6-9 credits

First-Year Composition

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3)
AND
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 First-Year Composition for ESL (3) 6

Oral Communication

Waived 0

Critical Reading

+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment 0-3

Mathematics

Met by MAT120 or MAT121 or MAT122 **OR**
Satisfactory completion of higher level math course
in Program Prerequisites area 0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 2

Social and Behavioral Sciences

Met by PSY101 or PSY240 in Program Prerequisites area 0

Natural Sciences

+ BIO202 Human Anatomy and Physiology II (4) **AND**
+ BIO205 Microbiology (4) 8

(+) indicates course prerequisites/corequisites (++) indicates any module

MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAMS

Health Sciences Division Office SB 132 480.423.6225

In collaboration and partnership with the healthcare community and its response to the dynamic changes occurring in the healthcare arena and healthcare professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All Allied Health or Nursing 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 Allied Health or Nursing program pathways will meet the community's demand for a flexible, multi-skilled healthcare workforce that meets employer and consumer needs. Refer to individual college catalogs for specific healthcare program pathways. For further information, http://healthcare.maricopa.edu is a comprehensive information source.

Allied Health or Nursing Assumption of Risk/Release of Liability

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

Use of Confidential Information

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

Allied Health or Nursing College of Attendance

As the Allied Health or Nursing programs are integrated across the Maricopa County 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 Maricopa Community Colleges and Skill Centers.

Requirement of Background Check

Students enrolled in an Allied Health or Nursing program will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Healthcare agency policies require evidence of background clearance prior to entering such learning experiences. The background clearance will consist of a fingerprint clearance, verification of social security number, and a periodic query of the Office of the Inspector General (OIG) list of excluded individuals/entities (LEIE) list. ARS 15-1881 provides the Department of Public Safety the authority to conduct background checks and issue clearance cards to healthcare students for the purpose of meeting the requirements for clinical training. Students seeking enrollment into health programs will be required to provide a current Clearance Card provided by DPS as evidence of an independent background check that meets healthcare industry standards. Individual programs will establish program policy regarding when the background check needs to be completed, either at the time of application to or enrollment in clinical courses. Evidence of a completed background clearance must be maintained for the duration of time of program enrollment. It is advised that students carry proof of the background clearance at all times during any agency learning experience. Any change in status that would affect the background clearance of a healthcare student may result in the interruption of student progress or dismissal from the program.

Note: *Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.*

Duty to Report

All students enrolled in health programs holding or receiving certification or licensure as a healthcare professional from a U.S. state or territory must remain in good standing with that agency. Students receiving any disciplinary action against their certification and/or license must notify the program director within five (5) business days. Any student who is placed on the Office of the Inspector General (OIG) list of Excluded Individuals/Entities list must notify their program director within five (5) business days. Any student who has his/her fingerprint clearance card revoked, suspended, or modified in any way must notify the program director within five (5) business days. The program director reserves the right to restrict the student's participation in clinical experience and involvement in patient care until the certificate or license is valid and unrestricted as determined by the agency who issued the disciplinary action; the student is removed from the OIG exclusion list; and/or the fingerprint card is valid and unrestricted.

Waiver of Licensure/Certificate Guarantee

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

(+) indicates course prerequisites/corequisites (++) indicates any module

OFFICE AUTOMATION SYSTEMS — OAS

Business Division Office — **AP 237A** — **480.423.6253**
Program Director, Sheila Brandt — **CM 406** — **480.423.6256**

Word Processing

Certificate of Completion - CCL 5221
20 credits

Description: The Certificate of Completion (CCL) in Word Processing 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.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-1 credits

BPC111AA	Computer Keyboarding I (1) **OR** ability to type 35 wpm	0-1

Required Courses: 20 credits

BPC110	Computer Usage and Applications	3
BPC138++	Any Desktop Publishing module	3
BPC/OAS135++	Any Word Processing module	2
BPC/OAS235++	Any Advanced Word Processing module	2
CIS121AE	Windows Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3

Office Automation Systems

Certificate of Completion - CCL 5235
28 credits

Description: The Certificate of Completion (CCL) in Office Automation Systems is composed of two semesters of course work, emphasizing computer operations using a variety of applications, and learning to function as a professional in the office of today.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-4 credits

+ CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment	0-3
BPC111AA	Computer Keyboarding I (1) **OR** ability to type 35 wpm	0-1

Required Courses: 28 credits

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications	3
BPC/OAS135++	Any Word Processing module	2
BPC/OAS235++	Any Advanced Word Processing module	2
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS114++	Any Spreadsheet module	1
CIS121AE	Windows Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
GBS151	Introduction to Business	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
+ OAS296WC	Cooperative Education	3

Office Automation Systems

Associate in Applied Science - AAS 3235
64-66 credits

Description: The Associate in Applied Science (AAS) in Office Automation Systems, a two-year career program, is designed to prepare students for positions as administrative assistants and executive secretaries. In addition to the degree program, a Certificate of Completion (CCL) in Office Automation Systems is offered, emphasizing computer operations using a variety of applications, and learning to function as a professional.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-4 credits

+ CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment	0-3
BPC111AA	Computer Keyboarding I (1) **OR** ability to type 35 wpm	0-1

Required Courses: 33 credits

ACC111	Accounting Principles I	3
+ ACC115	Computerized Accounting	2
BPC110	Computer Usage and Applications	3
+ BPC/OAS135++	Any Word Processing module	2
+ BPC/OAS235++	Any Advanced Word Processing module	2
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS114++	Any Spreadsheet module	1
CIS121AE	Windows Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
GBS151	Introduction to Business	3
+ GBS233	Business Communication	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
+ OAS296WC	Cooperative Education	3

Restricted Electives: 9 credits

CIS117DM	Microsoft Access: Databse Management	3
CIS118AB	PowerPoint: Level I	3
CIS120++	Any Adobe module	3
+ CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
+ CIS233DA	Internet/Web Development Level II	3
+ CIS296WC	Cooperative Education	3
GBS175	Professional Development	3
MGT251	Human Relations in Business	3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

(+) indicates course prerequisites/corequisites (++) indicates any module

Oral Communication

COM100	Introduction to Human Communication (3) **OR**	
COM110AA	Interpersonal Communication Part I (1) **AND**	
COM110AB	Interpersonal Communication Part II (1) **AND**	
COM110AC	Interpersonal Communication Part III (1)	3

Critical Reading

+ CRE101	College Critical Reading (3) **OR**	
	equivalent as indicated by assessment	3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

RECREATION MANAGEMENT — PED, REC

HPERD DIVISION — **PE 155** — **480.423.6606**
Program Director, Dave Brown — **PE 107** — **480.423.6617**

Recreation Management

Certificate of Completion - CCL 5469 (Shared) 39-47 credits

Description: The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 33-41 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
COM100	Introduction to Human Communications (3) **OR**	
COM110	Interpersonal Communication (3)	3
HES154	First Aid/Cardiopulmonary Resuscitation(3) **OR**	
REC240	Wilderness First Responder (3)	3
MGT101	Techniques of Supervision (3) **OR**	
MGT126	Customer Service Skills and Strategies (3) **OR**	
MGT175	Business Organization and Management (3)	3
REC120	Leisure and the Quality of Life (3) **OR**	
REC160	Leisure and Society (3)	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3
REC230	Programming of Recreation Services (3) **OR**	
HRM145	Events Management (3)	3
REC250	Recreation Leadership	3
REC282AA	Volunteerism for Recreation (1) **OR**	
REC282AB	Volunteerism for Recreation (2) **OR**	
REC282AC	Volunteerism for Recreation (3)	1-3
REC296AA	Cooperative Education (1) **OR**	
REC296AB	Cooperative Education (2) **OR**	
REC296AC	Cooperative Education (3) **OR**	
REC298AA	Special Projects (1) **OR**	
REC298AB	Special Projects (2) **OR**	
REC298AC	Special Projects (3)	1-3

Physical/Recreational Activities

Students must select four (4) different activities from from the following list 4-8

PED+++++	Any physical education activity modules
REC155++	Any recreational activity modules not used to satisfy other required courses

Restricted Electives: 6 credits

AIS113	Proposal Writing	3
ARH145	History of American Indian Art	3
COM263	Elements of Intercultural Communication	3
COM281	Communication Activities	1
CPD102AS	Conflict Resolution	2
CPD103BL	Dynamics of Leadership (2) **OR**	
LDR101	Emerging Leaders I (2)	2
EXS265++	Theory of Coaching	3
GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GCU221	Arizona Geography	3
HES100	Healthful Living	3
HIS105	Arizona History	3
HIS106	Southwest History	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ PSY230	Introduction to Statistics	3

Recreation Management

Associate in Applied Science - AAS 3053 (Shared) 60-68 credits

Description: The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

(+) indicates course prerequisites/corequisites (++) indicates any module

Program Prerequisites: None

Required Courses: 32-38 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
COM100	Introduction to Human Communications (3) **OR**	
COM110	Interpersonal Communication (3)	3
HES154	First Aid/Cardiopulmonary Resuscitation(3) **OR**	
REC240	Wilderness First Responder (3)	3
MGT101	Techniques of Supervision (3) **OR**	
MGT126	Customer Service Skills and Strategies (3) **OR**	
MGT175	Business Organization and Management (3)	3
REC120	Leisure and the Quality of Life (3) **OR**	
REC160	Leisure and Society (3)	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3
REC230	Programming of Recreation Services (3) **OR**	
HRM145	Events Management (3)	3
REC250	Recreation Leadership	3
REC282AA	Volunteerism for Recreation (1) **OR**	
REC282AB	Volunteerism for Recreation (2) **OR**	
REC282AC	Volunteerism for Recreation (3)	1-3

Physical/Recreational Activities

Students must select four (4) different activities from from the following list 4-8

PED+++++	Any physical education activity modules
REC155++	Any recreational activity modules not used to satisfy other required courses

Restricted Electives: 6 credits

AIS113	Proposal Writing	3
ARH145	History of American Indian Art	3
COM263	Elements of Intercultural Communication	3
COM281	Communication Activities	1
CPD102AS	Conflict Resolution	2
CPD103BL	Dynamics of Leadership (2) **OR**	
LDR101	Emerging Leaders I (2)	2
EXS265++	Theory of Coaching	3
GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GCU221	Arizona Geography	3
HES100	Healthful Living	3
HIS105	Arizona History	3
HIS106	Southwest History	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ PSY230	Introduction to Statistics	3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Met by COM100 or COM110 in the Required Courses area 0

Critical Reading

+ CRE101	College Critical Reading (3) **OR**	
	equivalent as indicated by assessment	3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area ... 3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

Note: Corrections were made to the required course areas of the Recreation Management CCL and AAS on 5/25/11.

(+) indicates course prerequisites/corequisites (++) indicates any module

RETAIL MANAGEMENT AND MARKETING — MGT, MKT

Business Division Office.....AP 237A.....480.423.6253

Certificate of Completion in Retail Management and Marketing (39 credits)

Students can earn a Certificate of Completion in Retail Management and Marketing. Please see page 105 for detailed information on the required coursework.

AAS in General Business (61-63 credits)

Students can earn an AAS degree in General Business with a specialization in Retail Management and Marketing. Please see page 103, "Business" for detailed information on the required coursework.

RETAIL MANAGEMENT — Districtwide Program

Business Division Office — AP 237A — 480.423.6253
Program Contact, Norma Johansen — BI 105 — 480.425.6912

Retail Management

Associate in Applied Science - AAS 3048 (Shared) 64 credits

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

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 39 credits

ACC111	Accounting Principles I	3
+ ACC230	Uses of Accounting Information I	3
+ ACC240	Uses of Accounting Information II	3
BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
COM110	Interpersonal Communication (3) **OR**	
IND133	Speaking in Business (3)	3
GBS110	Human Relations in Business and Industry (3) **OR**	
MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations (3) **OR**	
GBS161	Mathematics in Business (3)	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS233	Business Communication	3
MGT101	Techniques of Supervision (3) **OR**	
MGT229	Management and Leadership (3)	3
MGT179	Utilizing the Human Resources Department (3) **OR**	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

General Education Requirements: 25 credits

CORE: 15 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3) **OR**	
+ ENG111	Technical and Professional Writing (3)	6

ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.

Oral Communication

COM230	Small Group Communication	3

Critical Reading

+ CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment	3

Mathematics

+ MAT102	Mathematical Concepts/Applications (3) **OR** Satisfactory completion of a higher level mathematics course	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

SBU200	Society and Business	3

Natural Sciences

Any approved general education course in Natural Sciences area 4

SMALL BUSINESS MANAGEMENT — SBS

Business Division Office — AP 237A — 480.423.6253

For more information on the Small Business Management program, contact Michelle Rose at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com.

Certificate of Completion In Small Business Management (24-25 credits)

Students can earn a Certificate of Completion in Small Business Management. Please see page 105 for detailed information on the required coursework.

AAS in General Business (61-63 credits)

Students can earn an AAS degree in General Business with a specialization in Small Business Management. Please see page 103, "Business" for detailed information on the required coursework.

(+) indicates course prerequisites/corequisites (++) indicates any module

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE) EDU

Social/Behavioral Sciences Division Office **SB 130** **480.423.6206**
Program Director, Dr. Bobbie Sferra **SB121** **480.423.6217**

The following courses are only for students admitted into the Scottsdale Teacher Education Partnership (STEP) Post-Baccalaureate Teacher Certification Program:

SCC offers a State Board approved post-baccalaureate teacher certification program for Elementary Education (grades 1-8) in collaboration with local elementary schools. Professors and master teachers work together to teach and mentor prospective teachers. The STEP teacher-in-training program is based on the principle that future teachers must have lengthy experience in schools to practice what they are learning in college. This teacher-in-training is a blended program designed for adult learners, which incorporates face-to-face traditional instruction, online learning and field experiences in classrooms.

The accelerated 46-credit program is completed two full days per week, Mondays and Tuesdays, for one year. The program uses a cohort model and begins in May each year. Students spend 14 hours per week in structured field experiences at schools. Applications for the program may be obtained by calling the Teacher Education office at (480) 423-6217 or online at:

http://showcase.scottsdalecc.edu/teacherprep

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: 46 credits

	EDU222	Introduction to the Exceptional Learner....3
	EDU225	Foundations for Serving English Language Learners (ELL)....3
+	EDU233	Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods....3
+	EDU254	Education Internship....1
+	EDU269	Methods of Integrating Technology into Curriculum....3
	EDU270	Learning and the Brain....3
	EDU270AA	Elementary Reading and Decoding....3
	EDU271	Phonics Based Reading and Decoding....3
+	EDU272	Educational Psychology....3 (Prerequisites: PSY101)
	EDU276	Classroom Management....3
	EDU285AA	Education Program Seminar....1
+	EDU288AA	Student Teaching Lab - Elementary....8
+	EDU290	Science Methods and Curriculum Development....3
+	EDU293	Mathematics Methods and Curriculum Development....3
+	EDU295	Social Studies Methods and Curriculum Development....3

(+) indicates course prerequisites/corequisites (++) indicates any module

TECHNICAL THEATRE — THE, THP

Theatre Arts Office		480.423.6356
Fine Arts Division Office	MB 139	480.423.6328

Technical Theatre

Certificate of Completion - CCL 5462 (Shared)
53 credits

Description: The Certificate of Completion (CCL) in Technical Theatre will prepare students in all aspects of theatre technology and aid them in applying for positions such as set and exhibit construction, painting, mounting and managing; stage lighting and sound; and properties construction and management. Additionally, back-stage technical theatre personnel skills will be developed.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 3 credits

+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) 3

Required Courses: 53 credits

COM110 Introduction to Human Communication (3) **OR**
COM110AA Interpersonal Communication (1) **AND**
COM110AB Interpersonal Communication (1) **AND**
COM110AC Interpersonal Communication (1) 3

THE111 Introduction to Theatre 3
THE220 Modern Drama 3

THP203 Technical Theatre Production (3) 9
Students are required to complete a total of nine (9) credits of THP203.

THP213 Introduction to Technical Theatre 3
+ THP216 Beginning Stage Lighting 3
+ THP217 Introduction to Design Scenography 3
THP225 Visual Script Analysis 2
THP250 Stage Properties 3
THP260 Theatrical Design: Rendering 2
THP261 Previsualization Modeling 2
THP263 Entertainment Industry Design I: 2D CAD 3
+ THP264 Entertainment Industry Design II: 3D CAD 3
THP265 Introduction to Stage Management 3
THP266 Production Careers in Entertainment 1
+ THP267 Painting Techniques for Film, TV and Theatre 3
THP269 Technical Theatre Portfolio Development 1
+ THP296WC Cooperative Education 3

THEATRE ARTS — THE and THP

Theatre Arts Office	PA 133A	480.423.6356
Fine Arts Division Office	MB 139	480.423.6328

The Theatre Arts program at SCC brings together the AAFA transfer degree, coursework, performance and production to provide its students an unparalleled experience and education as a theatre artist.

- The Associate of Arts, Fine Arts Degree in Theatre (AAFA) – combines the required lower division coursework for students transferring to an Arizona university with courses for a Theatre Arts major.
- THP– Theatre Performance and Production and THE – Theatre History and Humanities coursework are the foundation of theatre arts studies. As a Theatre Arts major or a theatre enthusiast, the courses allow a student to pursue a variety of interests.
- Performance and production regularly receive national recognition through SCC's involvement in the American College Theatre Festival. Students receive scholarship, audition and interview opportunities through participation in performance, design and production aspects of regional and national competition

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
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
THP130 Stage Combat 3
THP201AA Theatre Production I 1
+ THP210 Acting: TV/Film 3
+ THP212 Acting II 3
THP213 Introduction to Technical Theatre 3
+ THP214 Directing Techniques 3
+ THP216 Beginning Stage Lighting 3
+ THP241 Oral Interpretation of Literature (COM241) 3
+ THP267 Painting Techniques for Film, Television and Theatre 3
THP271 Voice and Diction (COM271) 3
+ THP281 Production and Acting I 3
+ THP282 Production and Acting II 3

(+) indicates course prerequisites/corequisites (++) indicates any module

TRIBAL DEVELOPMENT

Social/Behavioral Sciences Division Office **SB 130** **480.423.6206**
Program Director, Manuel F. Pino **SB 117** **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.

Tribal Development

Certificate of Completion - CCL 5078
28 credits

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 28 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing	3
AIS141	Sovereign Indian Nations (SOC141)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I	1
AIS202	Tribal Management Seminar II	1
CPD103BE	Native American Cultural Pride and Awareness	2
+ CRE101*	College Critical Reading	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.

Tribal Development

Associate in Applied Science - AAS 3078
64-66 credits

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 31 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I	1
AIS202	Tribal Management Seminar II	1
CPD103BE	Native American Cultural Pride and Awareness	2
GBS131	Business Calculations	3
GBS151	Introduction to Business	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 Econ. Dev. for Indian Tribes (MGT203)	3
CIS105	Survey of Computer Information Systems	3
+ GBS233	Business Communication	3
MGT251	Human Relations in Business	3
+ MGT296WB	Cooperative Education (2) **OR**	
+ MGT296WC	Cooperative Education module (3)	2-3

General Education 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

Critical Reading

+ CRE101	College Critical Reading (3) **OR** equivalent as indicated by assessment	3

Mathematics

+ Any approved general education course in Mathematics area 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences

AIS141 Sovereign Indian Nations (SOC141) 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

(+) indicates course prerequisites/corequisites (++) indicates any module

BIOLOGY - WILDLIFE EMPHASIS — BIO

Mathematics/Sciences Division Office — **NS 102A** — **480.423.6111**
Program Contact, Dr. Russell Haughey — **NS 121** — **480.425.6958**

Scottsdale Community College's biology students can take lower division (100 and 200 level courses) course requirements during the first four semesters at SCC, and then transfer to ASU and finish the last two years taking the upper division requirements at the ASU Polytechnic Campus in Wildlife and Restoration Ecology.

The BS in Wildlife and Restoration Ecology degree will prepare students who wish to work in the field of nature-based biology; wildlife management, conservation biology, habitat restoration ecology or related fields with government employers as well as private non-governmental organizations or private companies. Emphasis of this degree is on conservation and management of wild, free ranging wildlife, plants, habitats and ecosystems. Typical jobs would be wildlife biologist, game biologist, habitat specialist, wildlife planner, game warden or ranger, migratory bird specialist, reptile biologist, and wildlife sustainability specialist.

For more information contact the program leader, Russ Haughey at 480-425-6958 or contact Russ at: russell.haughey@sccmail.maricopa.edu

New courses offered at SCC include:

+ BIO140 Wildlife Field Techniques 4
+ BIO207 Applied Plant Taxonomy 3
+ BIO274 Introduction to Wildlife Management 4

YOGA INSTRUCTION — PED

HPERD DIVISION — **PE 155** — **480.423.6606**
Program Director, Carlyn Sikes — **PE 149B** — **480.423.6771**

Yoga Instruction

Certificate of Completion - CCL 5446
22 credits

Description: The Certificate of Completion in Yoga Instruction prepares students to become qualified yoga instructors. The program provides students with a foundation in the theory, tradition and practice of yoga, knowledge of anatomy and physiology applied to yoga instruction, instructional methodology in the art and science of teaching yoga asanas, and practice teaching experience.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll in a ***Physical Activities: Yoga*** course each semester.

Admission Criteria: None

Program Prerequisites: 1 credit

PED101YO Yoga (1) **OR**
PED103YO Yoga (0.5) **OR**
Permission of Program Director 1

Required Courses: 19 credits

BIO160 Introduction to Human Anatomy and Physiology 4

PED101YO Yoga (1) **OR**
PED102YO Yoga - Intermediate (1) **OR**
PED103YO Yoga (0.5) **OR**
PED201YO Yoga - Advanced (1) 4

PED150 Tradition and Practice of Yoga I 2
+ PED155 Tradition and Practice of Yoga II 2
+ PED270 Teaching Yoga: Level I 2
+ PED271 Teaching Yoga: Level II 2
+ PED272 Teaching Yoga: Alignments and Adjustments 2
+ PED274 Teaching Yoga: Practicum 1

Restricted Electives: 3 credits

PED+++YA Any Astanga Yoga course(s) (0.5-1) **OR**
PED+++YO Any Yoga course(s) (0.5-1) **OR**
PED+++YK Any Kundalini Yoga course(s) (0.5-1) **OR**
PED+++YP Any Power Yoga course(s) (0.5-1) 1

+ PED280 Introduction to Yoga Therapy I 2
+ PED282 Introduction to Yoga Therapy II 2
WED162 Meditation and Wellness 1

(+) indicates course prerequisites/corequisites (++) indicates any module

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ACCOUNTING ACC

Business Division Office AP 237A 480.423.6253
SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910
www.sccbi.com

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. ***(Offered in both on-campus and online formats.)***

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 online format.)***

ACC125 3 credits 3 periods
Understanding Financial Statements
Interpretation and utilization of financial data. Prerequisites: ACC112 or ACC211 or permission of Department/Division. ***(Offered in online format.)***

ACC211 3 credits 3 periods
Financial Accounting SUN# ACC2201*
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 credits 3 periods
Managerial Accounting SUN# ACC2202*
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).

ACC215 3 credits 3 periods
Governmental and Not-For-Profit Accounting
Theories and procedures of accounting for governmental and not-for-profit organizations. Prerequisites: A grade of "C" or better in ACC112 or ACC211, or permission of Department/Division. ***(Offered in online format.)***

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 introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

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.

AJS116 3 credits 3 periods
Crime Prevention
Examines the principles and skills associated with crime prevention. Analyzes the appropriate techniques and strategies police agencies use to operate crime prevention programs. Prerequisites: None.

AJS119 3 credits 4 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.

*Go to page 52 for more information on SUN courses.

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. (Pass/Fail grade only.)

AJS161AA 1.5 credits 1.5 periods
Basic Track Evidence Collection
Covers methods used to locate, document, collect and preserve track evidence. Includes preparation to provide courtroom testimony. Prerequisites: None.

AJS162 3 credits 3 periods
Domestic Violence
Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. Prerequisites: None.

AJS170 3 credits 3 periods
Fire and Arson Investigation for Law Enforcement
An examination of fire and arson investigative techniques, the motives and pathology of the arsonist, and the chemistry of fire. Includes documenting the scene, evidence, eliminating accidental causes, and surveillance. Prerequisites: None.

AJS190 3 credits 3 periods
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.

AJS191 3 credits 3 periods
Hate Crimes
Explores the causes, incidence rates and forms of hate crimes in the United States and other countries. Studies hate crime laws and the Constitution. Examines the impact of hate crimes on society, culture and the law. Considers societal responses to combat and prevent hate crimes. Prerequisites: None.

AJS192 3 credits 3 periods
Serial Killers and Mass Murderers
The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention. Prerequisites: None.

AJS195 3 credits 3 periods
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.

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.

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.

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.

AJS215 3 credits 3 periods
Criminalistics: Physical Evidence
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. 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.

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.

AJS221 3 credits 3 periods
Bloodstain Analysis
An examination of the use of bloodstain analysis in the reconstruction of crime scenes. Also covers historical issues, terminology, blood composition, motion, directionality and spatter along with scene documentation, courtroom presentations and health issues. Prerequisites: AJS216 or FOR106 or permission of instructor.

AJS223 3 credits 3 periods
Forensic Pathology: Death Investigation (FOR223)
An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. 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.

AJS242 3 credits 3 periods
Crime Scene Processing
Procedures and technology required to process crime scenes including how to protect a crime scene, collect information, search for, collect, and preserve physical and biological evidence, and conduct field tests. Practical experience in evidence collection and crime scene sketching and processing. Prerequisites: AJS213 and (AJS214 or AJS241) or permission of instructor.

AJS243 3 credits 3 periods
Crime Scene Reconstruction
Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies. Prerequisites: AJS215, or AJS216, or AJS219, or AJS275, or FOR105, or permission of instructor.

AJS244 3 credits 3 periods
Advanced Crime Scene Photography
Use of advanced photographic techniques for photographing crime scenes and forensic evidence. Includes flash photography, video, and special situation photography of latent prints, corpses, blood splatter and other forms of evidence. Prerequisites: AJS214, or AJS241, or permission of instructor.

AJS245 3 credits 3 periods
Forensic Pathology: Advanced Death Investigation (FOR245)
An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: AJS/FOR223.

AJS255 3 credits 3 periods
Forensic Psychology
An interdisciplinary course that draws from the fields of psychology, sociology, criminology, and law. Focuses on various psychological constructs including psychiatric assessment and treatment and the nomenclature of mental disorders as well as legal constructs including the medicalization of deviance as embodied in dealing with the mentally ill criminal offender. Explores the interaction between psychology and law in the areas of civil commitment and various civil competencies. Examines legal and ethical issues that face the clinician and his/her patient in such arenas as confidentiality and privilege, the right to treatment, the right to refuse treatment, and the doctrine of informed consent. Prerequisites: PSY101.

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.

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.

AJS290BN **1 credit** **1 period**
Courtroom Testimony Seminar
Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels. Prerequisites: None.

ADVERTISING ARTS

See **ART/ADVERTISING ART (ART/ADA)**, page 166.

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** **2 periods**
Air Force Today I
Introduction to U.S. Air Force and Air Force Reserve Officer Training Corps (AFROTC). Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: None.

AES103 **2 credits** **2 periods**
Air Force Today II
Introduction to U.S. Air Force and Air Force Reserve Officer Training Corps (AFROTC). Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: None.

AES201 **2 credits** **2 periods**
Evolution of USAF Air and Space Power I
Further preparation of AFROTC candidate. Topics include: Air Force heritage and leaders, communication skills, ethics, leadership, quality Air Force, and values. Prerequisites: None.

AES203 **2 credits** **2 periods**
Evolution of USAF Air and Space Power II
Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: None.

AES294 **1 credit** **3 periods**
Air Force Physical Fitness
Beginning instruction in adapted physical activities and a variety of sports and sports activities to include calisthenics, sit-ups, push-ups, running, basketball, volleyball, and other physical events. Prerequisites: None. *Course Note: AES294 may be repeated for credit.*

AMERICAN INDIAN STUDIES AIS

American Indian Studies Office **SB 118** **480.423.6221**
AIS Course Coordinator, Manuel F. Pino

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 education 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 American Indian 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.

AIS103 **1 credits** **1 periods**
Introduction to Indigenous Cultures
Introduction to political, economic and social structures of indigenous peoples. Examines the impact on indigenous peoples of contact with non-indigenous cultures. 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.

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
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
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
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
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: AIS201 or permission of instructor.

AIS203 **3 credits** **3 periods**
Fundamentals of Economic Development for Indigenous Nations (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.

AIS282AA-AC **1-3 credits** **1-3 periods**
Volunteerism for Indigenous Studies
Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. Prerequisites: Permission of instructor. *Course Note: AIS282AA may be repeated for a total of six (6) credit hours.*

AMERICAN SIGN LANGUAGE SLG

See **SIGN LANGUAGE (SLG)**, page 234.

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.

ASB214 **3 credits** **3 periods**
Magic, Witchcraft, and Healing: An Introduction to Comparative Religion
Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

ASB222 **3 credits** **3 periods**
Buried Cities and Lost Tribes: Old World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

ASB223 **3 credits** **3 periods**
Buried Cities and Lost Tribes: New World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. Prerequisites: None.

ASB230 3 credits 3 periods
Principles of Archaeology
Introduction to archaeological methods and theory. Prerequisites: None.

ASB234 3 credits 3 periods
Art and Archaeology of Ancient Egypt
Introduction to the major social, political, religious and economic institutions of Ancient Egypt. The historical events and people that shaped Egyptian civilization. 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
Bones, Stones and Human Evolution
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) ARC

Applied Sciences Division Office AP 237B 480.423.6599

ALSO SEE: Building Safety Technology (BLT), page 173.

NOTE: Effective Fall 2006, course prefixes, numbers, and titles for Architectural Technology/CAD have changed from the DFT prefix to ARC. Students currently enrolled in the program are urged to contact Myron Brower (480) 423-6229 or Michael Kuzmik (480) 423-6293 with questions or to set an appointment for advisement.

ARC101 3 credits 3 periods
Introduction to Western Architecture
Survey of Western Architecture from prehistory to current times. Includes social and philosophical factors shaping predominant styles and theory across the periods. Prerequisites: None.

ARC121 3 credits 6 periods
Introduction to Architectural Drafting: Manual
Emphasis on basic techniques and principles of manual architectural drafting. Includes hand lettering, line work, dimensioning, multi-view projection, work in plan, section, and elevation views, design standards, wall details, office procedures, and portfolio development. Prerequisites: None.

ARC141 3 credits 6 periods
Architectural CAD I: Introduction
Introduction to Computer Aided Drafting (CAD) for Architecture, Interior Design, and related professions using AutoCAD software. Includes basic Windows operational systems, drawing set-ups, architectural formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to the industries. Prerequisites: None. ARC121 suggested but not required. *Course Note: ARC141 may be repeated for a total of six (6) credit hours.*

ARC142 3 credits 6 periods
Architectural CAD II: Plans and Elevations
Computer Aided Drafting (CAD) instruction directed to the creation of fully annotated plan, elevation, and schematic section views including dimensions, notes, symbols, and schedules. Introduction to three-dimensional (3D) AutoCAD Architectural Desktop. Prerequisites: ARC141, or equivalent, or department permission. ARC121 suggested but not required.

ARC143 3 credits 6 periods
Architectural CAD: Extended Study
Reinforcement and extended study of basic two-dimensional computer aided drafting (CAD) skills for Architecture, Interior Design, and related professions using AutoCAD software. Includes sending/receiving drawing files on web; templates/set-ups; dimension/text formats; sheet management; external referencing, design center, basic/extended drawing and editing commands, and plotting. Prerequisites: ARC141 or permission of Instructor. *Course Note: ARC143 may be repeated for a total of six (6) credit hours.*

ARC146 3 credits 3 periods
Architectural Print Reading
Analysis and interpretation of architectural working drawings including written specifications and drawings prepared by consulting engineers. Prerequisites: None.

ARC148 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.

ARC201 3 credits 3 periods
Architectural History: Prehistory to Rococo
In-depth analysis of Western Architecture from Prehistory to 1730. Includes social, religious, political, philosophical, scientific, and environmental factors shaping predominant styles of the historical periods. Prerequisites: None.

ARC202 3 credits 3 periods
Architectural History: Modern Architecture
In-depth analysis of Western Architecture from the Industrial Revolution to current times. Includes social factors, theory, and polemics shaping predominant styles of the modern periods. Prerequisites: None.

ARC243 3 credits 6 periods
Architectural CAD III: Site Plans and Sections
CAD-based (Computer-aided drafting) 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 given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: ARC142 or permission of department. ARC121 suggested but not required.

ARC244 3 credits 6 periods
Architectural CAD III: Structural Systems
CAD-based (Computer-aided drafting) 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: ARC142 or permission of department.

ARC245 3 credits 6 periods
Architectural CAD IV: Mechanical and Electrical Systems
CAD-based (Computer-aided drafting) 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: ARC142 or permission of department.

ARC246 3 credits 6 periods
Architectural CAD VI: 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: (ARC148 and ARC243), or permission of department.

ARC251 3 credits 6 periods
Introduction to Revit
Introduction to the use of Revit Design Development tools through the development of 3-D model(s) in working drawing and rendered formats. Includes completing a set of construction documents from creating walls, incorporating doors, windows, floor, stairs, etc., to adding views and annotation to various sheets and coordinating those sheets within the finished set. Prerequisites: None. Previous architectural and CAD experience strongly recommended. *Course Note: ARC251 may be repeated for a total of six (6) credit hours.*

ARC255 3 credits 6 periods
Introduction to Revit Structure
Introduction to Revit Structure software, addressing specialized options and processes used in structural engineering offices; includes project modeling, model analysis, reinforcement modeling, detailing, and documentation. Prerequisites: None. Previous educational/professional experience in architecture or structural engineering strongly recommended *Course Note: ARC255 may be repeated for a total of six (6) credit hours.*

ARC261 3 credits 6 periods
Architectural CAD 3D I: Introduction
Introduction to construction, manipulating, and rendering three-dimensional (3D) objects and architectural spaces on the computer using AutoCAD software. Prerequisites: ARC141 or equivalent, or permission of department. ARC142 suggested but not required.

ARC262 3 credits 6 periods
Architectural CAD 3D II: ADT and VIZ
Additional skill development in constructing, manipulating, and rendering three-dimensional (3D) architectural computer models using AutoCAD Architectural Desktop (ADT) and Viz Render (VIZ) software. Prerequisites: ARC261 or equivalent or permission of department.

ARC265 3 credits 6 periods
Sketchup I: Introduction to Sketchup
Provides students with introductory level instruction utilizing Sketchup rendering software for school and workplace applications. Addresses basic drawing/rendering commands, accessing external drawing files, and plotting through the creation of both three-dimensional schematic and rendered interior and exterior building views. Prerequisites: None. Previous CAD experience recommended but not required. *Course Note: ARC265 may be repeated for a total of six (6) credit hours.*

ARC266 3 credits 6 periods
Sketchup II: Advanced Rendering Techniques
Provides students with advanced instruction utilizing Sketchup, Google Earth, Sandbox and Podium rendering software for school and workplace applications. Creation of photo-realistic rendered three-dimensional interior and exterior building/site views. Prerequisites: ARC265 or permission of instructor.

ARC270 3 credits 6 periods
Architectural Technology Synthesis
Provides students an opportunity to integrate and synthesize knowledge and skills acquired in prerequisite courses; includes completion of a full set of working drawings using AutoCAD under supervision comparable to workplace situations and practice in self-checking work, correcting and editing drawings and assembling a portfolio. Prerequisites: (ARC148, ARC243, ARC244, ARC245, and BLT263) or permission of instructor. *Course Note: ARC270 may be repeated for a total of six (6) credit hours.*
Completed coursework will serve as a capstone assessment tool for the Architectural Technology Program and as a measure of student success in the program.

ARC296 - COOPERATIVE EDUCATION: Information about ARC296 courses can be found on page 182.

ARC298 - SPECIAL PROJECTS: Information about ARC298 courses can be found on page 238.

ART/ADVERTISING ART — ART/ADA

Art Department Office	**AB 112**	**480.423.6344**
Fine Arts Division Office	**MB 139**	**480.423.6328**

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*

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. *(ADA109 is not offered every semester.)*

ART — *Computer and Graphic Arts*

ART100 1 credit 2 periods
Introduction to Computer Graphic Art
Conceptualization, visualization and production of art using the computer. Prerequisites: None.

ART103 3 credit 4 periods
Typography in the Digital Age
Survey of the history of typography from its origins to the present including movements and individual designers. Emphasis on the function of typography and design and the role of typography as an integral part of effective visual communication. Study of type anatomy and the characteristics of specific families of type, principles of effective copy fitting, type color and contrast, and the relation of copy and image in graphic design. Prerequisites: None. Familiarity with the computer and with page geometry and/or illustration software recommended. *(ART103 is offered fall semester only.)*

ART145 1 credit 2 periods
Digital Storybook (COM/STO145)
Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. *(ART145 is offered fall semester only.)*

ART150 3 credits 6 periods
Digital Storytelling (COM/STO150)
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. *(ART150 is offered spring semester only.)*

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.

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.

ART181 3 credits 6 periods
Graphic Design I
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 3 credits 6 periods
Graphic Design II
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.

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 offered only during first summer session.)*

ART190 3 credits 6 periods
Art of Web Site Design (MMT190)
Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. Prerequisites: ART100, or permission of instructor. *CIS133DA recommended. (ART190 is offered spring semester only.)*

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.

ART280 3 credits 6 periods
Graphic Design Studio
Advanced design course for graphic design majors allowing continuation in a subject field. Prerequisites: All 100 and 200 level graphic arts courses in the subject matter area, or permission of instructor.

ART281 3 credits 6 periods
Graphic Design III
Advanced course in designing with letter forms and typestyles. 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.

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. *(ART283 is offered spring semester only.)*

ART289 **3 credits** **6 periods**
Computer Illustration (ADA289)
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. *(ART291 is offered fall semester only.)*

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.

ART131 **3 credits** **6 periods**
Photography I
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. *Course Note: Camera required.*

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.

ART135 **3 credits** **6 periods**
Photojournalism I
Basic technical knowledge of photographic process as applied by mass media. Prerequisites: ART131 or permission of instructor.

ART136 **3 credits** **6 periods**
Photojournalism II
Continued development of technical approaches utilized by mass media. Prerequisites: ART135.

ART137 **3 credits** **6 periods**
Alternative Photographic Processes
Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. Prerequisites: None.

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: (ART131 or ART142) or permission of instructor.

ART139 **3 credits** **6 periods**
Commercial Photography II
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.

ART142 **3 credits** **6 periods**
Introduction to Digital Photography
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output and theory of digital photography. Prerequisites: None.

ART — Visual Arts

ART105 **1 credit** **2 periods**
Art Beyond the Classroom
Visual arts experience. Includes field trips to galleries, museums, and collections as well as art lectures, demonstrations, and varied studio experiences. May be repeated for a total of four credits. Prerequisites: None. *(ART105 is not offered every semester.)*

ART111 **3 credits** **6 periods**
Drawing I SUN# ART1111*
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.

*Go to page 52 for more information on SUN courses.

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.

ART117 3 credits 6 periods
Life Drawing II
Further study of form, structure and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

ART122 3 credits 6 periods
Drawing and Composition II
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART151 3 credits 6 periods
Sculpture I
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.

ART152 3 credits 6 periods
Sculpture II
Emphasis on control of sculptural media. Prerequisites: ART151.

ART165 3 credits 6 periods
Watercolor Painting I
Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART166 3 credits 6 periods
Watercolor Painting II
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

ART167 3 credits 6 periods
Painting I
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART168 3 credits 6 periods
Painting II
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART171 3 credits 6 periods
Jewelry I
Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. Prerequisites: None.

ART172 3 credits 6 periods
Jewelry II
Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.

ART211 3 credits 6 periods
Drawing and Composition III
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART216 3 credits 6 periods
Life Drawing III
Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.

ART217 3 credits 6 periods
Life Drawing IV
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 3 credits 6 periods
Drawing and Composition IV
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART251 3 credits 6 periods
Sculpture III
With emphasis on attention to individual problems and techniques. Prerequisites: ART152.

ART252 3 credits 6 periods
Sculpture IV
Advanced sculpture problems and professional practices. Prerequisites: ART251.

ART255 **3 credits** **3 periods**
Art Marketing
Career goals, presentation of artist and art work (portfolio, résumé, 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. *(ART255 is offered spring semester only.)*

ART255AA **1 credit** **1 period**
Self Promotion
Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None. *(ART255AA is offered fall semester only.)*

ART255AB **1 credit** **1 period**
The Portfolio
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART255AA or permission of instructor.. *(ART255AB is offered fall semester only.)*

ART265 **3 credits** **6 periods**
Watercolor Painting III
Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.

ART266 **3 credits** **6 periods**
Watercolor Painting IV
Advanced problems directed toward more personal expression. Prerequisites: ART265.

ART267 **3 credits** **6 periods**
Painting III
Development of materials and techniques of painting. Individual problem-solving. Prerequisites: ART168 or permission of instructor.

ART268 **3 credits** **6 periods**
Painting IV
Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.

ART290AA-AC **1-3 credits** **2-6 periods**
Studio Art
Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of Instructor. *Course Note: ART290AA, ART290AB, and ART290AC may be repeated for credit.*

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.

ART296WB-WC **2-3 credits** **10-15 periods**
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

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 design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

ARH101 **3 credits** **3 periods**
Prehistoric Through Gothic Art SUN# **ART1101***
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102 **3 credits** **3 periods**
Renaissance Through Contemporary Art SUN# **ART1102***
History of art from around the world from the Renaissance through contemporary period. Prerequisites. None.

ARH110 **3 credits** **3 periods**
History of Graphic Design
Survey of the history of graphic design from its origins to the present. Traces the characteristics, aesthetics and the reciprocal influence of design and society. Includes movements and individual designers. Emphasizes the function of design as a distinct but equal branch of human visual communication and the role of design as the dominant visual exercise of the contemporary world. Prerequisites: None. *(ARH110 is offered fall semester only.)*

ARH112 **3 credits** **3 periods**
History of Modern Art
Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None. *(ARH112 is not offered every semester.)*

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. *(ART118 is offered spring semester only.)*

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. *(ARH145 is offered spring semester only.)*

*Go to page 52 for more information on SUN courses.

ARH250 **1 credit** **1 period**
Visual Language and Interpretation
Examines the communication of concepts through visual interpretation and expression. Prerequisites: (ART111, ADA/ART112, ART131, ART167, and ARH100) or permission of Instructor. *(ARH250 is offered spring semester only.)*

ASTRONOMY AST

Mathematics/Sciences Division **NS 102A** **480.423.6111**

The astronomy courses satisfy the natural sciences requirement for the Associate in Arts degree and most four-year curricula. When taken together, AST101 and AST102 satisfy ASU's general science requirement (SG). 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 Solar System Astronomy
Introduction to astronomy for the non-science 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 Stars, Galaxies, and Cosmology
Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent.

AST113 **1 credit** **3 periods**
Introduction to Solar System Astronomy Laboratory
Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114 **1 credit** **3 periods**
Introduction to Stars, Galaxies, and Cosmology Laboratory
Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

BIOLOGY BIO

Mathematics/Sciences Division **NS 102A** **480.423.6111**

ALSO SEE: Pre-Professional Programs, page 231.

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, MAT150 or 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: MAT150 or MAT151, MAT182, MAT220, MAT230 and MAT240. 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
A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. Prerequisites: None.

BIO109 **4 credits** **6 periods**
Natural History of the Southwest
Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. 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. Prerequisites: None. *Course Note: Field trips may be required at students' expense.*

BIO140 4 credits 6 periods
Wildlife Field Techniques
Introduces field techniques used in Wildlife or Conservation Biology; includes field research, and survey techniques for wildlife populations including mammals, fish, birds, reptiles and vegetation, habitat and range. Reviews job opportunities in the field. Includes assisting working biologists with research or management projects. Covers basic field skills including camping skills, four-wheel drive vehicles, hazards, working conditions in the field, and safe practices. Prerequisites: BIO100 or BIO182, or permission of Instructor.

BIO145 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.

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
Introductory Biology for Allied Health
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year high school chemistry or one semester of college-level chemistry recommended.

BIO160 4 credits 6 periods
Introduction to Human Anatomy and Physiology
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO181 4 credits 6 periods
General Biology (Majors) I SUN# **BIO1181***
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: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 4 credits 6 periods
General Biology (Majors) II SUN# **BIO1182***
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: A grade of "C" or better in BIO181.

BIO201 4 credits 6 periods
Human Anatomy and Physiology I SUN# **BIO2201***
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

BIO202 4 credits 6 periods
Human Anatomy and Physiology II SUN# **BIO2202***
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of "C" or better in BIO201.

BIO205 4 credits 6 periods
Microbiology SUN# **BIO2205***
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

BIO207 3 credits 3 periods
Applied Plant Taxonomy
Overview of the flora and vegetation types of Arizona, emphasizing species and vegetation of central Arizona; covers morphology, taxonomy, identification, and natural history of important plant families, and important exotic and invasive species; examination of live plant material both in class and during field trips. Prerequisites: BIO182, or permission of Instructor. *Course Note: BIO207 includes field trips during class and on some Fridays/Saturdays.*

BIO274 4 credits 6 periods
Introduction to Wildlife Management
Introduction to the field of wildlife biology/management and the legal, cultural, ecological, and population dynamics of wildlife biology and management. Covers wildlife management objectives, management techniques, research techniques, and the organizational environment that wildlife biologists work in; provides an overview of careers in the field and guidance in planning a career. Prerequisites: High school biology with a grade of "C" or better, or BIO100, or BIO181, or permission of Instructor.

*Go to page 52 for more information on SUN courses.

BUILDING SAFETY TECHNOLOGY — BLT

Applied Sciences Division Office **AP 237B** **480.423.6599**

ALSO SEE: Architectural Technology (ARC), page 165

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.

BLT130 **4 credits** **4 periods**
Applied Building Codes
Building and zoning code procedures and enforcement. Construction design for solving structural problems. Building code requirements for life safety. Application of building codes to single family residences. 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.

BLT142 **3 credits** **3 periods**
Green Building Codes, Standards and Rating Systems
Surveys green building rating systems, environmental building standards and green construction codes; addresses the broader scope of public health, safety and general welfare in the context of regulations and the natural environment; examines site development and land use, material resource conservation, energy efficiency, water resource conservation, indoor environmental quality, building commissioning, operation and maintenance; includes exercises demonstrating the use of tools and applying the principles discussed during the course. Prerequisites: None.

BLT263AK **3 credits** **3 periods**
Building Codes: IBC
Designed specifically to acquaint students with safety principles of building construction under the International Building Code (IBC), including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials, and ratings and occupancy requirements. Prerequisites: None.

BLT263AL **3 credits** **3 periods**
Building Codes: IRC
Designed specifically to acquaint students with safety principles of building construction under the International Residential Code (IRC), 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)

SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale **480.425.6910**
www.sccbi.com

For course descriptions in the Business (Fastrack) Program, see:
- ACC110 – page 160
- GBS120 and 200 – pages 173-174
- IBS201 – page 215
- MGT109, 126, 127, 179, 206 and 253 – pages 216-217
- MKT210 – page 217

BUSINESS — GBS and SBU

Business Division Office **AP 237A** **480.423.6253**
SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale **480.425.6910**
www.sccbi.com

See requirements listed for certificate programs and associate degrees under Business.

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. ***(Offered in both on-campus and online formats.)***

GBS126 **1 credit** **1.7 periods**
Writing Resumes
Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. Prerequisites: None. ***(Offered in both on-campus and online formats.)***

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.

GBS132 **3 credits** **3 periods**
Personal and Family Financial Security
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

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. **(Offered in both on-campus and online formats.)**

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. **(Offered in both on-campus and online formats.)**

GBS221 **3 credits** **3 periods**
Business Statistics
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of C or better in GBS220 or MAT217.

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. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

SBU *Society and Business*

SBU200 **3 credits** **3 periods**
Society and Business
The study and scientific inquiry 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 the social impact of business responses. Prerequisites: None. ***(Offered in both on-campus and online formats.)***

BUSINESS-PERSONAL COMPUTERS BPC

CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Computer Information Systems (CIS), page 177
Microsoft Networking Technology (MST), page 220
Office Automation Systems (OAS), page 228

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 online format.)***

BPC110 **3 credits** **4 periods**
Computer Usage and Applications
Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None. ***(Offered in both online and instructor-led formats.)***

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 instructor-led 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 online format.)***

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 online format.)***

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 of documents. Prerequisites: None. ***(Offered in online format.)***

BPC170 **3 credits** **4 periods**
Computer Maintenance I: A+ Essentials 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, 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 online format.)***

BPC270 **3 credits** **4 periods**
Computer Maintenance II: A+ Technician Prep
Advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution. Helps prepare students for the CompTIA A+ technician examinations including Information Technology (IT) field technician, remote support technician and bench technician. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

BPC280 **3 credits** **3 periods**
BPC280AA **1 credit** **1 period**
BPC280AB **2 credits** **2 periods**
BPC280BA **0.25 credit** **0.25 period**
BPC280BB **0.50 credit** **0.50 period**
Current Topics in Computing
Introduction to current topics, contemporary issues and aspects related to personal computing. Prerequisites: None. *Course Note: May be repeated with change of topic.*

CHEMISTRY — CHM

Mathematics/Sciences Division **NS 102A** **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 CHM150/151, 152, 235 and 236 with the corresponding labs. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM150/151, 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 Science 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 SUN# **CHM1130***
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: Grade of C or better in CHM090, or MAT090, or MAT091, or MAT092, or MAT093, or MAT102, or (MAT103AA and MAT103AB), or satisfactory score on math placement exam.

CHM130LL **1 credit** **3 periods**
Fundamental Chemistry Lab SUN# **CHM1130***
Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM150 **4 credits** **4 periods**
General Chemistry I
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: (CHM130 and CHM130LL) or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of all prerequisites within the last two years is recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151 **3 credits** **3 periods**
General Chemistry I SUN# **CHM1151***
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: (CHM130 and CHM130LL) or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of all prerequisites within the last two years recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151LL **1 credit** **3 periods**
General Chemistry I Lab SUN# **CHM1151***
Laboratory experience in support of CHM150 or CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM150 or CHM151.

CHM152 **3 credits** **3 periods**
General Chemistry II SUN# **CHM1152***
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended.

CHM152LL **1 credit** **3 periods**
General Chemistry II Lab SUN# **CHM1152***
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or permission of instructor. Prerequisites or Corequisites: CHM152 or equivalent.

CHM230 **3 credits** **3 periods**
Fundamental Organic Chemistry SUN# **CHM2230***
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. *Course Note: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others.*

CHM230LL **1 credit** **3 periods**
Fundamental Organic Chemistry Lab SUN# **CHM2230***
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

*Go to page 52 for more information on SUN courses.

CHM235 **3 credits** **3 periods**
General Organic Chemistry I SUN# **CHM2235***
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended.

CHM235LL **1 credit** **4 periods**
General Organic Chemistry I Lab SUN# **CHM2235***
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 SUN# **CHM2236***
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL. Completion of CHM235 and CHM235LL within the last two years recommended.

CHM236LL **1 credit** **4 periods**
General Organic Chemistry IIA Lab SUN# **CHM2236***
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CHM282AA-AC **1-3 credits** **1-3 periods**
Volunteerism for Chemistry: A Service Learning Experience
Service learning field experience in private/public agencies, educational institutions, and citizen volunteer groups. Prerequisites: Permission of instructor. *Course Note: CHM282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

CHINESE LANGUAGE — CHI

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

CHI115 **3 credits** **3 periods**
Beginning Chinese Conversation I
Introduction to Chinese sound system, basic grammar, and vocabulary necessary to develop speaking ability in Mandarin Chinese. Designed for students seeking speaking and listening ability with little emphasis on writing and reading Chinese characters. Prerequisites: None.

CHI116 **3 credits** **3 periods**
Beginning Chinese Conversation II
Continued development of speaking and listening skills for effective communication in Mandarin Chinese. Includes elements of Chinese culture. Prerequisites: CHI115 or equivalent.

COMMUNICATION — COM

Communication & Performance Arts Dept. **LC 305** **480.423.6356**
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 SUN# **COM1100***
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110 **3 credits** **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.

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. ***(COM125 not offered every semester.)***

COM145 **1 credit** **2 periods**
Digital Storybook (ART/STO145)
Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. ***(COM145 is only offered fall semester.)***

COM150 **3 credits** **6 periods**
Digital Storytelling (ART/STO150)
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. ***(COM150 is only offered spring semester.)***

COM207 **3 credits** **3 periods**
Introduction to Communication Inquiry
Recommended for the communication major. Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent or permission of instructor.

COM215 **3 credits** **3 periods**
Listening
Emphasis on diagnosis of individual listening, corrective procedures, and reinforcement of improved habits through normal and speeded listening drills. Includes everyday communication experiences. Prerequisites: None.

COM220 **3 credits** **3 periods**
Student Leadership
Leadership strategies, skills, and practice for student leaders. Focus on leadership styles, relational and task communication skills, conducting meetings, problem solving/conflict resolution techniques, and managing change. Specific application to projects in public relations, services, advocacy, and clubs. Prerequisites: Participation in Student Leadership Forum or permission of instructor.

*Go to page 52 for more information on SUN courses.

COM222 3 credits 3 periods
Argumentation
Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues. Prerequisites: ENG101, or ENG107, or equivalent.

COM225 3 credits 3 periods
Public Speaking
Designed to enhance student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101, or ENG107, or equivalent.

COM230 3 credits 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: None.

COM241 3 credits 3 periods
Oral Interpretation 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: None.

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. ***(COM251 not offered every semester.)***

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.

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 1 credit 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 238.

COMPUTER INFORMATION SYSTEMS CIS

CIS Department Office CM 404 480.423.6588

ALSO SEE: Business Personal Computers (BPC), page 174
Microsoft Networking Technology (MST), page 220

CIS102 1 credit 1 period
Interpersonal and Customer Service Skills for IT Professionals
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 3 credits 4 periods
Survey of Computer Information Systems
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

CIS112DA 3 credits 4 periods
Report Generator: Crystal Reports
Build a variety of end-user reports using report wizards and templates. Enhance reports by using formatting, formulas, and graphics. Explore data, reports, and chart types. Create customized reports using custom templates, parameterized reports, and exporting options. Prerequisites: None.

CIS114AE 1 credit 2 periods
Excel: Level 1
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114BE **1 credit** **2 periods**
Excel: Level II
Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: CIS114AE or permission of instructor.

CIS114DE **3 credit** **5 periods**
Excel Spreadsheet
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: .

CIS117DM **3 credits** **5 periods**
Microsoft Access: Database Management
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. *Course Note: Combines the contents of CIS117AM and CIS117BM and CIS117CM.*

CIS118AB **1 credit** **2 periods**
PowerPoint: Level I
Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS119DO **3 credits** **4 periods**
Introduction to Oracle: 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 using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

CIS119DP **3 credits** **4 periods**
Oracle: Database Administration
Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components. Prerequisites: (CIS119DO and CIS164AB), or CIS126++, or permission of instructor.

CIS120DB **3 credits** **4 periods**
Computer Graphics: Adobe Illustrator
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

CIS120DC **3 credits** **4 periods**
Flash: Digital Animation
Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF **3 credits** **4 periods**
Computer Graphics: Adobe Photoshop
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, 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**
Microsoft Command Line Operations
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE **1 credit** **2 periods**
Windows Operating System: Level I
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS126DL **3 credits** **4 periods**
Linux Operating System
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

CIS133DA **3 credits** **4 periods**
Internet/Web Development Level I
Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery and information retrieval tools. Web page development also included. Prerequisites: None.

CIS138DA **3 credits** **4 periods**
Desktop Design and Publishing Using Adobe InDesign
Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of instructor.

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.

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.

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, structures and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AD 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.

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, or permission of instructor.

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.

CIS164AC 3 credits 4 periods
Oracle: Developer Forms I
Building and testing interactive applications consisting of one or more Developer forms modules. Building a complete forms application using Oracle Developer. Customizing forms with graphical user input items, such as check boxes, list items and radio groups. Modifying data access by creating event-related triggers. Prerequisites: CIS164AB, or permission of instructor.

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: CIS133CA or CIS133DA or permission of instructor.

CIS166AA 3 credits 4 periods
Introduction to JavaScripting
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS166AE 3 credits 4 periods
Web Scripting with PHP: Hypertext Preprocessor (PHP)
Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and Structured Query Language (SQL). Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS175SA 3 credits 4 periods
Interconnecting Cisco Network Devices (CCT260)
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.

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.

CIS217AM 3 credits 4 periods
Advanced Microsoft Access: Database Management
Advanced 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: (CIS117DM or CIS117CM).

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.

CIS220DC 3 credits 4 periods
Flash: Advanced Animation and ActionScript
Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: CIS120DC or permission of instructor.

CIS220DF 3 credits 4 periods
Advanced PhotoShop
Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using Photoshop software's advanced features to manipulate and correct digital and digitally produced images. Prerequisites: (CIS120AF, CIS120BF and CIS120CF) or CIS120DF, or permission of instructor.

CIS224 3 credits 4 periods
Project Management Microsoft Project for Windows
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 4 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 4 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.

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
Internet/Web Development Level II - A
Design and creation of pages on the World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents. Prerequisites: CIS133BA or permission of instructor.

CIS233AB 1 credit 2 periods
Internet Web Publishing FrontPage Level I
Introduction to designing and creating pages on the Internet's World Wide Web using FrontPage. Hands-on experience authoring hypertext markup language (HTML) and preparing beginning web documents. Prerequisites: CIS133BA or permission of instructor.

CIS233AC 1 credit 2 periods
Internet Web Development: Dreamweaver Level I
Design and development of websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain client-side web technologies. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS233BA 1 credit 1 period
Internet/Web Development Level II - B
Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts, and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233DA 3 credits 4 periods
Internet/Web Development Level II
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS133CA or 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: CIS133CA or CIS133DA, 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: CIS133CA, or CIS133DA, or permission of instructor.

CIS250 3 credits 4 periods
Management of Information Systems
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 **3 credits** **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.

CIS270 **3 credits** **4 periods**
Essentials of Network and Information Security
Threats to security of information systems, responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GLAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

CIS276DA **3 credits** **4 periods**
MySQL Database
A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of instructor.

CIS276DB **3 credits** **4 periods**
SQL Server Database
A broad overview of the Microsoft SQL Server database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

CIS276DC **3 credits** **4 periods**
Oracle Database
A broad overview of the Oracle database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install Oracle, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 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.

CIS280AA-AB **1-2 credits** **2-3 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
Work experience in business or industry. Prerequisites: Permission of instructor.

CIS296 - COOPERATIVE EDUCATION: Information about CIS296 courses can be found on page 182.

COMPUTER SCIENCE CSC

Mathematics/CSC Department Office **CM 404** **480.423.6581**
CSC Course Coor., Gerald Thurman **CM 464** **480.423.6110**

CSC100AA **3 credits** **4 periods**
Introduction to Computer Science (C++)
Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

CSC110AA **3 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.

CSC180AA **3 credits** **4 periods**
Computer Literacy
Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: None.

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.

CSC205AB 4 credits 4 periods
Object Oriented Programming and Data Structures
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC100, or CSC110, or permission of instructor.

CSC283 3 credits 4 periods
Bioinformatics and Scientific Computing
Introduction to Bioinformatics, including history, concepts, major genetic databases and access tools. Computer software and techniques for analyzing one nucleotide or protein sequence, searching for similar sequences, and aligning and comparing two or multiple sequences. Microarray analysis and phylogenetic trees. Application of standard software to bioinformatic computing tasks, including word processing of reports, and use of spreadsheets for statistical analysis and graphing. Text editors, Unix, Internet web site searching and construction, and ethics. Prerequisites: [(BIO156 or BIO181) and (MAT120 or MAT121 or MAT122)], or permission of Instructor. Corequisites: BIO208 or BIO212AA is strongly suggested but not required.

CSC285 4 credits 4 periods
Computer Programming in the WWW Environment
ISoftware 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-AE 1-3 credits 1-4 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)

Career & Cooperative Education Svcs. SC 123 480.423.6523
Website address www.scottsdalecc.edu/career-services

Cooperative Education is a program combining 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.

Qualifications for participation in the program:

1. Completion at least 12 college credits;
2. At least a 2.6 Grade Point Average (GPA);
3. Completion of at least one class related to the student's major field of study;
4. Employment that directly relates to the student's academic and career goals; and
5. Must have authorization to work in the U.S.

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 a Cooperative Education Professional Development activity. An alternative method of completing this requirement may be authorized by the program director.
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.

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 Career and Cooperative Education Services Office, SC 123, in the Student Center Building. It is suggested that interested students call (480) 423-6523 to make an appointment with the Director who will explain the program and determine each student's eligibility. The Director's signature is required for registration in Cooperative Education.

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 & 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.

CPD102AB **2 credits** **2 periods**
Career Exploration
Designed to assist students make informed career decisions. Focuses on current Occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None. *Course Note: CPD102AB may be repeated for a total of six (6) credit hours.*

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**
African American Cultural Pride and Awareness
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BD **2 credits** **2 periods**
Latino/Hispanic American Pride and Awareness
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BE **2 credits** **2 periods**
Native American Cultural Pride and Awareness
Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. 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.

CPD108 **1 credit** **1 period**
Personal Money Management for College Students
Designed to assist students in examining values related to spending, borrowing and saving money. Identify financial priorities and responsibilities associated with debt. Develop and follow a personal budget plan and learn strategies for maintaining a financially balanced personal life. Prerequisites: None.

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 0.50 credit 0.50 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.

CREATIVE WRITING CRW

English, World Languages & Journalism Div. LC 305 480.423.6459

CRW150 3 credits 3 periods
Introduction to Creative Writing
Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

CRW170 3 credits 3 periods
Introduction to Writing Fiction
Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction; production of marketable quality short fiction. Prerequisites: None. CRW150 recommended but not required.

CRITICAL READING CRE

English, World Languages & Journalism Div. LC 305 480.423.6459

ALSO SEE: Reading (RDG), pages 201 and 232.

CRE101 3 credits 3 periods
College Critical Reading
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: (ENG101 or ENG107) and (appropriate reading placement score, or grade of C or better in RDG091).

CULINARY ARTS CUL

Hospitality, Tourism and Culinary Arts
Division Office AP 253 480.423.6578

ALSO SEE: Hospitality and Tourism/Hotel, Golf and Restaurant Management (HRM), page 211.

The Culinary Arts Program offers multiple certificate and AAS courses of study for students (see pages 115-118). Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

CUL101 4 credits 4 periods
Culinary Fundamentals: Culinary Basics
Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation. Prerequisites: None.

CUL102 4 credits 4 periods
Culinary Fundamentals: Hot Foods
Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces and soups. Study of butchering, yields, purchasing and grade classification. Prerequisites: None.

CUL103 4 credits 4 periods
Culinary Fundamentals: Breakfast and Garde Manger
Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapes and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches. Prerequisites: None.

CUL104 4 credits 4 periods
Culinary Fundamentals: Bakery and Pastry
Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts. Prerequisites: None.

CUL115 2 credits 2 periods
Food Service Sanitation, Safety and Stewarding
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. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation. Prerequisites: None.

CUL120 2 credits 2 periods
Food Costing, Purchasing and Inventory Control
Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and yield analysis. Application of systems and practices for efficient food purchasing, storage, production, budgeting and inventory. 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.

CUL140 3 credits 3 periods
Culinary Principles and Kitchen Management I
Historical background of the culinary profession and food components. Overview of kitchen administration and responsibilities. Includes food history, tools and equipment, food preparation, tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables, fruits, pasta, grains and cheeses. 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, sautéing, and grilling in the context of Garde Manger work. Prerequisites: None.

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.

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, point-of-sale operation and presenting guest checks. Emphasis on service techniques and customer accommodations. Prerequisites: None.

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.

CUL220 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.

CUL230 3 credits 7 periods
Hot Foods II
Hot food product utilization, preparation and display for a fine dining kitchen. Focuses on classical preparation skills with an emphasis on contemporary food production, organization, communication, teamwork and plating skills. Prerequisites: CUL130.

CUL235 2 credits 2 periods
Advanced Culinary Techniques I - Meats
Theory and practice of the varied uses and preparation of protein products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL236 2 credits 2 periods
Advanced Culinary Techniques II - Seafood
Theory and practice of the varied uses and preparation of seafood products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL237 2 credits 2 periods
Advanced Culinary Techniques III - Game and Poultry
Theory and practice of the varied uses and preparation of game and poultry products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL240 3 credits 3 periods
Culinary Principles and Kitchen Management II
Advanced culinary and management practices instruction. Emphasis on principles and terminology used in contemporary kitchens. Identification and use of fish, shellfish, and game. Understanding of wine, beer and spirits. Study of diversity of international cuisines and menu development. Special emphasis on management functions and practices for kitchen supervisors and chefs, staff hiring, training and evaluation, point of sale system components, cost accounting procedures, legal regulations and maintenance of records to understand and control profit and loss. Prerequisites: CUL140.

CUL245 2 credits 2 periods
Professional Kitchen Management Techniques
Theory and practice of the key elements of kitchen leadership. Emphasis on identifying leadership and communication skills, understanding employment laws, establishing performance criteria, developing accountability, utilizing motivational procedures and training practices, controlling labor and food costs, maintaining guest satisfaction and bottom line profits. Prerequisites: CUL240 or industry equivalent.

CUL250 2 credits 4 periods
Garde Manger II
Refinement of skills required in a Garde Manger Department. Preparation of appetizers, hors d'oeuvres, salads, salad dressings, use of grains and legumes, production of charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing. Includes study of production and storage of ingredients, sanitation and hygiene standards. Prerequisites: CUL150.

CUL255 2 credits 2 periods
Advanced Garde Manger I - Salads and Sandwiches
Theory and practice of creating simple and complex salads and sandwiches. Emphasis on use of multiple ingredients for hot and cold products, dressings, emulsified oils and vinegars, condiments, production methodologies, cost-effective applications, plating and appropriate accompaniments and garnishes. Prerequisites: CUL250 or industry equivalent.

CUL256 2 credits 2 periods
Advanced Garde Manger II - Appetizers and Hors d'oeuvres
Theory and practice of the key elements in production of appetizers and hors d'oeuvres. Emphasis on ingredient selection, flavor combinations, preparation methodologies, cost-effective applications, displaying, garnishing and plating. Prerequisites: CUL250 or industry equivalent.

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.

CUL265 2 credits 2 periods
Professional Baking I - Base Products and Sauces
Theory and practice of the preparation of base products and sauces. Emphasis on creating finished products using basic components, creating sauces, and study of cooking methodologies, cost-effective applications and plating techniques. Prerequisites: CUL260 or industry equivalent.

CUL266 2 credits 2 periods
Professional Baking II - Breads and Rolls
Theory and practice of cooking techniques and procedures in the preparation of breads and rolls. Emphasis on hands-on production of scratch recipes, understanding formulas, ratios and ingredient interaction for producing high quality breads and rolls,

cooking methodologies, and cost-effective applications. Focus on production of yeast-leavened breads, quick breads, laminated dough, unleavened dough and artisan style breads. Prerequisites: CUL260 or industry equivalent.

CUL267 2 credits 2 periods
Professional Baking III - Pastries, Pies and Cakes
Theory and practice of the preparation of complex pastries, pies and cakes. Emphasis on cooking methodologies, high quality cost-effective applications, and visually dramatic plating and garnishing techniques. Prerequisites: CUL260 or industry equivalent.

CUL268 2 credits 2 periods
Professional Baking IV - Decorative and Design Work
Theory and practice of the varied uses and preparation of chocolate and sugar as decorative items. Emphasis on applications for advanced show work, cooking methodologies, cost-effective applications for plated desserts and use as appropriate display pieces. Prerequisites: CUL260 or industry equivalent.

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 formal etiquette and service practices for a dining room including buffet and banquet set-up and managerial duties. Prerequisites: CUL170.

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, and Tap. Also offered: Fundamentals of Choreography, 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. 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 contact (480) 423-6600. The following courses are suggested for students majoring in dance.

DAN115AA 1 credit 3 periods
Contemporary Dance Trends: Hip Hop
Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN115AA may be repeated for credit.*

DAN115AB 1 credit 3 periods
Contemporary Dance Trends: Break Dancing
Theory and practice of Break Dancing. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN115AB may be repeated for credit.*

DAN125AA 1 credit 2 periods
Social Dance: Ballroom
Theory and practice of ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, East Coast Swing, Lindy Hop, West Coast Swing, Foxtrot, Waltz, American Tango, International Ballroom, or Ballroom Performance. Prerequisites: None. *Course Note: DAN125AA may be repeated for credit.*

DAN125AB 1 credit 2 periods
Social Dance: Swing
Theory and practice of swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include East Coast Swing, Lindy Hop, West Coast Swing, or Foxtrot. Prerequisites: None. *Course Note: DAN125AB may be repeated for credit.*

DAN125AC 1 credit 2 periods
Social Dance: Latin
Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, Bachata, International Latin Ballroom, or Latin Ballroom Performance. Prerequisites: None. *Course Note: DAN125AC may be repeated for credit.*

DAN125AD **1 credit** **2 periods**
Social Dance: Country
Theory and practice of country dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Two-Step, Cha Cha Cha, Swing, West Coast Swing, East Coast Swing, Waltz, Rhythm Two-Step, or Night Club and Line Dance. Prerequisites: None. *Course Note: DAN125AD may be repeated for credit.*

DAN125AE **1 credit** **2 periods**
Social Dance: Tango
Theory and practice of tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Argentine Tango, American Tango or International Style Tango. Prerequisites: None. *Course Note: DAN125AE may be repeated for credit.*

DAN129 **1 credit** **3 periods**
Musical Theatre Dance I
Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN129 may be repeated for credit.*

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. Prerequisites: None. *Course Note: DAN131 may be repeated for credit.*

DAN131PA **0.5 credit** **1.5 periods**
Ballet Basic Level
Dance training for personal skill development and interest. Introduction to the theory and practice of ballet at the basic level. Prerequisites: None. Prior dance experience suggested but not required. *Course Note: DAN131PA may be repeated for credit. Course is not intended for dance majors.*

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. Prerequisites: None. *Course Note: DAN132 may be repeated for credit.*

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. Prerequisites: None. *Course Note: DAN133 may be repeated for credit.*

DAN134 **1 credit** **3 periods**
Ballet II
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN131 or permission of instructor. *Course Note: DAN134 may be repeated for credit.*

DAN134PA **0.5 credit** **1.5 periods**
Ballet Beginning Level
Dance training for personal skill development and interest. Theory and practice of ballet at the beginning level. Prerequisites: DAN131PA or permission of Department or Division. *Course Note: DAN134PA may be repeated for credit. Course is not intended 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. Prerequisites: DAN132 or permission of instructor. *Course Note: DAN135 may be repeated for credit.*

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. Prerequisites: DAN133 or permission of instructor. *Course Note: DAN136 may be repeated for credit.*

DAN138 **1 credit** **1 period**
Dance Seminar I
Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

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. *Course Note: DAN140 may be repeated for credit.*

DAN141 **1 credit** **3 periods**
Dance Workshop
An intensive experience in the process of choreography, performance, and production elements. Prerequisites: None. *Course Note: DAN141 may be repeated for credit.*

DAN150 **1 credit** **3 periods**
Dance Performance I
An introduction to the process and practice of dance performance. Prerequisites: None. *Course Note: DAN150 may be repeated for credit.*

DAN155 **1 credit** **3 periods**
Dance Performance II
Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of Instructor. *Course Note: DAN155 may be repeated for credit.*

DAN201AA-AC **1-3 credits** **1-3 periods**
Special Topics: Dance
Exploration of current topics, issues and activities related to one or more aspects of dance. Prerequisites: Permission of instructor. Course Note: Designed to offer special topics and/or specialized training for students in dance. Activities may also be appropriate for portfolio enhancement.

DAN210 **3 credits** **3 periods**
Dance Production I
Introduction to the elements of light, sound, and scenery as they relate to the art of dance. 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.

DAN231AA 2 credits 5 periods
Ballet III: Intensive
Theory and intensive practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN134 or permission of instructor. *Course Note: DAN231AA may be repeated for credit.*

DAN231PA 0.5 credit 1.5 periods
Ballet Intermediate Level
Dance training for personal skill development and interest. Theory and practice of ballet at the intermediate level. Prerequisites: DAN134PA or permission of Department or Division. *Course Note: DAN231PA may be repeated for credit. Course is not intended 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. Prerequisites: DAN135 or permission of instructor. *Course Note: DAN232 may be repeated for credit.*

DAN232AA 2 credits 5 periods
Modern Dance III: Intensive
Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of instructor. *Course Note: DAN232AA may be repeated for credit.*

DAN232PA 0.5 credit 1.5 periods
Modern Dance Intermediate Level
Dance training for personal skill development and interest. Theory and practice of ballet at the intermediate level. Prerequisites: DAN135PA or permission of Department or Division. *Course Note: DAN232PA may be repeated for credit. Course is not intended 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. Prerequisites: DAN136 or permission of instructor. *Course Note: DAN233 may be repeated for credit.*

DAN233AA 2 credits 5 periods
Modern Jazz Dance III: Intensive
Theory and intensive practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of instructor. *Course Note: DAN233AA may be repeated for credit.*

DAN234AA 2 credits 5 periods
Ballet IV: Intensive
Theory and intensive practice of ballet at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231AA or permission of instructor. *Course Note: DAN234AA may be repeated for credit.*

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. Prerequisites: DAN232 or permission of instructor. *Course Note: DAN235 may be repeated for credit.*

DAN235AA 2 credits 5 periods
Modern Dance IV: Intensive
Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232AA or permission of instructor. *Course Note: DAN235AA may be repeated for credit.*

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. Prerequisites: DAN233 or permission of instructor. *Course Note: DAN236 may be repeated for credit.*

DAN236AA 2 credits 5 periods
Modern Jazz Dance IV: Intensive
Theory and intensive practice of modern jazz dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233AA or permission of instructor. *Course Note: DAN236AA may be repeated for credit.*

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. *Course Note: DAN237 may be repeated for credit.*

DAN238 1 credit 1 period
Dance Seminar II
Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: DAN138 or permission of instructor. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

DAN241 3 credits 3 periods
Dance Notation I
Focuses on the study of a system of Movement Notation known as Labanotation. Includes using notation as an aid in analyzing, clarifying, understanding and recording movements of all kinds. Prerequisites: DAN131 or DAN134 or permission of instructor.

DAN264 3 credits 3 periods
Choreography I
Study of basic dance choreography to include construction of a phrase, structure and form in a composition and the basic elements of time, space and energy. Prerequisites: None.

DAN272 2 credits 3 periods
Dance Technology
Survey of the expanding field of technology as it pertains to the study and performance of dance. Prerequisites: DAN264 or permission of instructor.

DAN280 2 credits 6 periods
Dance Practicum
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of instructor.

DAN285AA 3 credits 6 periods
Multimedia Performance Ensemble I (MUP285AA)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. 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 and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AB 3 credits 6 periods
Multimedia Performance Ensemble II (MUP285AB)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. 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 and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AC 3 credits 6 periods
Multimedia Performance Ensemble III (MUP285AC)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. 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 and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AD 3 credits 6 periods
Multimedia Performance Ensemble IV (MUP285AD)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. 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 and development of student performance portfolios. Prerequisites: Permission of instructor.

DANCE HUMANITIES DAH

HPERD Division Office PE 149 480.423.6606
Dance Department Office PE 151 480.423.6600

DAH100 3 credits 3 periods
Introduction to Dance
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None. *(Meets humanities requirement.)*

DAH110 3 credits 3 periods
Dance in Film
Survey of the history and development of dance in film and video including basic film technology and critical analysis and evaluation. Prerequisites: None.

DAH201 3 credits 3 periods
World Dance Studies
Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: None. DAH100 strongly suggested but not required.

DRAFTING (Architectural Technology)

See **ARCHITECTURAL TECHNOLOGY (Computer-Aided Drafting) (ARC)**, page 165.

EARLY CHILDHOOD DEVELOPMENT ECH

Social/Behavioral Sciences Division SB 130 480.423.6206

ALSO SEE: Early Education (EED), page 191.

ECH126AB 1 credit 2 periods
Play Lab-Toddlers
Participant observation within a laboratory play environment with children 13-35 months of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None. *ECH126AB may be repeated for credit.* ***(ECH126AB offered at SCC each semester.)***

ECH126AC 1 credit 2 periods
Play Lab-Preschoolers
Participant observation within a laboratory play environment with children 3-5 years of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None. *ECH126AC may be repeated for credit.* ***(ECH126AC offered at SCC each semester.)***

ECH128 3 credits 4 periods
Early Learning: Play and the Arts
Examines theory, research and practices relating to play and creative arts in early childhood. Considers practical constraints and alternative perspectives. Includes participation in a play environment with young children. Prerequisites: None. ***(ECH128 offered at SCC fall semester only.)***

ECH176 3 credits 3 periods
Child Development (CFS176)
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None. ***(ECH176 offered at SCC fall and spring semesters.)***

ECH296WA-WD 1-4 credits 5-20 periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor. ***(ECH296WA-WD offered at SCC each semester.)***

EARLY EDUCATION EED

Social/Behavioral Sciences Division SB 130 480.423.6206

EED200 3 credits 3 periods
Foundations of Early Childhood Education
Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Includes field experience. Prerequisites: None. *Course Note: EED200 requires a minimum of 30 hours of field experience in birth to age eight environments.* ***(Most students will need an Arizona Fingerprint Clearance card to begin field experiences. EED200 offered at SCC fall semester only.)***

EED205 3 credits 3 periods
The Developing Child: Prenatal to Age Eight
Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience. Prerequisites: None.

EED212 3 credits 3 periods
Guidance, Management and the Environment
Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None. ***(EED212 offered at SCC spring semester only.)***

EED215 3 credits 3 periods
Early Learning: Health, Safety, Nutrition and Fitness
Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None. ***(EED215 offered at SCC spring semester only.)***

EED220 3 credits 3 periods
Child, Family, Community and Culture
Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None. ***(EED220 offered at Rio Salado College.)***

EED222 **3 credits** **3 periods**
Introduction to the Exceptional Young Child: Birth to Age Eight
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None. ***(EED222 offered at Rio Salado College.)***

EED245 **3 credits** **3 periods**
Early Learning: Language Acquisition and Literacy Development
Overview of language acquisition and development, emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None. ***(EED245 offered at Rio Salado College.)***

EED255 **3 credits** **3 periods**
Portfolio Development and Writing for the Profession
Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator. ***(EED255 offered at Rio Salado College.)***

EED260 **1 credit** **1 period**
Early Childhood Infant/Toddler Internship
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. *Course Note: May be repeated for a total of six (6) credit hours.* ***(EED260 offered at Rio Salado College.)***

EED261 **1 credit** **1 period**
Early Childhood Preschool Internship
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. *Course Note: May be repeated for a total of six (6) credit hours.* ***(EED261 offered at Rio Salado College.)***

EED278 **3 credits** **3 periods**
Early Learning: Curriculum and Instruction - Birth/Preschool
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200. ***(EED278 offered at Rio Salado College.)***

EED280 **3 credits** **3 periods**
Standards, Observation and Assessment of Typical and Atypical Behaviors of Young Children Birth to Age Eight
Standards, observation and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176, or CFS235, or EED205. ***(EED280 offered at Rio Salado College.)***

ECONOMICS ECN

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ECN211 **3 credits** **3 periods**
Macroeconomic Principles SUN# **ECN2201***
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN212 **3 credits** **3 periods**
Microeconomic Principles SUN# **ECN2202***
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. Prerequisites: None.

*Go to page 52 for more information on SUN courses.

EDUCATION EDU

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 155). 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.

EDU208 1 credit 1 period
Introduction to Structured English Immersion

Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the state-mandated English language proficiency assessment test covered. Includes review of alternative methods of assessment. Prerequisites: None.

EDU217 3 credits 3 periods
Methods for the Structured English Immersion (SEI)/ ESL Student

Methods of planning, developing, and analyzing lesson plans in all content areas to meet English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development and evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state-mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and (EDU220 or EPD220 or EDU225). *Course Note: Approved school-based practicum is required. EDU217 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education. Designed for undergraduate students.*

EDU221 3 credits 3 periods
Introduction to Education

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. *Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment. (**Most students will need an Arizona Fingerprint Clearance card to begin field experiences.**)*

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. *Course Note: May include approved school-based practicum.*

EDU225 3 credits 3 periods
Foundations for Serving English Language Learners (ELL)

Rationale for and current educational and legal issues for English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Prerequisites: None. *Course Note: Approved school-based practicum is required. This course meets the Arizona Department of Education requirement for the provisional SEI Endorsement.*

EDU230 3 credits 3 periods
Cultural Diversity in Education (EPD230)

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 teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU233 3 credits 3 periods
Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.*

EDU236 3 credits 3 periods
Classroom Relationships

Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources determine effectiveness. Prerequisites: None. EDU221 suggested but not required. *Course Note: EDU236 requires a 20-hour field experience in a K-12 classroom.*

EDU250 3 credits 3 periods
Teaching and Learning in the Community College

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU254 **1 credit** **5 periods**
Education Internship
Teaching experience in PK-12 classroom setting. Required to work 100 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of department or division, and admission into a post-baccalaureate teacher certification program. Course Note: EDU254 may be repeated for a total of two (2) credits with permission of department.

EDU269 **3 credits** **3 periods**
Methods of Integrating Technology into Curriculum
Overview and practical application of teaching methodology for integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized. Prerequisites: EDU260 or Permission of Department.

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. Emphasis on current neuroscientific brain research and how it impacts teaching practice in preK-12 classrooms. 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. Approved school-based practicum required. Prerequisites: None.

EDU270AB **3 credits** **3 periods**
Secondary Reading and Decoding
Focus on the theories, methods and models of teaching literacy and decoding in the content areas of secondary grades. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director.

EDU271 **3 credits** **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. Approved school-based practicum required. 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, learning, and motivational theories. Current trends also covered. Prerequisites: PSY101 or approval of Instructor.

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. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. 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 for a total of six (6) credit hours. Prerequisites: Departmental Approval. *Course Note: The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.*

EDU285AA **1 credit** **1 period**
Education Program Seminar
Overview of the teacher education program model, State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations. Prerequisites: None.

EDU285AB **1 credit** **1 period**
Current Perspectives in Education
Focus on the importance of state standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, and assessment rubrics. Educational program policies and procedures also covered. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

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 formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240 or EDU251) and permission of Department or Division.

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291 **3 credits** **3 periods**
Children's Literature (ENH291)
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.

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, State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Approved school-based

practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU294 3 credits 3 periods
Multicultural Folktales (ENH294, STO294)
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None.

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 State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU298AA 1 credit 1 period
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.

EDUCATION PROFESSIONAL DEVELOPMENT EPD

Social/Behavioral Sciences Division SB 130 480.423.6206

EPD243 3 credits 3 periods
Reading and Writing in an English as a Second Language (ESL)/Bilingual Setting
Introduction to English as a Second Language (ESL) terminology, second language acquisition theories and reading terminology. Teaching techniques, strategies, and learning activities as well as reading comprehension skills and writing skills covered. Prerequisites: (EDU220 or EPD220 or EDU225) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD244 3 credits 3 periods
Reading and Writing in SEI/ESL/Bilingual Settings
Introduction to Structured English Immersion (SEI)/English as a Second Language (ESL) terminology, second language acquisition theories, and reading terminology. Teaching and assessment strategies as well as reading comprehension and writing skills covered. Prerequisites: Provisional or standard elementary, or secondary, or special education, or career and technical education teaching certificate and (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: EPD244 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.*

EPD247 3 credits 4.5 periods
Practicum for English as a Second Language (ESL)/Bilingual Teachers
Provides an opportunity to receive guided practical, on-site experience working with English Language Learners (ELL). Requires observations of ELL students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to English as a Second Language (ESL) learners. Prerequisites: (EDU220 or EPD220 or EDU225) and EDU230 and ENG213 and (EDU233 or EPD233 or EPD241), and provisional or standard elementary, or secondary, or special education, or career and technical education teaching certificate.

EPD275 3 credits 3 periods
Diagnosis and Remediation of Reading for K-12 (formerly EDU275)
Fundamentals of diagnosis and remediation of reading problems for K-12. Administration, analysis and interpretation of informal diagnostic procedures and use of assessment results in planning a program of remediation. The Diagnostic Teaching of Reading emphasized. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD279 3 credits 4.5 periods
Reading Practicum K-12 (formerly EDU279)
Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132 480.423.6225

EMT101 0.50 credit 0.45 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 9 credits 11.4 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 (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within six (6) months prior to registration; immunity to rubella (German Measles) and rubeola.

EMT200 2 credits 2.7 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 validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of instructor.

EMT200AA 0.6 credit 0.6 period
EMT-Basic Certification Renewal Challenge
Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or proof of current registry with the National Registry of Emergency Medical Technicians (NREMT).

EMT200AB 1 credit 1 period
EMT-Basic Certification Expanded Renewal Challenge
Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current Basic Life Support, American Heart Association Healthcare Provider CPR or equivalent, and current EMT Basic certification in the state of Arizona. Must be currently functioning as an EMT Basic.

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, contra indications, toxicology, and side effects to medications. Prerequisites: EMT/FSC104 or permission of instructor. MAT082 or equivalency suggested but not required.

EMT238 2 credits 2 periods
Vehicular Extrication and Patient Stabilization (FSC238)
Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT Certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

EMT240 2 credits 2 periods
Advanced Cardiac Life Support
Designed to provide the healthcare professional with comprehensive information to identify emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004*. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke

and transient ischemic attack, and special resuscitation situations. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer, and (EMT235 and EMT236, or permission of instructor).

EMT241 0.50 credit 0.50 period
Advanced Cardiac Life Support Refresher
Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004*. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, review and validation of the techniques of airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or EMT240) or permission of instructor.

EMT242 1 credit 1 period
Pediatric Advanced Life Support
Didactic and psychomotor skill 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 validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or [EMT235 and EMT236]) or permission of instructor.

EMT243 0.50 credit 1.5 periods
Pediatric Advanced Life Support Refresher
Current American Red Cross or American Heart Association Health Care Provider validation. Current validation in Pediatric Advanced Life Support. Prerequisites: EMT242, or permission of instructor.

EMT245 2 credits 3.5 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.

EMT272AA 12.5 credits 17.37 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, EMT235, and EMT236), or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA. Prerequisite courses required and valid Arizona certification and employment as an EMT for one full calendar year. ***Corequisites: EMT272AB and EMT272LL.***

EMT272AB 12.5 credits 17.38 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, EMT235, and EMT236), or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AB. Prerequisite courses required and valid Arizona certification and employment as an EMT for one full calendar year. ***Corequisites: EMT272AA and EMT272LL.***

EMT272LL 7.5 credits 37.5 periods
Advanced Emergency Medical Technology Practicum
Clinical and vehicular practicum in support of EMT272AA and EMT272AB. ***Prerequisites or Corequisites: EMT272AA and EMT272AB.***

EMT273AA 0.75 credit 0.75 period
Advanced Life Support Refresher Course: Part I
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to communication, medical legal issues, health/safety issues pertaining to pre-hospital care, and assessment and treatment of the trauma victim. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AB 1 credit 1.25 periods
Advanced Life Support Refresher Course: Part II
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of

Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to airway assessment and treatment, including all Basic Life Support (BLS) and Advanced Life Support (ALS) level skills, pharmacology, and assessment and treatment of the cardiac patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AC 0.75 credit 0.75 period
Advanced Life Support Refresher Course: Part III
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the medical patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AD 1 credit 1.25 periods
Advanced Life Support Refresher Course: Part IV
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the neonatal and pediatric patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

ENGINEERING SCIENCE ECE

Physical Science Department Office PS 153 480.423.6111
ECE Course Coor., Dr. Kyle Rawlings PS 151 480.423.6166

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 SUN# EGR1102*
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 SUN# EGR1102*
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 and (high school physics or PHY111).

ECE112 3 credits 3 periods
General Principles of Nanotechnology
Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications. Prerequisites: A grade of C or better in (MAT090, or MAT091, or MAT092, or MAT102 or equivalent) and CHM130 or equivalent.

*Go to page 52 for more information on SUN courses.

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 238.

ECE299SA **3 credits** **3 periods**
General Principles of Nanotechnology
Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications. Prerequisites: A grade of C or better in (MAT090, or MAT091, or MAT092, or MAT102 or equivalent) and CHM130 or equivalent.

ENGLISH ENG

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

ENG071 **3 credits** **3 periods**
Language Skills: Speaking and Writing Standard English
Emphasis on basic Standard English speaking and writing skills with a focus on essential grammar in developing effective sentence-level speaking and written strategies. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ENG081 **3 credits** **3 periods**
Basic Writing Skills
Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1,500 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

ENG091 **3 credits** **3 periods**
Fundamentals of Writing
Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.

ENG101 **3 credits** **3 periods**
First-Year Composition SUN# **ENG1101***
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG102 **3 credits** **3 periods**
First-Year Composition SUN# **ENG1102***
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101.

ENG107 **3 credits** **3 periods**
First-Year Composition for ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108 **3 credits** **3 periods**
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL).Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

ENG200 **3 credits** **3 periods**
Reading and Writing About Literature
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. Prerequisites: ENG102.

ENG210 **3 credits** **3 periods**
Creative Writing
Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C" or better, or permission of department.

ENG213 **3 credits** **3 periods**
Introduction to the Study of Language
Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics. Prerequisites: ENG102 or ENG111 with a grade of "C" or better, or permission of instructor.

ENG217 **3 credits** **3 periods**
Personal and Exploratory Writing
Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: ENG101 or ENG107 or equivalent.

*Go to page 52 for more information on SUN courses.

ENG235 **3 credits** **3 periods**
Magazine Article Writing
Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, writing query letters, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

ENGLISH AS A SECOND LANGUAGE — ESL

English, World Languages & Journalism Div. LC 305 480.423.6459

ESL Course Sequence Block Schedule

Level III:

CELSA score: 39 - 50

ESL030	Grammar	ESL032	Writing
ESL031	Listening & Speaking	RDG030	Reading

▼

Level IV:

CELSA score: 51 - 66

ESL040	Grammar	ESL042	Writing
ESL041	Listening & Speaking	RDG040	Reading

▼

Transitional ESL classes:

CELSA score: 67 - 75 Take ASSET Test for placement

ESL051	Pronunciation Improvement	ENG107	First-Year Composition
ESL097	Fundamentals of Writing	ENG108	First-Year Composition

TOEFL Preparation

Designed to help students prepare for the computer-based TOEFL tests. Includes pre- and post-tests, and the study of test-taking strategies. Offered as a non-credit course. For more information, contact John Liffiton, ESL Coordinator, at (480) 423-6447 or by email at john.liffiton@sccmail.maricopa.edu.

ESL — English as a Second Language

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 or ESL020 or ESL021 or ESL022 or RDG020.

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: Appropriate ESL course placement score, or a grade of "C" or better in ESL022, or 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, note taking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

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: Appropriate ESL course placement score, or a grade of "C" or better in ESL032, or 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: Appropriate ESL course placement score, or a grade of "C" or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of instructor.

ESL097 **3 credits** **3 periods**
Fundamentals of Writing for English Language Learners
Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

ENG107 **3 credits** **3 periods**
First-Year Composition for ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108 **3 credits** **3 periods**
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

RDG Reading English as a Second Language

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

English, World Languages & Journalism Div. 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.

ENH130 **3 credits** **3 periods**
Mystery Fiction from the Nineteenth Century to the Present
A study of mystery fiction as a literary genre and as a reflection of culture through the writings of significant authors. Prerequisites: None.

ENH201 **3 credits** **3 periods**
World Literature Through the Renaissance
Examines a selection of the world's literary masterpieces within their cultural contexts, from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis. Prerequisites: None.

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.

ENH232 **3 credits** **3 periods**
Introduction to Shakespeare: The Late Plays
Introduces Shakespeare, the playwright and linguist, and the early 17th century. Considers representative comedies, histories, tragedies, and romances from Shakespeare's late period, from 1600-1611. Focuses on the use of language and connects the writer to his historical era. Also considers Shakespeare's relevance to our own time. Prerequisites: None. *Course Note: Student may receive credit for only one of the following: ENH230 or ENH232.*

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.

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: (RDG091 with a grade of "C" or better or equivalent as indicated by placement exam), and ((MAT090, or MAT091, or MAT092) with a grade of "C" or better or equivalent as indicated by placement exam), and (ENG091 with a grade of "C" or better or equivalent as indicated by placement exam).

EQS120 **4 credits** **4 periods**
Equine Anatomy and Physiology
Study of structure and function of the equine. Includes cell structure, anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Incorporates detailed discussion and identification of various anatomical parts. Prerequisites: EQS105 or permission of Department or Division.

EQS130 **3 credits** **3 periods**
Equine Business and Law
Practices and 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. Addresses legal aspects and laws unique to equine businesses. Prerequisites: (RDG091 with a grade of "C" or better or equivalent as indicated by placement exam), and ((MAT090, or MAT091, or MAT092) with a grade of "C" or better or equivalent as indicated by placement exam), and (ENG091 with a grade of "C" or better or equivalent as indicated by placement exam).

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: EQS105 or permission of Department or Division.

EQS162 **2 credits** **4 periods**
Stable Management Techniques
Focus on developing ground handling skills in a real-life situation including work such as saddling, bridling, lunging, round penning, bathing, first aid care, feeding and other management aspects. Prerequisites: EQS105 or permission of Department or Division.

EQS175 **3 credits** **4 periods**
Principles of Equine Massage
Designed to acquaint students with the major muscle groups of the horse and the relationship that exists between the muscular system and equine locomotion. Instruction and practice in basic equine massage techniques designed to aid muscle relaxation. Prerequisites: None. *Course Note: EQS175 is not designed to train or certify individuals to massage horses on a professional basis.*

EQS200 **3 credits** **3 periods**
Principles of Equine Nutrition
Basic principles of equine nutrition and digestion. Proper selection, evaluation, and utilization of feeds. Emphasis on nutrient content and ration evaluation, general health and feed management. Prerequisites: EQS105 and EQS120, or permission of department.

EQS215 **3 credits** **3 periods**
Feeding Programs for Production and Performance
Explores the feeding and care of the equine in various stages of production, growth and performance. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs. Prerequisites: EQS200 or permission of department.

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 and EQS120) or permission of department.

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.

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 evidence of unsoundness. Breed conformation standards and performance events for the more common breeds. Prerequisites: EQS105 and EQS120, or permission of Department or Division.

EQS264 **4 credits** **4 periods**
Equine Management
Hands-on practice sessions devoted to good horsekeeping skills. Includes assessment of vital signs, methods of restraint, intramuscular injections, oral medications, leg wraps, leg sweats and poultice applications, body clipping and fitting sheets and blankets. Prerequisites: (EQS120, EQS140, and EQS162) or permission of Department or Division.

EQS280 **3 credits** **15 periods**
Equine Science Internship
Equine industry work experience at faculty approved site. Focus of internship is immersion in an area of interest in or related to equine industry. Requires a minimum of 250 contact hours. Prerequisites: (EQS120 and EQS162), or permission of Department or Division. *Course Note: Students can choose to participate in the EQS285 Equine Science Practicum or EQS280.*

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. Prerequisites: EQS105 or permission of Department or Division. *Course Note: EQS282 may be repeated for a total of four (4) credits with permission of Department or Division.*

EQS285 2 credits 10 periods
Equine Science Practicum
Equine industry work experience at faculty approved site. Requires a minimum of 150 contact hours. Prerequisites: EQS120 and EQS162. *Course Note: EQS285 may be repeated for a total of four (4) credit hours. EQS280 may be taken as an option.*

EXERCISE SCIENCE EXS

HPERD Division Office PE 149 480.423.6606

EXS101 3 credits 3 periods
Introduction to Exercise Science, Kinesiology, and Physical Education
Introductory course that will provide the student with a general overview of the disciplines and professions associated with the fields of Exercise Science, Kinesiology and Physical Education. Basic history, philosophy, and theory of each discipline will be examined as well as relevant career potential and options. Prerequisites: None.

EXS112 3 credits 3 periods
(Formerly PED112)
Professional Applications of Fitness Principles
Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None.

EXS125 3 credits 3 periods
(Formerly PED125)
Introduction to Exercise Physiology
Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

EXS130 3 credits 4.50 periods
(Formerly PED130/WED130)
Strength Fitness - Physiological Principles and Training Techniques
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

EXS145 3 credits 4.50 periods
(Formerly PED145)
Guidelines for Exercise Testing and Prescription
Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

EXS214 2 credits 3 periods
(Formerly EXS212FL)
Instructional Competency: Flexibility and Mind-Body Exercises
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS216 2 credits 3 periods
(Formerly EXS212SC)
Instructional Competency: Muscular Strength and Conditioning
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 2 credits 3 periods
(Formerly EXS212CR)
Instructional Competency: Cardiorespiratory Exercises and Activities
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS241 3 credits 3 periods
(Formerly PED241)
History of Sports in the United States
Traces the development of sports in the United States. Explores the heritage of major sports and reviews significant historical and current issues related to sports in America. Prerequisites: None.

EXS265 **3 credits** **3 periods**
(Formerly PED265)
Theory of Coaching
Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. EXS281, suggested but not required. ***(Offered for baseball, basketball, golf, soccer, softball, tennis and volleyball.)***

EXS275 **3 credits** **3 periods**
(Formerly PED275)
Methods of Enhancing Physical Performance
Theoretical and practical applications of performance enhancement methodologies and practices. Basic sport mechanics and exercise physiology. Training clients for speed, power, agility, balance, and endurance activities to enhance athletic performance. Application of training principles to specific sports and design of training programs. Prerequisites: EXS125 or EXS130 or permission of Instructor.

EXS281 **3 credits** **3 periods**
(Formerly PED281)
Methods of Coaching
Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/team management and self management. Prerequisites: None. EXS265 suggested but not required. ***(Offered for baseball, football, soccer, softball, and volleyball.)***

EXS285 **3 credits** **3 periods**
(Formerly PED285)
Exercise Program Design and Instruction
Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program planning, and development of programs for populations with special physical/medical needs. Designing exercise programs in an internship setting. Prerequisites: EXS145 or permission of instructor.

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 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: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

FSC104 **9 credits** **11.4 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 Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within six (6) months prior to registration; immunity to rubella (German Measles) and rubeola.

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. Confined space operations in accordance with the National Fire Protection Agency. 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 fire fighting. 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 3 credits 3 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 fire fighting 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.

FSC134 3 credits 4.6 periods
Fitness and Conditioning for Firefighters
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

FSC139 3 credits 3 periods
Emergency Response to Terrorism (AJS/DPR139)
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. 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 I
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.

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.

FSC216 3 credits 3 periods
(Formerly FSC211)
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.

FSC217 3 credits 3 periods
(Formerly FSC212)
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: FSC216.

FITNESS AND WELLNESS CENTER

See **PHYSICAL EDUCATION (PED)**, page 229.

FOOD AND NUTRITION — FON

HPERD Division Office — **PE 149** — **480.423.6606**

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 predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON210 — **3 credits** — **3 periods**
Sports Nutrition and Supplements for Physical Activity
Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: FON100AA, or FON100, or equivalent, or permission of Instructor.

FON230 — **3 credits** — **3 periods**
Nutrition for Special Populations
Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of instructor.

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: None.

FON241LL — **1 credit** — **3 periods**
Principles of Human Nutrition Laboratory
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

FON247 — **3 credits** — **3 periods**
Weight Management Theory
Comprehensive study of genetic, physiological, psychological, metabolic, and environmental influences on body weight. In-depth study of the theories of body weight with emphasis on distinguishing between behavioral and biological approaches. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of Instructor.

FORENSIC SCIENCE — FOR

Applied Sciences Division Office — **AP 237B** — **480.423.6599**

FOR105 — **4 credits** — **6 periods**
Forensic Science: Physical Evidence
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties. Prerequisites: None.

FOR106 — **4 credits** — **6 periods**
Forensic Science: Biological Evidence
Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties. Prerequisites: None.

FOR223 — **3 credits** — **3 periods**
Forensic Pathology: Death Investigation (AJS223)
An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. Prerequisites: None.

FOR245 — **3 credits** — **3 periods**
Forensic Pathology: Advanced Death Investigation (AJS245)
An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: AJS/FOR223.

FRENCH LANGUAGE — FRE

English, World Languages & Journalism Div. — **LC 305** — **480.423.6459**

FRE101 — **4 credits** — **4 periods**
Elementary French I — SUN# FRE1101*
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture; practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102 — **4 credits** — **4 periods**
Elementary French II
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: FRE101 or equivalent.

*Go to page 52 for more information on SUN courses.

FRE115 **3 credits** **3 periods**
Beginning French Conversation I
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 **3 credits** **3 periods**
Beginning French Conversation II
Continued development of speaking and listening skills for effective communication in French. Prerequisites: FRE115 or equivalent.

FRE201 **4 credits** **4 periods**
Intermediate French I
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval.

FRE202 **4 credits** **4 periods**
Intermediate French II
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better, or three years of high school French with an average of "C" or better.

FRE225 **3 credits** **3 periods**
Intermediate French Conversation I
Continued development of skills in conversational French for business or travel. Prerequisites: FRE116 or departmental approval.

FRE226 **3 credits** **3 periods**
Intermediate French Conversation II
Development of intermediate-level skills in conversational French for business or travel. Prerequisites: FRE225 or departmental approval.

FRE265 **3 credits** **3 periods**
Advanced French I
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 **3 credits** **3 periods**
Advanced French II
Continuation of FRE265. Reading selections from French literature, written reports, and discussions in French designed to further develop reading, writing and speaking skills. Prerequisites: FRE202 or departmental approval.

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.

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.

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.

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). Field trips may be used as a mandatory component of the course. Prerequisites: None.

GPH210 **3 credits** **3 periods**
Society and Environment
Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: ENG101 or 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.

GPH213 **3 credits** **3 periods**
Introduction to Climatology
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None.

GPH215 **1 credit** **3 periods**
Introduction to Climatology Laboratory
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213.

GEOLOGY GLG

Mathematics/Sciences Division **NS 102A** **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 CHM150/151, 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, MAT220 and MAT230. 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 SUN# GLG1101*
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 SUN# GLG1101*
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.

GLG105 **4 credits** **6 periods**
Introduction to Planetary Science
A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. 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.

HEALTH CARE RELATED HCR

Health Sciences Division Office **SB 132** **480.423.6225**

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 BIO205 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 BIO205 or equivalent. Corequisites: HCR240AB or permission of instructor.

*Go to page 52 for more information on SUN courses.

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: BIO202 or BIO205 or equivalent. Corequisites: HCR240AA or permission of instructor.

HEALTH CORE CURRICULUM HCC

Health Sciences Division Office **SB 132** **480.423.6225**

HCC109 **0.50 credit** **0.50 period**
CPR for Health Care Provider (EMT/RES109)
Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automated, external defibrillation and resuscitation equipment. Prerequisites: None.

HCC109AA **0.25 credit** **0.25 period**
CPR for Healthcare Providers Renewal (RES109AA)
Renewal course for Healthcare Provider cardiopulmonary resuscitation (CPR) training. Condensed review of new American Heart Association skills and standards prior to skill testing. Skill testing includes one- and two-rescuer CPR and obstructed airway procedures on the adult, infant, and pediatric victim. Prerequisites: Current Healthcare Provider CPR card at time of course.

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.

HCC145AA **1 credit** **1 period**
Medical Terminology for Health Care Workers I
Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

HEALTH SCIENCE (HPERD) HES

HPERD Division **PE 149** **480.423.6606**

Health Science courses are designed for the student who desires to transfer to university programs in the areas of Health, Physical Education and Recreation.

HES100 **3 credits** **3 periods**
Healthful Living
Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HES154 **3 credits** **3 periods**
First Aid/Cardiopulmonary Resuscitation
Cardiopulmonary resuscitation and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES201 **3 credits** **3 periods**
Substance Abuse and Behavior
Principles and factual bases of drug use and abuse. Physiological and socio-psychological effects of drug use and law enforcement of drug abuse. Consultants used extensively to enrich course. Prerequisites: None.

HES271 **3 credits** **3 periods**
Prevention and Treatment of Athletic Injuries
Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HISTORY HIS

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

HIS100 **3 credits** **3 periods**
History of Western Civilization to Middle Ages
Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

HIS101 **3 credits** **3 periods**
History of Western Civilization Middle Ages to 1789
Survey of the origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102 **3 credits** **3 periods**
History of Western Civilization 1789 to Present
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103 **3 credits** **3 periods**
United States History to 1865
The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

HIS104 **3 credits** **3 periods**
United States History 1865 to Present
The political, economic, and social development of United States from 1865 to the 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.

HIS108 **3 credits** **3 periods**
United States History 1945 to the Present
Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

HIS110 **3 credits** **3 periods**
World History to 1500
Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

HIS111 **3 credits** **3 periods**
World History 1500 to the Present
Survey of the economic, social, cultural, and political elements of world history from 1500 to the 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.

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 to 1865
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.)***

HIS204 **3 credits** **3 periods**
African-American History 1865 to Present
Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None. ***(HIS204 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, and social 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.

HIS253 **3 credits** **3 periods**
History of Ireland to 1603
Survey of the history of the island of Ireland from its prehistoric beginnings to 1603. Prerequisites: None.

HIS254 **3 credits** **3 periods**
History of Ireland 1603 to the Present
Survey of the history of the island of Ireland, including the contemporary Republic of Ireland and Northern Ireland, from 1603 to the 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**
Russia and the Soviet Union in the 20th Century to Present
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.)*

HIS277 **3 credits** **3 periods**
The Modern Middle East
Survey of the political, religious and economic development of the Middle East since 1500. Emphasis on the decline of the Moslem empire(s), the resurgence of contemporary Pan-Arabism, the Palestinian-Israeli question, jihadism, fundamentalist terrorism, the Taliban and Al Qaeda, and the impact of oil production on the region and the rest of the world. Prerequisites: None.

HOSPITALITY & TOURISM MANAGEMENT HRM

Hotel, Restaurant, Golf, Spa & Wellness Center, and Tourism Management

Hospitality, Tourism and Culinary Arts Division Office **AP 253** **480.423.6578**

ALSO SEE: Culinary Arts (CUL), page 185
Recreation (REC), page 233

HRM110 **3 credits** **3 periods**
Introduction to Hospitality and Tourism Management
A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan. 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.

HRM142 **3 credits** **3 periods**
Wine: From Vine to Table
An overview of the history, culture, viticulture techniques, production, distribution, control, and consumption in the wine industry. Provides an overview of wine and health issues, interpreting wine labels, alcohol service laws, and general operational concepts of the wine industry. Prerequisites: None.

HRM145 **3 credits** **3 periods**
Events Management
Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events. Prerequisites: None.

HRM146 **3 credits** **3 periods**
International Meetings, Conventions and Exhibitions
Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment. Prerequisites: HRM110.

HRM150 3 credits 3 periods
Hospitality and Tourism Information Systems I
Overview of current computer technology, concepts and terminology as it applies to the hospitality and tourism industry. Use of software applications including word processing, spreadsheet, database and presentation graphics. Discussion of social and ethical issues related to computers. Exploration of relevant and emerging technologies in the industry. Prerequisites: HRM110.

HRM160 3 credits 3 periods
Tourism Principles and Practices
Introduces the fundamental principles and practices of tourism. Examines tourism sectors, consumer behavior, and factors that influence tourism. Focuses on the interaction of tourism with the economy, environment and people. Prerequisites: None.

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: ACC211.

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 and Tourism Information Systems II
Use of computer systems to generate information needed for management of lodging, tourism and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: (HRM110 and HRM150) 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.

HRM265 3 credits 3 periods
Financing Hospitality and Tourism Development
Examines financial management concepts, analytical techniques and investment decision making processes essential to hospitality and tourism management. Provides an applied management approach to managing profitability, financing growth, and using financial analysis to make investment decisions. Prerequisites: HRM110 and (MAT140 or MAT141 or MAT142).

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: HRM110.

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
Hospitality and Tourism Law
Examines legal aspects of hotel, restaurant and tourism 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.

HRM290 3 credits 3 periods
Ecotourism
Overview of ecotourism planning and development with emphasis on contemporary issues associated with environmentally sound, culturally sensitive and economically viable tourism development. Examines the history and emergence of ecotourism and the establishment of policies and management practices associated with sustainable development that conserves natural resources while providing economic benefits. Prerequisites: HRM110.

HRM291 3 credits 15 periods
Directed Field Study – International
Directed international field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application in an international setting. Includes a minimum of 240 documented hours of contact with the employer/subject of study at minimum. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

HRM292 3 credits 15 periods
Directed Field Study
Directed field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through

practical application. Includes a minimum of 240 documented hours of contact with the employer/subject of study. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

HUMANITIES HUM

Communication & Performance Arts Dept. LC 305 480.423.6356
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. ***(HUM251 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.)***

INFORMATION STUDIES IFS

Library Division Office LB 162 480.423.6653

IFS101 3 credits 3 periods
Information Skills in the Digital Age
Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context as well as the technological implications of the use and organization of information. Prerequisites: ENG101, or ENG107, or equivalent.

INTERIOR DESIGN INT

Applied Sciences Division Office AP 237B 480.423.6599

INT105 3 credits 3 periods
Introduction to Interior Design
Introduction to the profession of interior design, including design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design vocabulary relative to architectural details, furnishings, and finishes. Prerequisites: None.

INT115 3 credits 3 periods
Historical Architecture and Furniture
Historical survey of the development of furniture, interiors, and architecture from antiquity to the 19th Century. Prerequisites: None.

INT120 3 credits 3 periods
Modern Architecture and Furniture
Survey of the development of furniture, interiors, and architecture from the 19th Century to the present. Emphasis is on modern architects and designers. Prerequisites: None.

INT145 **3 credits** **6 periods**
Drawing and Rendering
Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: INT105 and (ARC121 or INT100). Prerequisites or Corequisites: INT140 or ARC141.

INT150 **3 credits** **6 periods**
Color and Design
Introduction to the theory and application of color as related to the elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design. Prerequisites: None.

INT160 **3 credits** **3 periods**
Fabrics for Interiors
Study of the properties, design, and performance characteristics of interior fabrics. Psychological and cultural impact of textiles on the built environment. Role of the interior designer in working with textiles. Introduction to regulations and codes within the textile industry. Prerequisites: None.

INT170 **3 credits** **6 periods**
Interior Materials
Properties, performance, maintenance, sustainability and general characteristic of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes, furnishings, and equipment sources. Prerequisites: INT105. Prerequisites or Corequisites: INT160.

INT190 **3 credits** **6 periods**
Space Planning
Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Stresses creative expression through the utilization of design elements and principles. Prerequisites: INT105 and (ARC121, or DFT121, or INT100). Prerequisites or Corequisites: INT140 or ARC141.

INT215 **3 credits** **3 periods**
Professional Practices
Marketing and business processes used in interior design studios. Ethical issues facing interiors industry. Development of business plan. Prerequisites: INT190. (***Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.***)

INT225 **3 credits** **3 periods**
History of Decorative Arts
Survey of historical art, furniture and interiors with an emphasis on decorative arts from various cultures. Prerequisites: INT115 and INT120.

INT230 **3 credits** **6 periods**
Presentation Techniques
Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. Prerequisites: INT145.

INT240 **3 credits** **6 periods**
Kitchen and Bath Design
Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the design process and computer-based tools for interior design. Prerequisites: INT190 and (ARC141 or INT140).

INT260 **3 credits** **3 periods**
Interior Codes and Regulations
Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Prerequisites or Corequisites: INT190 or permission of Department or Division.

INT265 **3 credits** **3 periods**
Building Systems
Study of building systems and their impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of department.

INT268 **3 credits** **6 periods**
Lighting Design
Study of interior lighting design and its impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of department.

INT270 **3 credits** **6 periods**
Commercial Design
Creation of design solutions for commercial spaces. Focuses on issues affecting the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of Instructor.

INT271AA **1 credit** **5 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. *Course Note: May be repeated for a total of four (4) credits with department permission.*

INT271AB **2 credits** **10 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. *Course Note: May be repeated for a total of four (4) credits with department permission.*

INT271AC **3 credits** **15 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty 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.

INTERNATIONAL BUSINESS — IBS

Business Division Office **AP 237A** **480.423.6253**
SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale **480.425.6910**
www.sccbi.com

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.

IBS201 **3 credits** **3 periods**
International Studies for Business *(Fastrack)*
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. ***(Offered in both on-campus and online formats.)***

ITALIAN LANGUAGE — ITA

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

ITA101 **4 credits** **4 periods**
Elementary Italian I SUN# ITA1101*
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.

ITA102 **4 credits** **4 periods**
Elementary Italian II SUN# ITA1102*
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
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 SUN# ITA2201*
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 SUN# ITA2202*
Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201, or equivalent, or departmental approval.

ITALIAN HUMANITIES — ITH

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

ITH150 **3 credits** **3 periods**
Survey of Contemporary Italy
An overview of modern Italian literary and artistic life from World War II to present; covers Italian cultural life and institutions, including political, social, and economic structures, and a comparison to American culture. Prerequisites: None. *Course Note: ITH150 is taught in English.*

JOURNALISM — JRN

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

JRN101 **3 credits** **3 periods**
Professional Writing Fundamentals
Examines the fundamentals of grammar, punctuation, spelling, style and structure necessary in professional writing fields, including media writing. Prerequisites: Placement in ENG101 on District approved English Placement Test, or a grade of C or better in ENG091.

JRN201 **3 credits** **5 periods**
News Writing SUN# JRN2201*
Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills and organizational structure for news. Prerequisites: ENG101 or ENG107 or equivalent.

JRN203 **3 credits** **3 periods**
Writing for Online Media
Writing using the modes and resources available on the Internet. Use of information and resources available on the Internet in writing, as well as writing for the Internet itself. Prerequisites: Placement into ENG101 on a District-approved writing placement test.

*Go to page 52 for more information on SUN courses.

JRN212 3 credits 5 periods
Broadcast Writing
Writing techniques for basic broadcast scripts: promotions, commercials, public service announcements, news leads, news stories, audio and video, sports, weather, traffic checks, five-minute newscasts, reports, using broadcast style rules. Prerequisites: ENG101.

JRN215 3 credits 5 periods
News Production
Writing, editing and publishing the student newspaper. Emphasis on news judgment, page design, computer pagination, photo usage, headline writing, editorial writing, newsroom management, and legal and ethical considerations. Emphasis may vary according to student goals. Prerequisites: None.

JRN225 3 credits 3 periods
Photojournalism
Reporting the news as a photojournalist, with emphasis on the development and creation of news photographs. Experience in shooting, editing and transmitting digital photos using Photoshop, InDesign and QuarkXpress software. Prerequisites: None.

JRN234 3 credits 3 periods
Feature Writing
Emphasis on crafting stylized stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Prerequisites: ENG101 or ENG107 or equivalent.

JRN296WA-WC 1-3 credits 5-15 periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

JRN298AA-AC 1-3 credits 1-3 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 available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

LEADERSHIP LDR

Communication Arts Dept. Office LC 305 480.423.6356
Fine Arts Division Office MB 139 480.423.6328

LDR101 2 credits 2 periods
Emerging Leaders I
Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning. Prerequisites: None.

MANAGEMENT MGT

Business Division Office AP 237A 480.423.6253
SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910
www.sccbi.com

***See requirements listed for certificate programs and associate degrees under Business*, Business (Fastrack), Small Business Management, or Retail Management.**

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. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

MGT122 3 credits 3 periods
Health Care Supervision
Initial course for health care supervisors who are technically competent in a health care field and who are responsible for supervision of other health care workers. Prerequisites: None. ***(Offered in online format.)***

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. Prerequisites: None. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

MGT203 3 credits 3 periods
Fundamentals of Economic Development for Indigenous Nations (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 report. 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. ***(Offered in both on-campus and online formats.)***

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. ***(Offered in both on-campus and online formats.)***

MGT275 3 credits 3 periods
Office Management and Procedures
Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. Prerequisites: None. MGT175, or MGT229 suggested but not required. ***(Offered in online format.)***

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 MKT

Business Division Office AP 237A 480.423.6253
SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910
www.sccbi.com

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. ***(Offered in both on-campus and online formats.)***

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 (TEC200)
Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any 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. ***(Offered in both on-campus and online formats.)***

MKT263 3 credits 3 periods
Advertising Principles
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required. ***(Offered in both on-campus and online formats.)***

MKT267 3 credits 3 periods
Principles of Salesmanship
Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. 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. ***(Offered in both on-campus and online formats.)***

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.

MASS COMMUNICATION MCO

English, World Languages & Journalism Div. **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 Department Office **CM 404** **480.423.6581**

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.

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: Satisfactory score on district placement exam. *Course Note: Students may receive credit for only one of the following: MAT081, or MAT082, or MAT083. MAT082AA, MAT082AB, and MAT082AC are equivalent to MAT082.*

MAT090 **5 credits** **5 periods**
Developmental Algebra
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT091 **4 credits** **4 periods**
Introductory Algebra
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. 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
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. 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.

MAT108 **2 credits** **2 periods**
Tutored Mathematics
Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT 141, or MAT 142, or MAT150, or MAT151, or MAT152, or permission of department chair. *Course Note: MAT108 may be repeated for a total of ten (10) credits.*

MAT120 **5 credits** **5 periods**
Intermediate Algebra
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade

of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT121 4 credits 4 periods
Intermediate Algebra
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT122 3 credits 3 periods
Intermediate Algebra
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT141 4 credits 4 periods
College Mathematics
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: appropriate for the student whose major does not require college algebra or precalculus.*

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. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: Appropriate for the student whose major does not require college algebra or precalculus.*

***Go to page 52 for more information on SUN courses.**

MAT150 5 credits 5 periods
College Algebra/Functions
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187.*

MAT151 4 credits 4 periods
College Algebra/Functions SUN# **MAT1151***
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.*

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.

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 one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, or MAT152, or satisfactory score on District placement exam.

MAT187 5 credits 5 periods
Precalculus
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Strongly recommended that students have some knowledge of trigonometry.

MAT206 **3 credits** **3 periods**
Elements of Statistics
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212 **3 credits** **3 periods**
Brief Calculus
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT212 or MAT213.*

MAT213 **4 credits** **4 periods**
Brief Calculus
Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT212 or MAT213.*

MAT217 **3 credits** **3 periods**
Mathematical Analysis for Business
An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of "C" or better in MAT212 or MAT213.

MAT220 **5 credits** **5 periods**
Calculus with Analytic Geometry I SUN# **MAT2220***
Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.*

MAT225 **3 credits** **3 periods**
Elementary Linear Algebra
Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212, or MAT220, or MAT221, or equivalent.

MAT230 **5 credits** **5 periods**
Calculus with Analytic Geometry II SUN# **MAT2230***
Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. *Course Note: Students may receive credit for only one of the following: MAT230 or MAT231.*

MAT240 **5 credits** **5 periods**
Calculus with Analytic Geometry III
Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. *Course Note: Students may receive credit for only one of the following: MAT240 or MAT241.*

MAT276 **4 credits** **4 periods**
Modern Differential Equations
Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. *Course Note: Students may receive credit for only one of the following: MAT276 or MAT277.*

MAT295 **1 credit** **1 period**
Special Topics in Mathematics
Conceptual and computational aspects of a special topic in modern mathematics. Prerequisites: Permission of instructor.

MICROSOFT TECHNOLOGY MST

CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business-Personal Computers (BPC), page 174
Computer Information Systems (CIS), page 177
Office Automation Systems (OAS), page 228

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.

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.

MST150SV **3 credits** **4 periods**
Microsoft Windows 7 Configuration
Knowledge and skills necessary to perform installation and day-to-day support of the Microsoft Windows 7 operating system. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required. *Course Notes: Preparation for Microsoft certification examination 70-680.*

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

***Go to page 52 for more information on SUN courses.**

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.

MST172 4 credits 5 periods
Visual Basic .NET Web Application Development
Knowledge and skills to develop and implement Web-based applications using ASP.NET, Web forms, and the Microsoft.NET framework with Visual Basic. Preparation for Microsoft Certified Applications Developer (MCAD) certification examination. Prerequisites: (CIS133DA, or CIS133AA and CIS133BA and CIS133CA) and CIS259, or permission of instructor.

MST232 3 credits 4 periods
Managing a Windows Network Environment
Knowledge and skills required to administer Windows network operating systems. Preparation for Microsoft certification examination. Prerequisites: MST140, MST150, and MST152, 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.

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.

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: CIS259, or any MST152 course, 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 I
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**
Introduction to the Military II
Introduces problem-solving methods, critical thinking, decision making, and group cohesion as applied in a military environment. Prerequisites: MIS101.

MIS201 **3 credits** **5 periods**
Introduction to Leadership Dynamics I
Introduces interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: None.

MIS202 **3 credits** **5 periods**
Introduction to Leadership Dynamics II
Introduction to interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: MIS201.

MOTION PICTURE/TV PRODUCTION CLASSES

See **TELECOMMUNICATIONS (TCM)**, page 237.

MUSIC

Music Department Office **MB 145** **480.423.6333**
Fine Arts Division Office **MB 139** **480.423.6328**

Scottsdale Community College offers the first two years of basic instruction needed for theory, voice and/or instrumental majors. In addition, courses are offered to meet the requirements of general education in the humanities, commercial music and special interest areas. Private instruction is offered in the areas of piano, voice, band and orchestral instruments. A special fee is charged for private instruction, except for 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

MHL143 **3 credits** **3 periods**
Music in World Cultures
Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 **3 credits** **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.

MHL241 **3 credits** **3 periods**
Music History and Literature to 1750
In-depth study of music history from the primitive era through the Baroque period. Prerequisites or Corequisites: MTC155 and MTC156, or permission of instructor.

MHL242 **3 credits** **3 periods**
Music History and Literature 1750 to Present
In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of Instructor.

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.

MTC103 **2 credits** **2 periods**
Introduction to Aural Perception
An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of four (4) credit hours. 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: (TCM100 and TCM136) or permission of Instructor.

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.

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** **5 periods**
Music Theory III SUN# **MUS2222***
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 SUN# **MUS2222***
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. ***(MTC220 not offered every semester.)***

MTC255 **3 credits** **3 periods**
Music Theory IV SUN# **MUS2223***
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 SUN# **MUS2223***
A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255. ***(MTC256 not offered every semester.)***

MTC296 - COOPERATIVE EDUCATION: Information about MTC296 courses can be found on page 182.

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 238.

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.

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.

MUC111 **3 credits** **5 periods**
Digital Audio Workstation I (DAW I)
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195 or MUC195AA.

MUC112 **3 credits** **5 periods**
Digital Audio Workstation II (DAW II)
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111.

*Go to page 52 for more information on SUN courses.

MUC130 3 credits 6 periods
Music Electronic Components
Survey of electronics used in the music industry with emphasis on troubleshooting and minor repair of musical electronic equipment. Prerequisites: None.

MUC135 2 credits 2 periods
Live-Performance Disc Jockey Techniques
Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted dance songs, cueing, segueing/mixing methods, the relationship of beats per minute to segueing, and programming songs to entertain a live audience. Covers the history of the live performance DJ and strategies for soliciting employment in the field. Prerequisites: None.

MUC136 2 credits 2 periods
Turntablism: The Art of the Scratch DJ
Covers the skills required in vinyl manipulation; examines the development of turntable techniques and the contributions made by individual turntable artists. Prerequisites: None. *Course Note: MUC136 may be repeated for a total of six (6) credits.*

MUC137 2 credits 2 periods
Digital DJ Performance Techniques
Covers the skills required for live performance; examines and provides experience in the development of turntable and digital media techniques. Prerequisites: None. *Course Note: MUC137 may be repeated for a total of six (6) credits.*

MUC194 3 credits 3 periods
Introduction to Audio Mixing Techniques
Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use. Prerequisites: MUC112 and MUC195 or permission of Instructor.

MUC195 3 credits 5 periods
Studio Music Recording I
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.

MUC196 3 credits 5 periods
Studio Music Recording II
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: MUC195 or MUC195AA.

MUC197 3 credits 3 periods
Live Sound Reinforcement I
Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups 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
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: MUC197. ***(MUC198 not offered every semester.)***

MUC209 3 credits 3 periods
Music Industry Entrepreneurship
Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process. Prerequisites: MUC109 and MUC110 or permission of Instructor.

MUC295 3 credits 6 periods
Studio Music Recording III
Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. Prerequisites: (MUC195 or MUC195AA) or MUC196 and instructor approval.

MUC295AA 1 credit 1 period
Self Promotion for Music
Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

MUC297AB 2 credits 2 periods
Music Internship
Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

MUC298AA **1 credit** **1 period**
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

MUP Music: Private Instruction

There is a special fee for non-music majors enrolling in private instruction of $360 for 1 credit (1/2 hour lesson per week, per semester) or $720 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

MUP123AB **0.50 credit** **0.50 period**
Studio Class/Voice
Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific voice problems. Prerequisites: None. Corequisites: Private Voice Instruction. *Course Note: MUP123AB may be repeated for credit.*

MUP123AD **0.50 credit** **0.50 period**
Studio Class: Instrumental
Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems. Prerequisites: None. Corequisites: Private Instrumental Instruction. *Course Note: MUP123AD may be repeated for credit.*

MUP130 **2 credits** **3 periods**
Beginning Group Piano
Basic introduction to playing piano through music reading, chords, rhythmic, and written activities. Designed for those with little or no piano experience. Prerequisites: None.

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.

MUP153 **2 credits** **5 periods**
Concert 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. *Course Note: Auditions may be required. MUP153 may be repeated for credit.*

MUP158 **2 credits** **5 periods**
Rock Band
Emphasizes instrumental and vocal techniques and the preparation of all styles of rock band literature. Introduces music business. Requires participation in public and private performances throughout the semester. Prerequisites:Auditions are required. *Course Note: MUP158 may be repeated for a total of eight (8) credits.*

MUP159 **1 credit** **3 periods**
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.

MUP161 **1 credit** **3 periods**
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.

MUP163 **1 credit** **3 periods**
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.

MUP164 **2 credits** **3 periods**
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.

MUP181 **1 credit** **2 periods**
Chamber Music Ensembles
Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.

MUP209 **2 credits** **2 periods**
Elements of Conducting
Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.

MUP218 **1 credit** **3 periods**
Audition Techniques: Music Theater
Practice in the techniques of auditioning for musical theater. Identification and illustration techniques of the vocal and acting music theater audition. Prerequisites: None.

MUP225 **2 credits** **3 periods**
Class Guitar I
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 **2 credits** **3 periods**
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.

MUP227 **2 credits** **3 periods**
Class Guitar III
Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.

MUP228 **2 credits** **3 periods**
Class Guitar IV
Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor. *Course Note: MUP228 may be repeated for credit.*

MUP231 **2 credits** **3 periods**
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.

MUP232 **2 credits** **3 periods**
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.

MUP233 **2 credits** **3 periods**
Class Voice III
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

MUP234 **2 credits** **3 periods**
Class Voice IV
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. *Course Note: MUP234 may be repeated for credit.*

MUP250AA **1 credit** **2 periods**
Survey of Diction for Singers (English)
Introduction to the use of phonetics in the study of English song literature. Prerequisites: None.

MUP250AB **1 credit** **2 periods**
Survey of Diction for Singers (Italian/Latin)
Introduction to the use of phonetics in the study of Italian/Latin song literature. Prerequisites: None.

MUP250AC **1 credit** **2 periods**
Survey of Diction for Singers (German)
Introduction to the use of phonetics in the study of German song literature. Prerequisites: None.

MUP250AD **1 credit** **2 periods**
Survey of Diction for Singers (French)
Introduction to the use of phonetics in the study of French song literature. Prerequisites: None.

MUP270 **2 credits** **5 periods**
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.

MUP298 - SPECIAL PROJECTS: Information about MUP298 courses can be found on page 238.

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.

NCE214MI **0.50 credit** **0.50 period**
Math and Medications for Intermediate Nursing Students
Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: Current student in Nursing program or permission of Department or Division.

NCE214MM **1 credit** **1 period**
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.

NCE214OP **1 credit** **1 period**
Orientation to Nursing Program
Overview of the philosophy, core values, policies, competencies and curricular components of the Maricopa Community College District Nursing Program. Basic concepts of therapeutic communication, normal growth and development, the nursing process, pharmacology, metrology, and concepts of intravenous therapy. Emphasis on the use of the nursing process, utilization of critical thinking skills, sound decision-making principles in the clinical setting, the communication process, time management and stress reduction, and the transition in role expectations between Licensed Practical Nurse (LPN) and Registered Nurse (RN). Review and evaluation of Practical Nursing skills included. Prerequisites: Advanced placement into the Nursing program. *Course Note: Designed for transfer students, returning students and Practical Nurses entering the District Program.*

NURSING SCIENCE NUR

Health Sciences Division Office SB 132 480.423.6225

The Nursing Program is available at eight of the Maricopa Community Colleges. 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 program.

NUR104AB 1 credit 1 period
Structured Nursing Review

Structured nursing tutorial assistance and nursing skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. *Course Note: Course offered as Credit (P) No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits.*

NUR151 10 credits 20 periods
Nursing Theory and Science I

Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psycho-social sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

NUR158 6 credits 10 periods
Nurse Assisting

Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: Completed Health and Safety Documentation Form (proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, Td, current TB testing, current HealthCare Provider CPR card and current Fingerprint Clearance Card) and completed Health Care Provider Signature form.

NUR171 8 credits 16 periods
Nursing Theory and Science II

Application of nursing theory and practice utilizing critical thinking based on the nursing process and evidence based practice. Holistic nursing concepts of health promotion, disease/illness prevention, and health restoration for adult and geriatric clients. Role development as the professional nurse member of the health care team. Participation in client teaching and discharge planning. Application of previous knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

NUR191 3 credits 5 periods
Practical Nursing Transition

Overview of the role of the practical nurse in care of clients. Includes nursing standards and scope of practice of the practical nurse. Emphasis on nursing care related to pediatric and care of the well childbearing client and childbearing family. Focus on the role of practical nurse in providing care through interventions consistent with established nursing care plans. Prerequisites: NUR171 or permission of Nursing Department Chair.

NUR241 4 credits 4 periods
Nursing Process and Critical Thinking IV

Nursing and critical thinking strategies for complex holistic needs of high-risk clients with multi- system health alterations. Includes perinatal, newborn, pediatric, and adult clients in acute care settings. Continuation of role development of the professional nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR231, NUR237, and (NUR238 or NUR239). Corequisites: NUR248 or permission of Nursing Department chairperson.

NUR248 5 credits 15 periods
Nursing Science IV

Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR231, NUR237, and NUR238. Corequisites: NUR241 or permission of Nursing Department chairperson.

NUR251 8 credits 16 periods
Nursing Theory and Science III

Application of critical thinking strategies related to holistic care of the newborn, pediatric, and childbearing clients. Integration of concepts related to holistic care of adults and geriatric clients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (BIO202, BIO205, and NUR171) or permission of Nursing Department Chairperson.

NUR271 **7 credits** **13 periods**
Nursing Theory and Science IV
Integration of critical thinking strategies for complex holistic needs of high-risk clients with multi- system health alterations. Application of strategies related to holistic care of the client with psychiatric/ mental health disorders. Introduction to community based care. Assimilation of professional role into practice. Evaluation of care based on the knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual beliefs of clients. Development of nurse leadership and management roles. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: NUR251 or permission of Nursing Department Chairperson.

NUR291 **2 credits** **6 periods**
Nursing Science IV
Synthesis of the nursing process to facilitate role transition from student to graduate nurse within a preceptorship experience. Development of nurse leadership and management roles. Prerequisites: NUR271 or permission of Nursing Department Chairperson.

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.

OFFICE AUTOMATION SYSTEMS OAS

CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business-Personal Computers (BPC), page 174

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 online format.)***

OAS111AA **1 credit** **1.7 periods**
Computer Keyboarding I (See BPC111AA)
(Offered in online format.)

OAS111AB **1 credit** **1.7 periods**
Computer Keyboarding II (See BPC111AB)
(Offered in online format.)

OAS118 **1 credit** **1.7 periods**
10-Key by Touch
Touch system of numeric keys on ten-key pads. Prerequisites: None. ***(Offered in online format.)***

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 online format.)***

OAS135DK **2 credits** **2 periods**
Word: Level I (See BPC135DK)
(Offered in online format.)

OAS235DK **2 credits** **2 periods**
Word: Level II (See BPC235DK)
(Offered in online format.)

PHILOSOPHY PHI

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Religious Studies (REL), page 234

PHI101 **3 credits** **3 periods**
Introduction to Philosophy SUN# **PHI1101***
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 SUN# **PHI1103***
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 SUN# **PHI1105***
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**
Contemporary Moral Issues
Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None.

PHI213 **3 credits** **3 periods**
Medical and Bio-Ethics
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patients' rights, and biological experimentation. Prerequisites: None.

PHI233AB **3 credits** **3 periods**
Theory of Knowledge
Epistemological issues which have concerned philosophers from the time of the ancient Greeks until the present. Topics selected from the following: the technical terminology of epistemology, the nature of knowledge, knowledge of past events, knowledge of other minds, and knowledge of physical objects. Prerequisites: PHI101 or permission of instructor.

PHI247 **3 credits** **3 periods**
Introduction to Irish Philosophy
Historical survey of the philosophical tradition of Ireland from the Middle Ages to the present. Prerequisites: None.

PHOTOGRAPHY

See ART, PHOTOGRAPHIC, page 168.

*Go to page 52 for more information on SUN courses.

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: Basic	1 credit	2 periods
PED102	Physical Activities: Intermediate	1 credit	2 periods
PED103	Physical Activities: Basic	0.50 credit	1 period
PED201	Physical Activities: Advanced	1 credit	2 periods
PED202	Physical Activities: Elite	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 may include:

- •aerobics
- •aikido
- •basketball
- •conditioning
- •cycling
- •fencing
- •fitness walking
- •golf
- •pilates
- •self defense
- •soccer
- •tennis
- •triathlon training
- •volleyball
- •weight training
- •yoga
- •zumba

ALSO SEE: Dance (DAN), page 187
Dance Humanities (DAH), page 191
Exercise Science (EXS), page 203
Food and Nutrition (FON), page 206
Health Science (HES), page 210
Recreation (REC), page 233
Wellness Education (WED), page 243

PED150 **2 credits** **2 periods**
Tradition and Practice of Yoga I
Introduction to the art and science of yoga. Explores the history and philosophy of yoga. Studies terms, concepts, issues, trends and health benefits of yoga. Examines teaching yoga as a career. Prerequisites: None.

PED155 **2 credits** **2 periods**
Tradition and Practice of Yoga II
Examination of the art and science of yoga. Explores the history and philosophy of yoga. In-depth review of significant literature associated with the yoga tradition. Examines cultural aspects of yoga, relevancy of yoga to modern day life and health benefits of yoga. Prerequisites: PED150.

PED158 **2 credits** **2 periods**
Tradition and Practice of Yoga III
A deep exploration of the yogic path as it relates to the self, to teaching yoga, and to society as a whole. Emphasis on the early and modern intellectual foundations of yoga. Prerequisites: PED150 and PED155.

PED270 **2 credits** **2 periods**
Teaching Yoga: Level I
Methods of teaching yoga. Studies assessment techniques, establishing goals, and organizing the classroom. Reviews yoga instruction techniques and how these differ from other movement-based activities; application of anatomical knowledge and practice teaching experiences. Prerequisites: PED101YO or PED102YO or PED201YO.

PED271 **2 credits** **2 periods**
Teaching Yoga: Level II
Emphasizes practice teaching experiences. Reviews instructional methods and techniques for assessing student skill levels, organizing the classroom and writing lesson plans; application of anatomical knowledge to build movement skills, improvement of observational skills and development of an individual teaching style. Prerequisites: PED270 or permission of instructor.

PED272 **2 credits** **2 periods**
Teaching Yoga: Alignments and Adjustments
Instructional methods for teaching more advanced asanas. Principles of alignment of back bending, inversion, forward bending and arm balancing asanas and techniques for identifying and correcting misalignments. Emphasis on instructional techniques that safely build yoga movement skills while encouraging progression in the practice of challenging asanas. Prerequisites: PED271 or permission of instructor.

PED274 **1 credit** **3 periods**
Teaching Yoga: Practicum
Guided, practical, in-class experience in teaching yoga students. Requires implementation of lesson plans, application of individual teaching techniques, demonstration of individual teaching style, and evaluation of teaching sessions. Prerequisites: PED270 or PED271.

PED280 **2 credits** **2 periods**
Introduction to Yoga Therapy I
Introduction to the therapeutic use of yoga. Includes basic concepts of yoga therapy, identification of common therapeutic problems and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement and promote health and well-being. Prerequisites: PED270 or permission of instructor.

PED282 **2 credits** **2 periods**
Introduction to Yoga Therapy II
Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues. Prerequisites: PED280 or permission of instructor.

Fitness and Wellness Center
Aerobics and Weight Training

The Fitness and Wellness Center helps students and the public develop a lifestyle of regular exercise. Students may use the center to earn credits while non-credit memberships are available to the public.

The following features are included:

Degreed and certified instructors on the floor during all hours, indoor track, free towel service, showers, lockers, full lines of cardio and strength equipment, and a group exercise schedule that includes Zumba, Group Cycling, Boot Camp, Yoga, Tai Chi, Pilates and more.

PED101FL **1 credit** **2 periods**
Physical Activities: Fitness for Life
Designed to teach students how to use appropriate techniques for assessing, writing and participating in personalized programs of Cardiovascular Fitness, Weight Control, and Muscular Strength and Flexibility. Prerequisites: None.

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.

PED116 **2 credits** **4 periods**
Aerobics for Wellness
Aerobic 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 a total of eight (8) credits. Prerequisites: None.

PHYSICS — PHY

Mathematics/Sciences Division **NS 102A** **480.423.6111**

PHY101 **4 credits** **6 periods**
Introduction to Physics
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091 or MAT092, or MAT093, or satisfactory score on math placement exam. *Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.*

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 information located in the Program section of this catalog 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 SUN# PHY1111*
Includes motion, energy, and properties of matter. Prerequisites: MAT182, or MAT187, or one year high school Trigonometry with a grade of C or better, or permission of department or division. *Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.*

PHY112 **4 credits** **6 periods**
General Physics II SUN# PHY1112*
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 suggested but not required.

Fitness and Wellness Center

PHY131 **4 credits** **6 periods**
University Physics II: Electricity and Magnetism SUN# PHY1131*
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.

PIMA LANGUAGE — PIM

English, World Languages & Journalism Div. **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.

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.

*Go to page 52 for more information on SUN courses.

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.

POS110 **3 credits** **3 periods**
American National Government SUN# **POS1110***
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 SUN# **POS1120***
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.

POS135 **3 credits** **3 periods**
Issues in the Arizona State Legislature
An introduction to contemporary political issues faced by the Arizona state legislature. 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.

POS220 **3 credits** **3 periods**
U.S. and Arizona Constitution
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

POS221 **1 credit** **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.

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.

PRE-PROFESSIONAL PROGRAMS

Mathematics/Sciences Division **NS 102A** **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 SUN# **PSY1101***
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.

PSY215 **3 credits** **3 periods**
Introduction to Sport 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.

PSY225 **3 credits** **3 periods**
Psychology of Religion
Provides an introduction to the history, varieties and theories of the psychology of religion from an empirical, research-based perspective. Specific areas of study include the role of gender, age, socioeconomic status, and personality on religious experience, the effects of religion and prayer on mental and physical health, the development of religious thought and behavior over the lifespan, and the social psychology of new religious movements. In addition, the role of cultural differences on religious attitudes both within the USA and around the world is also addressed. Prerequisites: PSY101 or Permission of Instructor.

*Go to page 52 for more information on SUN courses.

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
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.

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.

PSY277 **3 credits** **3 periods**
Psychology of Human Sexuality
Survey of psychological and physiological 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 or older.

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, or ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of instructor.

READING RDG

English, World Languages & Journalism Div. **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 184

PLEASE NOTE: For Reading English as a Second Language (ESL) courses, see page 201

RDG071 **3 credits** **3 periods**
Basic Reading
Provide opportunities for practice and application of basic reading skills. Includes phonic analysis, word recognition, structural analysis, use of context clues, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and development of inferential interpretation. Prerequisites: Appropriate reading placement test score, or grade of C or better in RDG040.

RDG081 **3 credits** **3 periods**
Reading Improvement
Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of C or better in RDG071.

RDG091 **3 credits** **3 periods**
College Preparatory Reading
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: Appropriate reading placement test score, or grade of C or better in RDG081.

REAL ESTATE REA

Business Division Office **AP 237A** **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.

REA283 **3 credits** **3 periods**
Property Management
Emphasizes realty laws, survey of rentals, housing needs, and rents in Phoenix metropolitan area. Prerequisites: REA179 or permission of instructor.

RECREATION 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.

REC150AB **3 credits** **3 periods**
Outdoor Adventure Skills
Camping and outdoor skills including camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

REC155AA **1 credit** **2 periods**
Canyoneering
Basic canyoneering skills. Includes hydrology, navigation, safety systems, climbing and hiking skills, wading/swimming techniques and flood/weather identification. Prerequisites: None. *Course Note: REC155AA may be repeated for a total of four (4) credits.*

REC155AB **1 credit** **2 periods**
Caving
Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection. Prerequisites: None. *Course Note: REC155AB may be repeated for a total of four (4) credits.*

REC155AC **1 credit** **2 periods**
Outdoor Rock Climbing
Basic outdoor rock climbing skills. Includes belaying, climbing techniques, rope systems and anchor systems. Prerequisites: None. *Course Note: REC155AC may be repeated for a total of four (4) credits.*

REC155AD **1 credit** **2 periods**
Rowing
Basic rowing skills for a four or eight person shell. Includes physical conditioning, rowing etiquette and safety, boat handling, proper rowing techniques, and teamwork. Prerequisites: None. *Course Note: REC155AD may be repeated for a total of four (4) credits.*

REC155AE **1 credit** **2 periods**
Indoor Rock Climbing
Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety. Prerequisites: None. *Course Note: REC155AE may be repeated for a total of four (4) credits.*

REC155AF **1 credit** **2 periods**
Backpacking
Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Prerequisites: None. *Course Note: REC155AF may be repeated for a total of four (4) credits.*

REC155AG **1 credit** **2 periods**
Hiking
Development of safe and enjoyable hiking skills. Essentials and requirements for safe hiking. Prerequisites: None. *Course Note: REC155AG may be repeated for a total of four (4) credits.*

REC155AH **1 credit** **2 periods**
Mountain Biking
Covers basic skills and techniques for mountain biking and the application of these skills as a recreational lifetime activity. Includes bicycle riding and maintenance techniques, trail etiquette, and safety considerations. Prerequisites: None. *Course Note: REC155AH may be repeated for a total of four (4) credits.*

REC155AI **1 credit** **2 periods**
Outdoor Cooking
Covers the planning and preparation of delicious meals in various outdoor settings. Presents the use of the Dutch oven and mini stove and methods of cooking over a campfire. Prerequisites: None. *Course Note: REC155AI may be repeated for a total of four (4) credits.*

REC155AJ **1 credit** **2 periods**
Outdoor Survival
Introduction to and practice of essential skills needed for procuring shelter, water and fire in a wilderness environment. Prerequisites: None. *Course Note: REC155AJ may be repeated for a total of four (4) credits.*

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.

REC230 **3 credits** **3 periods**
Programming of Recreation Services
Foundations for designing, planning, delivering and managing recreational and leisure events. Emphasis on application of recreation programming concepts and practices in a variety of settings and situations for a diversity of participants. Prerequisites: None.

REC240 **3 credits** **6 periods**
Wilderness First Responder
Introduces and provides practical training in the essentials of medical assistance in backcountry emergencies. Includes patient assessment, first aid for trauma victims, and treatment of other medical emergencies. Prerequisites: None.

REC250 **3 credits** **3 periods**
Recreation Leadership
An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

REC282AA-AC **1-3 credits** **1-3 periods**
Volunteerism for Recreation:
A Service Learning Experience
Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) REC282 credit hours; may not repeat specific assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

RELIGIOUS STUDIES REL

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Philosophy (PHI), page 228.

REL205 **3 credits** **3 periods**
Religion and the Modern World
Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: ENG101, or ENG107, or equivalent.

REL243 **3 credits** **3 periods**
World Religions
The development of various religions from the prehistoric to modern times. Political, economic, social, and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

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 SLG

English, World Languages & Journalism Div. **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.

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: SLG201 with C or better, or permission of Department or Division. ENG101, SLG200, and (CRE101, or CRE111, or exemption by score on the reading placement test) suggested but not required.

SMALL BUSINESS MANAGEMENT SBS

SCC Business Institute
14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910
www.sccbi.com

See requirements listed for certificate programs and associate degrees under Business.

SBS200 2 credits 2 periods
Small Business Operations
In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

SBS202 1 credit 1 period
Small Business Bookkeeping and Tax Preparation
Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 1 credit 1 period
Financing/Cash Management for a Small Business
Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. Prerequisites: None.

SBS204 2 credits 2 periods
Small Business Marketing and Advertising
Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.

SBS207 1 credit 1 period
Producing Sales for a Small Business
Development of a sales strategy to include prospect qualifying, the sales process and territory management, salesperson management, and sales promotion concepts. Includes target market based prospecting, client need appraisal, presentation strategies, and closing the sale. Prerequisites: None.

SBS210 1 credit 1 period
Tax Planning and Preparation
Explores the areas of tax planning and preparation essential to small business operation. Includes tax requirements and forms, special tax topics affecting business decisions, tax planning techniques, and common tax problems for the small business. Prerequisites: None.

SBS213 1 credit 1 period
Hiring and Managing Employees
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 1 credit 1 period
Small Business Customer Relations
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

SBS218 1 credit 1 period
Establishing an Import/Export Business
Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 2 credits 2 periods
Internet Marketing for Small Business
Focuses on "e-Commerce" - doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

SOCIETY AND BUSINESS

See **SOCIETY AND BUSINESS (SBU),** page 174.

SOCIOLOGY SOC

Social/Behavioral Sciences Division SB 130 480.423.6206

SOC101 3 credits 3 periods
Introduction to Sociology SUN# **SOC1101***
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.

*Go to page 52 for more information on SUN courses.

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, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

SOC140 3 credits 3 periods
Racial and Ethnic Minorities SUN# **SOC2215***
Contemporary/historical 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.

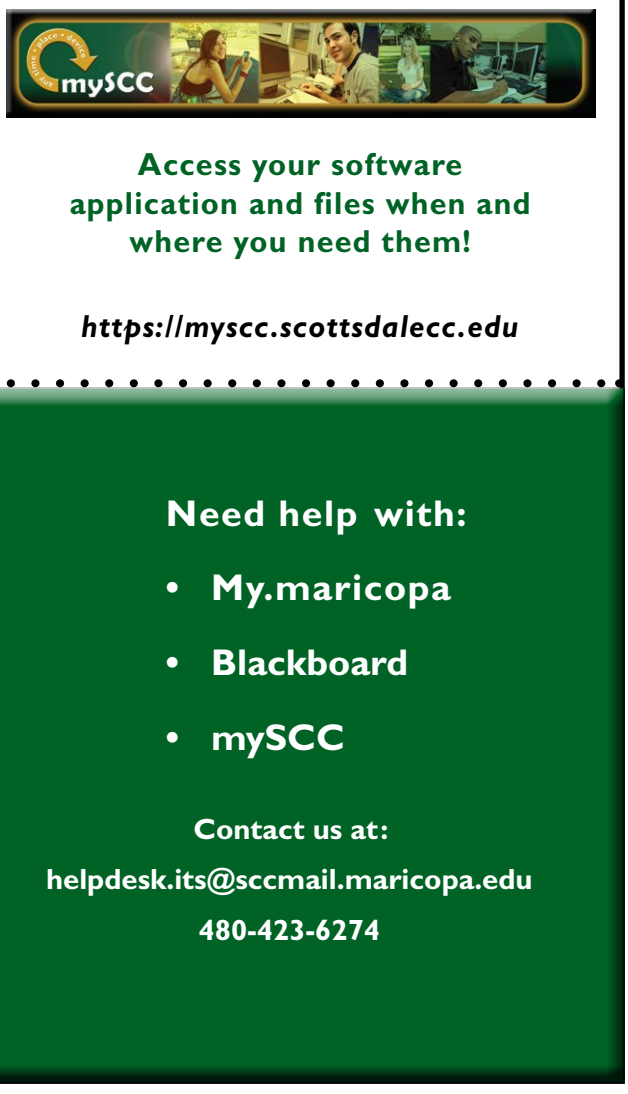
SOC160 3 credits 3 periods
American Indian Law (AIS160)
Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States 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.

SOC212 3 credits 3 periods
Gender and Society
A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender-role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

SOC220 3 credits 3 periods
Sport and Society
Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None.

SOC251 3 credits 3 periods
Social Problems
A sociological exploration of selected social problems and inequalities. Analyzes issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity. Prerequisites: None.

SOC266 3 credits 3 periods
Sociology Through Film
Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.



*Go to page 52 for more information on SUN courses.

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
HIS105	Arizona History
HIS145	History of Mexico

Southwest Studies course descriptions are listed under various prefixes according to the above list.

SPANISH LANGUAGE SPA

English, World Languages & Journalism Div. **LC 305** **480.423.6459**

SPA101 4 credits 4 periods
Elementary Spanish I SUN# **SPA1101***
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.

SPA102 4 credits 4 periods
Elementary Spanish II SUN# **SPA1102***
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
Basic pronunciation, vocabulary, sentence structures, and cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 3 credits 3 periods
Beginning Spanish Conversation II
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA201 4 credits 4 periods
Intermediate Spanish I SUN# **SPA2201***
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, or SPA111, or permission of department.

SPA202 4 credits 4 periods
Intermediate Spanish II SUN# **SPA2202***
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
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA116, or SPA102 or permission of department or division.

SPA226 3 credits 3 periods
Intermediate Spanish Conversation II
Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA225, or SPA201 or the equivalent, or permission of department or division.

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.

STORYTELLING STO

Communication Arts Dept. Office **LC 305** **480.423.6356**
Fine Arts Division Office **MB 139** **480.423.6328**

STO145 1 credit 2 periods
Digital Storybook (ART/COM145)
Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. *(STO145 is offered fall semester only.)*

*Go to page 52 for more information on SUN courses.

STO150 **3 credits** **6 periods**
Digital Storytelling (ART/COM150)
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. *(STO150 is offered spring semester only.)*

STO292 **3 credits** **3 periods**
The Art of Storytelling (EDU/HUM292)
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

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.

TELECOMMUNICATIONS TCM

Film/Motion Picture/TV Production Classes

MP/TV Film School Office	**LC 404**	**480.423.6076**
Fine Arts Division Office	**MB 139**	**480.423.6328**

The Film School at SCC offers the AAS in Motion Picture/Television Production. The program is designed for students who plan to enter the field of motion pictures and/or 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.

TCM100 **3 credits** **3 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**
Scripting for the Media
Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials. Prerequisites: TCM111.

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: (TCM100 and TCM136) or permission of Instructor.

TCM131/TCM131AA **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. ***(TCM131/TCM131AA not offered every semester.)***

TCM134 **3 credits** **4 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. Working as crew on one class shoot required. Prerequisites: TCM100 or permission of Department or Division.

TCM135 **3 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 or Division.

TCM136 3 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.

TCM202 3 credits 3 periods
The Music Video
Designed to instruct in the art and technical aspects of music videos. Significant content related to past and current music videos, the concepts they represent, and the creation and organization process as it relates to producing a music video. Covers the development of a beginning, middle, and end for a music video, and video treatments. Skills associated with camera, directing, lighting, producing, grip and electric, etc., as guided by artistic expression. Specific team functions for the creation of a music video. Prerequisites: Permission of Instructor. *Course Note: TCM202 may be repeated for a total of twelve (12) credits.*

TCM206 3 credits 3 periods
Production Design
Intermediate workshop on Film Production Design focusing on areas such as script breakdowns for design elements, theories for symbolic and iconic visual content, color and lighting theory, miniatures and model construction and other aspects of production design. Prerequisites: TCM136 or permission of Instructor.

TCM211 3 credits 3 periods
Screenwriting II
Workshop in screenwriting for feature films and television. Prerequisites: TCM111 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. ***(TCM213 not offered every semester.)***

TCM213AA 4 credits 4 periods
Motion Picture Workshop: On-Location Shooting
Practical work and classes in film production. Features on-location shooting. Prerequisites: TCM136 or permission of instructor. ***(TCM213AA not offered every semester.)***

TCM214 3 credits 5 periods
Television Workshop
Practical work and classes in television production. Prerequisites: TCM136 or permission of instructor. *Course Note: TCM214 may be repeated for a total of twelve (12) credits.*

TCM215AA 3 credits 3 periods
Cinematography: 16mm Film
Intermediate workshop focusing on 16mm film 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. Prerequisites: TCM136 or permission of instructor.

TCM215AB 3 credits 3 periods
Cinematography: High-Definition Video
Intermediate workshop focusing on high-definition video 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. Prerequisites: TCM136 or permission of instructor.

TCM216 3 credits 7 periods
Screenwriting III
Advanced workshop in narrative screenwriting for film and television. Prerequisites: TCM211. ***(TCM216 not offered every semester.)***

TCM218 3 credits 7 periods
Screenwriting IV
Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216. ***(TCM218 not offered every semester.)***

TCM219 3 credits 3 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.

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. ***(TCM220 not offered every semester.)***

TCM221 4 credits 7 periods
The Completed Screenplay
Workshop in analyzing and rewriting completed feature film screenplays. Prerequisites: Permission of instructor. *Course Note: May be repeated for a total of twelve (12) credits.* ***(TCM221 not offered every semester.)***

TCM222 4 credits 6 periods
DVD Authoring
Basics of DVD (Digital Video Disc) creation including media capturing, video and audio encoding, interface design, testing, and burning a sample DVD. Prerequisites: TCM136.

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. ***(TCM225 not offered every semester.)***

TCM230 4 credits 4 periods
Motion Picture Directing
Theory and practice in directing the motion picture. Includes overview of the roles and responsibilities of the film director, examples of film directing, and practice sessions in analyzing a script, creating a scene, working with actors, conducting rehearsals, planning the camera movements and overseeing elements of a production. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor.

TCM240 3 credits 3 periods
Advanced Television Commercial Production
Advanced workshop in television production. Emphasis on directing techniques, working with a crew, shooting and sound for advertising commercials. Prerequisites: TCM180 or permission of instructor.

TCM241 4 credits 6 periods
Introduction to Non-Linear Editing
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM241AA 4 credits 6 periods
Introduction to Non-Linear Editing: AVID
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM241AB 4 credits 6 periods
Introduction to Non-Linear Editing: Final Cut Pro
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor. ***(TCM241AB not offered every semester.)***

TCM242 2 credits 4 periods
Portfolio Non-Linear Editing
Explores techniques and applications used in editing an individual project on a non-linear editing system. Prerequisites: TCM241or TCM241AA or TCM241AB and independent footage. *Course Note: May be repeated for a total of six (6) credits.*

TCM243 4 credits 6 periods
Introduction to Video Compositing and Title Animation
Introduction to computer-based video compositing and title animation. Prerequisites: ART177 and (TCM241 or TCM241AA or TCM241AB) or permission of instructor. ***(TCM243 not offered every semester.)***

TCM245 4 credits 6 periods
Advanced Motion Picture Production
Advanced workshop in the production of the short narrative. Uses small production teams to pre-produce and shoot narrative movies on either film or digital platforms. Emphasizes the aesthetics and technical elements of scriptwriting, directing actors, directing crew, pre-production, camera and sound equipment operation, lighting, cinematography, production sound and final production. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor. *Course Note: TCM245 may be repeated for a total of twelve (12) credits.*

TCM248 4 credits 6 periods
Advanced Film Production Techniques
Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor.

TCM250 4 credits 8 periods
Documentaries for Social Change
Study of and practical application in social documentary production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary. Prerequisites: TCM136 or permission of Instructor. *Course Note: TCM250 may be repeated for a total of twelve (12) credits.*

TCM251 3 credits 5 periods
Advanced Studio Production
Advanced video production within a studio environment. Prerequisites: TCM151 and TCM219, or permission of instructor. ***(TCM251 not offered every semester.)***

TCM255 3 credits 3 periods
Filmmaking: Fusing Art and Technology
Study and application of the art of motion picture production from artistic conception through production, distribution, public exhibition, and critical response. Assessment of the effects of technical and non-technical cinematic elements and various social forces on the success or failure of a film. Critical analysis of film content and execution. Prerequisites: Permission of instructor.

TCM260 3 credits 4 periods
Film/Video Producing and Financing
Guides the independent film/video producer through basic business aspects of production. Examines methods of setting up a production company, strategies for financing and distribution and approaches to "packaging" a film/video project. Includes development of a prospectus on a special film/video project. Prerequisites: None.

TCM265 3 credits 4 periods
Advanced Scheduling and Budgeting
Advanced workshop in the techniques of breaking down, scheduling and budgeting a script. Emphasis on scheduling principles incorporating location, studio, artists and union agreements. Prerequisites: TCM260 or permission of instructor.

TCM271AA 4 credits 6 periods
Advanced Non-Linear Effects and Compositing: AVID
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241AA and TCM242) or permission of Instructor.

TCM271AB 4 credits 6 periods
Advanced Non-Linear Effects and Compositing: Final Cut Pro
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241AA and TCM242) or permission of Instructor.

TCM275 4 credits 7 periods
Advanced Portfolio Production
Advanced workshop in portfolio development for Producers, Directors, Cinematographers, Production Designers, Editors, and Screenwriters. Prerequisites: Permission of instructor. *Course Note: All students must submit an application. TCM275 may be repeated for a total of twelve (12) credits.*

TCM280 3 credits 5 periods
The Art of Editing
A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage. Prerequisites: TCM241, or TCM241AA, or TCM241AB. *Course Note: TCM280 may be repeated for a total of nine (9) credits.* ***(TCM280 not offered every semester.)***

TCM282 4 credits 6 periods
Advanced Non-Linear Editing Techniques
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AA and TCM242) or permission of instructor. ***(TCM282 not offered every semester.)***

TCM282AA 4 credits 6 periods
Advanced Non-Linear Editing Techniques: AVID
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AA and TCM242) or permission of instructor. ***(TCM282AA not offered every semester.)***

TCM282AB 4 credits 6 periods
Adv. Non-Linear Editing Techniques: Final Cut Pro
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AB and TCM242) or permission of instructor. ***(TCM282AB not offered every semester.)***

TCM285AA-AC 1-3 credits 1-3 periods
Special Topics: Motion Picture/Television Production
Exploration of current topics, issues and aspects of motion picture and television production. Prerequisites: TCM136 or permission of instructor. *Course Note: May be repeated for a total of three to nine credits.*

TCM290 3 credits 3 periods
Professional Media Marketing
Designed to equip media students with marketing tools for career development and promotion. Prerequisites: TCM136 or permission of instructor.

TCM296 - COOPERATIVE EDUCATION: Information about TCM296 courses can be found on page 182.

TCM298 - SPECIAL PROJECTS: Information about TCM298 courses can be found on page 238.

THEATRE ARTS THE

Communication & Performance Arts Dept. LC 305 480.423.6356
Fine Arts Division Office MB 139 480.423.6328

THE111 3 credits 3 periods
Introduction to Theatre
A survey of theatre, including basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

THE205 3 credits 3 periods
Introduction to Cinema (HUM205)
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE210 3 credits 3 periods
Contemporary Cinema (HUM210)
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

THE220 3 credits 3 periods
Modern Drama SUN# **THE2220***
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. *(Offered in the Spring semester only.)*

*Go to page 52 for more information on SUN courses.

THEATRE PERFORMANCE AND PRODUCTION — THP

Communication & Performance Arts Dept. LC 305 480.423.6356
Fine Arts Division Office MB 139 480.423.6328

THP112 3 credits 4 periods
Acting I
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP115 3 credits 4 periods
Theatre Makeup
Purposes, materials, and techniques of theatrical makeup. Prerequisites: None. ***(THP115 not offered every semester.)***

THP120AA 1 credit 2 periods
Audition Techniques: Prepared Monologue
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

THP120AB 1 credit 2 periods
Audition Techniques: Cold Readings
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None. ***(THP120AB not offered every semester.)***

THP130 3 credits 4 periods
Stage Combat
Analysis and practice of physical movement, including basic techniques in staged personal combat with and without weapons. Emphasis on stunt fighting and fencing. Prerequisites: None.

THP201AA 1 credit 2 periods
Theatre Production I
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. ***(THP201AA not offered every semester.)***

THP201AB 2 credits 4 periods
Theatre Production II
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. ***(THP201AB not offered every semester.)***

THP210 3 credits 4 periods
Acting: Television and Film
Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of instructor.

THP212 3 credits 4 periods
Acting II
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

THP213 3 credits 5 periods
Introduction to Technical Theatre
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting and properties. Prerequisites: None.

THP214 3 credits 3 periods
Directing Techniques
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: THP112 and THE220, or permission of instructor. *(Offered in the Spring semester only.)*

THP216 3 credits 4 periods
Beginning Stage Lighting
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. ***(Offered Spring semester only.)***

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
Oral Interpretation 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.

THP267 3 credits 4 periods
Painting Techniques for Film, TV and Theatre
Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: THP213.

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.

THP298 - SPECIAL PROJECTS: Information about THP298 courses can be found on page 238.

Scottsdale Conservatory Theatre

SCT 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.

TOTAL QUALITY MANAGEMENT TQM

SCC Business Institute
14350 N. 87th Street, Scottsdale **(480) 425-6910**
www.sccbi.com

TQM200 **2 credits** **2 periods**
Leadership for Front-Line Employees
Methods of traditional management concepts and their application to a quality oriented environment for the front-line employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability in a quality setting. Prerequisites: None. TQM101 or TQM101AA and TQM101AB are recommended. ***(Offered in online format.)***

WELLNESS EDUCATION WED

HPERD Division Office **PE 149** **480.423.6606**

WED151 **3 credits** **3 periods**
Introduction to 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.

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.

WED172 **1 credit** **1 period**
Overview of Herbal Remedies
History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None.

WED183 2 credits 2 periods
Introduction to Ayurvedic Principles
Introduction to Ayurveda: "the science of life"; a complete system of balancing the body, mind and spirit, originating from ancient India. Introduction to foundational Ayurvedic principles, health philosophy and self assessment of basic constitution. Application of basic health and self care practices such as food selection and preparation, exercise and movement, renewal and restoration activities, environmental influences to promote health and well-being. Prerequisites: None. *Course Notes: WED183 may be repeated for a total of six (6) credits.*

WED195AA-AC 0.50-2 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 credit 1 period
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.

WORLD LANGUAGES

English, World Languages & Journalism Div. 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:

Chinese (CHI) - see page 176
French (FRE) - see page 206
Italian (ITA) - see page 215
Pima (PIM) - see page 230
Sign Language (SLG) - see page 234
Spanish (SPA) - see page 237

Admission Information (AR 2.2.2)

480.423.6100

http://www.scottsdalecc.edu/admissions

The SCC Admissions and Records Office is located in the Student Services Building. This office provides information and services concerning the following:

- Athletic Eligibility
- Class Schedules/Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Residency
- Schedule Changes
- Student ID Correction
- Transcripts
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See **My.maricopa.edu Online Student Center,** page 250, 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

http://www.scottsdalecc.edu/admissions/advisement

The mission of the Advisement Center is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities and transferring to other colleges.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning.

The Advisement Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Appointments are needed on Tuesday, Wednesday and Thursday between 10:00 a.m. and 4:00 p.m. Students should call ahead for an appointment. During summer hours the Center is closed on Friday.

American Indian Program

480.423.6531

http://www.scottsdalecc.edu/american-indian-program

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 the American Indian Program 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. The American Indian Program sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

The American Indian Program Office is located in the Student Center, Rooms 135 and 140, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and 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.

Bursar/Cashier's Office

480.423.6148

http://www.scottsdalecc.edu/pay-my-bill

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, and scholarships.

Cashing Checks

The limit for cashing a personal check is $10.00. 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:

Continued next page…

1. A picture ID is required for all transactions.
2. Fees paid by credit card will be refunded to the charging credit card, with no exceptions.
3. The student's Student Identification Number must appear on the front of any check presented for 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 7:00 a.m. to 7:00 p.m.

Campus Tours

480.423.6538

http://www.scottsdalecc.edu/visit-scc

The Student Life & Leadership Office is responsible for campus tours. A campus tour can be arranged by contacting the office, located in the Student Center Building, Room 185, or calling the office.

Career & Cooperative Education Services

480.423.6523

http://www.scottsdalecc.edu/career-services

Career Services

The mission of Career Services is to provide career advising for students to assist them in making informed decisions in selecting career goals and educational plans. Students and community members seeking employment opportunities are given guidance and information to facilitate job searches in an ever changing world of work.

Career & Cooperative Education Services offers resources and personal assistance with career decision-making, career planning, educational major selection, job seeking, résumé writing and interviewing skills. Assistance with Cooperative Education is also available. For more detailed information about this program, please see Cooperative Education on page 182. The latest computer resources are also available to aid in these processes. Employers recruit throughout the year in the career center, and job fairs are sponsored annually for SCC students and the community. For additional information check out the website at the link above.

The Career and Cooperative Education Services office is located in the Student Center, Room SC-123, 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.

Visit http://maricopa.jobing.com for area listings of full-time and part-time jobs or stop by the center for personalized assistance.

Clubs/Organizations for Students

480.423.6538

http://www.scottsdalecc.edu/clubs-organizations

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 & 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

American Indian Honors Society
Anthropology Club
Artie's Animal Allies
Chemistry Club
Chess Club
Dance Club
Emerging Green Builders
Focal Point (Film/TV Prod.)
Global Artichokes
Green Club (Environment)
Hospitality, Sales & Marketing Association
ImageMakers Theatre Club
Latino Students Association
Music Industry Club
Odyssey of the Mind
Outdoor Adventure Club
Phi Theta Kappa
Philosophy Club
SCC ASID (interior design
SCC Delta Epsilon Chi (DECA)
SCC Robotics Club
SCC Student Nurse Association
SCC Veterans' Association
SPARK
Student Leadership Forum
Sun Earth Alliance Indian Club

Counseling Services

480.423.6524

http://www.scottsdalecc.edu/counseling-services

The mission of Counseling Services is to support learning and retention by assisting students with identifying and achieving their diverse personal, educational, and career goals. Our mission is achieved through individual and group counseling, instruction, and crisis intervention, in addition to consultation and training with faculty and staff. The Counseling Office is located in the Student Center, Room 108, 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 7:00 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 standardized testing as needed for the counselor to assist a student in decision making for areas such as college major and/or career selection.

Referral

To provide information and referral to campus resources, or for ongoing assistance with personal concerns and/or psychotherapy treatment options, referral to outside agencies.

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, learning style strategies 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 in the Counseling and Personal Development, CPD, prefix.

Culinary Arts Dining Rooms

480.423.6284

http://www.scottsdalecc.edu/culinary

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 on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from $2.95 to $6.75. 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 $20.95 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. Menus for each week are available at:

Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling the phone number listed above.

Disability Resources and Services

480.423-6517

http://www.scottsdalecc.edu/disability-services

Disability Resources and Services (DRS) provides information and services to students with any documented disability, who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentations must be presented to DRS verifying the existence of a disability as defined under Section 504 of the Federal Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990; and establishing a clear connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

DRS is located in the Student Center Building, Room 144. Call (Voice) 480-423-6517 or (TTY) 480-423-6566 for more information. Office hours are 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.; closed Friday.

Facility Requests

480.423.6506

http://www.scottsdalecc.edu/facilities

The Facilities Office is responsible for coordinating the use of campus facilities including: the Student Center, athletic facilities, fine arts facilities, outdoor campus spaces, and meeting and conference rooms. Any individual or organization wishing to hold events on the SCC campus must begin by submitting a Reservation Request to the Facilities Office.

Any student club wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by having the Club Advisor submit an online Facility Reservation Request at:

https://webschedule.maricopa.edu/SCCE/scce_servlet/urd/run/wv_request.Request

Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 257). All requests must be received no later than fourteen (14) business days prior to an event.

Continued next page…

Additional information regarding scheduling and use of college facilities is available at:

http://www.scottsdalecc.edu/facilities

View the Events Calendar at:

http://www.scottsdalecc.edu Click on EVENTS

Or contact the Facilities Office at 480-423-6049.

Financial Aid

480.423.6549

www.scottsdalecc.edu/financial-aid

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. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed online (see link above).

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 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 Summer 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 (see link above).

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 3:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Food Services

480.423.6240

Scottsdale Community College contracts with Chartwells to provide food services on the campus. The SCC Cafeteria is located on the north side of the Student Center Building. A snack bar is located on the east side of campus, north of the IT Building.

The Cafeteria and Snack Shack are open from 7:00am - 7:00pm Monday through Thursday and 7:00am - 1:00pm on Friday in the Fall and Spring semesters. The Cafeteria is open 8:00am - 1:00pm Monday through Thursday in the Summer and closed on Friday. The Snack Shack is closed in the Summer.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks, sandwiches, salads, and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

HelpDesk

SCC IT

480.423.6274 (Option 3)

http://www.scottsdalecc.edu/helpdesk

The SCC IT HelpDesk provides faculty, staff, and students, (both on and off campus) a primary point of contact within SCC for college-supported technology services and technical assistance. HelpDesk personnel can be reached by phone or e-mail at helpdesk.its@sccmail.maricopa.edu.

Walk-ins are also welcome in the Information Technology Building, Room IT100 and IT123. For more information, visit our website.

Maricopa IT

1.888.994.4433 (Off campus)

9.1.888.994.4433 (On campus)

http://my.maricopa.edu/student-center/help/

Are you having trouble logging in or navigating your myMaricopa student center? Contact Maricopa's Help Desk by calling or submitting a help desk ticket. In order to better serve you, you will need to have the following ready: Your MEID, full name, phone number, e-mail address, campus, and description of the problem.

Honors Program

480.423.6525

http://www.scottsdalecc.edu/honors

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 Library Building, Room LB105F. Call for office hours or consult with an academic advisor in the Advisement Center (480) 423-6539.

Housing

480.423.6538

http://www.scottsdalecc.edu/student-life-leadership

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 & Leadership Office.

International Education Programs

480.423.6590

http://www.scottsdalecc.edu/international

The International Education Programs (IEP) department believes in creating a campus environment which encourages and develops intercultural awareness and promotes a global perspective through an open exchange of ideas. This is accomplished by providing quality international student services, promoting education abroad opportunities, sponsoring numerous cultural events, and supporting professional development programs for today's changing and multicultural world.

The IEP Office is located in the Student Center Building (SC-125) and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and 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.

Library Services

480.423.6651

http://library.scottsdalecc.edu/

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, microforms, maps, music and sound recordings, and videos to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site provides access to several resources, including the online catalog which contains the holdings in all of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Many articles are available full-text and can be printed, saved, or e-mailed. Students may access all library databases from off-campus.

To obtain an SCC Library card, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness 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 50 cents per hour for reserve materials and limited loan items.

Photocopiers and microfilm copiers are available. Study rooms can be reserved in advance for individual or group study.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 4:00 p.m.; Saturday, 12:00 p.m. to 4:00 p.m.; and closed on Sunday. Please note the Library may be closed on certain holidays. ***Call or check the web site for holiday, intersession and summer hours.***

Mailboxes

480.423.6645

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life & 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. Call the copy and mail center during its hours of operation: 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

Media Center

480.423.6652

www.scottsdalecc.edu/media-center

SCC's Media Center assists faculty, staff and students with services to enhance teaching and learning. Supplemental information is available on DVD for your biology, chemistry and ESL classes, as well as blank DVDs, CDs and mini-DV tapes for our Film School students. The Media Center is located in the new IT building on the east side of campus. Call (480) 423-6642 for more information, or visit the website.

Men's Athletics

480.423.6285

http://athletics.scottsdalecc.edu/

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. Contact the Athletic Department for more information.

My.maricopa.edu Online Student Center

At my.maricopa.edu students can do the following:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Request official transcripts
- View unofficial transcript
- Check holds
- View financial aid
- Check student grades
- Check course availability
- Track degree progress

mySCC Any • Time • Place • Device

mySCC allows any SCC student to access PC-based applications from almost any computing device.

- Mac users? No problem!
- Linux users? No problem!
- Old computer? No problem!
- Dial-up connection? No problem!

mySCC extends SCC's computer labs beyond the limitations of the physical buildings. All students have equal access to applications, data, and network resources. Currently, there are over 200 different software applications available via mySCC.

Besides applications, students also have access to data files in both their home directory and shared folders. To find out more, visit:

http://www.scottsdalecc.edu/mysccc

Orientation Sessions

480.423.6538

www.scottsdalecc.edu/orientation

Student Orientation sessions are held in August and January prior to the start of classes. For more information contact the Student Life & Leadership Office.

Psi Gamma Chapter of Phi Theta Kappa

480.423.6794

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. Every other year Phi Theta Kappa selects a new 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 various regional and international conventions 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 Student Life & Leadership office for more information.

Student Accident Insurance

480.423.6538

http://www.scottsdalecc.edu/student-life-leadership

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.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the

above-mentioned circumstances, please visit the Student Life & Leadership Office in SC-185.

Student Leadership Forum

480.423.6541

http://www.scottsdalecc.edu/student-leadership-forum

The Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at SCC. As the official voice of students, SLF includes eight executive officers, 12 students-at-large and numerous club representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Student Life & Leadership Office, SC-185, to pick up an application, or call (480) 423-6541.

As a student member of SLF, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

Student Life & Leadership

480.423.6538

http://www.scottsdalecc.edu/student-life-leadership

The mission of Student Life & Leadership is to foster a connective spirit of cooperation where students are able to:

- Develop as moral and ethical leaders in a multicultural society.
- Find a meaningful sense of community, civility and citizenship.
- Identify and appreciate human differences through a diverse offering of experiential learning activities, special projects and supportive services.

To get the most out of their time in college, all students are encouraged to participate in programs and special projects sponsored by the Student Life & Leadership Office. Research shows students involved outside of their classrooms are more likely to graduate, more likely to graduate on time and more likely to enjoy their educations. Plus, such involvement can help students make sense of and enhance their academic coursework, and help them when looking for jobs, applying for scholarships and/or transferring to other institutions.

Some of the programs and special events in which a student can participate with the Student Life & Leadership Office include: college-wide festivals, community service experiences, cultural celebrations, student government, student clubs and organizations, student leadership development and college commencement. The programs and special events for this year are listed on page 255.

Many services are also available through the Student Life & Leadership Office to assist students in finding success while at SCC. These include student ID cards, campus tours, policy dissemination, posting approval, voter registration and calculator rentals.

This is truly the office "helping students make things happen"!

Student TechCenter

480.423.6261

http://www.scottsdalecc.edu/student-techcenter

The Student TechCenter provides support for all currently enrolled students and has both Windows XP and Apple computers, printers and scanners. Lab personnel are able to help with user accounts and passwords, accessing the SCC wireless network and MySCC, and general computer and application questions. Collaboration rooms can be reserved for group work. The lab is located in the Information Technology Building, Room IT100. For more information, please call or visit the link above.

Testing Center

480.423.6433

http://www.scottsdalecc.edu/testingcenter

The mission of Testing Services at Scottsdale Community College is to provide a quality environment where students are encouraged to achieve to the best of their abilities, facilitate accurate course placement and to assure that the highest level of testing standards are maintained.

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 (ASSET/COMPASS), English as a Second Language course placement (CELSA), and course makeup exams. There is no charge for taking these tests, and 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 three-test battery for English, Reading and Math placement is given Monday through Thursday from 8:00 a.m. to 5:00 p.m.; *Friday from 8:00 a.m. to 3:00 p.m. Single placement tests are given Monday through Thursday from 8:00 a.m. to 5:00 p.m.; *Friday from 8:00 a.m. to 3:00 p.m. Students who are taking the test for Financial Aid purposes must complete all three tests during one test session. The use of calculators is permitted on algebra tests but not required. Results are provided after testing is completed.

Other tests and services, such as the Nursing Entrance Test, and proctoring for distance learning classes are also available.

Continued next page…

Fees are applicable for these services; please contact the Testing Center for more information.

The Testing Center is located in LB 165, but will be moving to SC 152 in May. The 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. All testing is not available during all office hours.

***The Testing Center is closed on Fridays mid-May through mid-August.**

Transit Service

602.253.5000

http://www.scottsdalecc.edu/transit-subsidy

Students may qualify for a reduced Transit Pass through SCC's Transit Subsidy program. The Transit Subsidy Form is available in the Student Life and Leadership Office, Student Center Building, Room 185. To be considered for the transit subsidy the requirements for HB2008 must be satisfied and documentation of legal status is required. Once authorized, passes may be purchased in the Scottsdale Community College Bookstore. Information on bus service is also available at the website listed above.

Tutoring Services

www.scottsdalecc.edu/tutoring

Accounting/Statistics Learning Center (AP 292)

480.425.6717

http://www.scottsdalecc.edu/business-learning-center

The Accounting/Statistics Learning Center is located in the Applied Sciences Building, Room AP 292. Free tutoring services are available for students currently enrolled at SCC in the following courses:

- ACC110 Understanding and Using Accounting Systems
- ACC111 Principles of Accounting I
- ACC112 Principles of Accounting II
- ACC211 Financial Accounting
- ACC212 Managerial Accounting
- ACC230 Uses of Accounting Information I
- ACC240 Uses of Accounting Information II
- GBS220 Quantitative Methods in Business
- GBS221 Business Statistics

Proof of current enrollment is required. The Center cannot accommodate students who are enrolled in other courses or who attend courses at other colleges.

During fall and spring semesters, the Accounting/Statistics Learning Center is open Monday through Thursday from 8:00 a.m. to 6:30 p.m.; Friday from 11:00 a.m. to 2:00 p.m.; Saturday from 9:00 a.m. to 12:00 noon.

Math/Science Center (CM 441A)

480.425.6145

Natural Sciences Center (NS 107)

480.425.6726

http://www.scottsdalecc.edu/mathscience/tutoring

Services offered at the Math/Science Center, CM 441A

- Drop-in tutoring for math and physics in an open study lab with math help always available; check tutor schedule for physics
- Computers/software/printing
- Calculator assistance/programs/check out for hourly use
- Math DVD/video tutorials
- Text, solution manuals, and study guides available for use in center.

Services offered at the Natural Sciences Center, NS 107

- Drop-in tutoring for astronomy, biology, chemistry, geology, and physics; check tutor schedule for availability
- Computers/software/printing/copier
- Science DVD tutorials/molecular model structure kits
- Text, solution manuals, and study guides available for use in center.

The Math and Science Centers are also available for possible assistance with math or science tutoring for other SCC courses in which students may be enrolled.

The Math/Science Center is open Monday through Thursday from 8 a.m. to 7:30 p.m.; Friday from 8: a.m. to 2 p.m.; Saturday from 10 a.m. to 2 p.m. Summer hours are Monday through Thursday from 8 a.m. to 6 p.m.

The Natural Sciences Center is open Monday through Thursday from 8 a.m. to 5:30 p.m.; Friday from 8: a.m. to 12 p.m.; closed on Saturdays and during the summer.

Social/Behavioral Sciences Learning Center (SB 158)

480.423.6223

http://www.scottsdalecc.edu/sb-learning-center

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, physical/cultural 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 SB Learning Center is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 7:30 a.m. to 8:00 p.m.; Friday from 7:30 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m.; closed on Friday during the summer.

Writing Center (LC 379)

480.423.6416

http://www.scottsdalecc.edu/writingcenter

The Writing Center's services are free to all currently enrolled SCC students and include the following:

In-Person Tutoring:

- English and ESL tutors to assist students with all SCC writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills
- Group conversation practice for ESL and foreign language students

Online Assistance:

- One-to-one, real-time English tutoring
- Essay review by e-mail (for essays in English)
- Chat with an English tutor
- Grammar, writing and citation guides

Computing:

- Word processing (both PC and Macintosh)
- Internet access
- English grammar drills
- ESL and foreign language grammar and pronunciation drills
- On-site lab technicians to troubleshoot hardware and software problems

Other Services:

- Make-up viewing of videos for English, foreign languages and journalism 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. During the fall and spring semesters, the Center is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.

A student may receive tutoring for the SCC class or classes in which he/she is currently enrolled. A student may not receive tutoring for any class taken at another college or university regardless of concurrent enrollment at SCC. Students are strongly encouraged to schedule tutoring appointments in advance. For information about English, ESL, and foreign language tutoring hours, please call the Writing Center at the number listed above or visit the website.

Veterans Services

480.423.6515

http://www.scottsdalecc.edu/veterans

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. Veterans Services provides the appropriate certification and referrals for all necessary SCC and 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 SCC's Veterans Office on a semester basis for V.A. benefits certification. The office is located in rooms SC131 and 132 of the Student Center Building, 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 7:30 a.m. to 7:00 p.m.; closed on Friday.

Volunteerism

480.423.6538

http://www.scottsdalecc.edu/student-life-leadership

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. SCC's Student Life & Leadership Office makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

In addition to the many organized volunteer projects, the Student Life & Leadership Office hosts an annual Volunteer! Fair each Fall term. This is an interactive and low-key way

for SCC student and employees to meet community agency representatives and find out more about ways to get involved. Past participating agencies have included Arizona Animal Welfare League, Crisis Nursery and AZ Environmental Fund. This year's fair is Wednesday, November 9, 11 AM – 1 PM, Student Center Foyer.

For students that want to try their own hand at planning and facilitating a volunteer experience, the Student Life & Leadership Office offers a two-credit hour course. LDR 101 Emerging Leaders uses the framework of leadership to make positive social change. The class runs for eight weeks in either the Spring term. To participate or learn more about volunteerism at SCC, contact the Student Life & Leadership Office in the Student Center Building, Room 185, or call.

Voter Registration

http://www.azsos.gov/election/voterregistration.htm

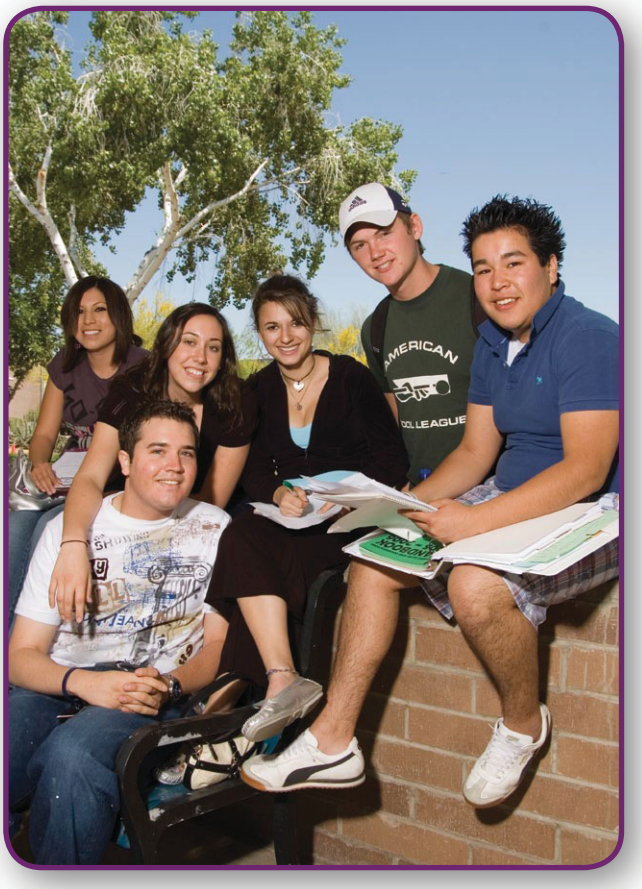
Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life & Leadership (SC185) offices, in both English and Spanish. Registration is also available at the above web address.

Women's Athletics

480.423.6606

http://athletics.scottsdalecc.edu/

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, golf, and track and field. SCC women's teams have competed in national competitions in volleyball, cross country, basketball, tennis, track and field, and golf. Contact the Athletic Department for more information.



STUDENT LIFE & LEADERSHIP SPECIAL PROJECTS CALENDAR

DATE	EVENT	TIME	LOCATION
August 2	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 3	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 3	New Student Orientation	3:30 pm - 6 pm	Turquoise Room - Student Center
August 4	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 9	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 10	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 10	New Student Orientation	3:30 pm - 6 pm	Turquoise Room - Student Center
August 11	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 17	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 17	New Student Orientation	3:30 pm - 6 pm	Turquoise Room - Student Center
August 18	New Student Orientation	11 am - 1:30 pm	Turquoise Room - Student Center
August 20	New Student Orientation	10 am - 12:30 pm	Turquoise Room - Student Center
August 22 - 25	Welcome Week	Times Vary	Student Center
August 22 & 23	Information Tables	7 am & 4 pm	Library & Science Lecture Buildings
September 9 - 11	MCCCD Student Leadership 3-Day Retreat	8 am	Camp Sky-Y, Prescott, AZ
September 22	SLF's Fall Club Fair	11 am - 1 pm	Cafeteria - Student Center
October 6	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
October 12 - 15	Homecoming @ SCC	Times Vary	On-campus
October 12	SLF's Homecoming Hil-Artie!	10 am - 2 pm	West Green - Applied Sciences
October 21	SCC's Make A Difference Day	9 am	Arizona Animal Welfare League
October 31	SLF's Hocus Pocus Halloween	10 am - 2 pm	East Patio - Student Center
November 9	Volunteer! Fair	11 am - 1 pm	East Patio - Student Center
Nov. 28 - Dec. 1	SLF's Clothesline Across Campus	All Day, All Week	East Patio - Student Center West Green - Applied Sciences
November 30	Empty Bowls	11 am - 6 pm	Cafeteria - Student Center
December 16 (Exec/SALs ONLY)	SLF Fall 2011 Retreat	9 am	Off-Campus
January 11	Educational Endeavors	8 am	Camp Peralta
January 12	New Student Orientation	3:30 pm - 6 pm	Turquoise Room - Student Center
January 14	New Student Orientation	10 am - 12:30 pm	Turquoise Room - Student Center
January 17 & 18	Information Tables	7 am & 4 pm	Library & Science Lecture Buildings
February 3	MCCCD One-Day Student Leadership Workshop	All Day	Off-Campus
February 8	SLF's Spring Club Fair	11 am - 1 pm	Cafeteria - Student Center
March 1	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
March 23	Into the Streets	9 am	Off-Campus
April 11	Excellence Under the Stars	7 pm	West Green - Student Center
April 18	SLF's Spring Fling	10 am - 2 pm	Center Green - Student Center
April 26	Student Club & Organization Recognition Luncheon	11:30 am	Artichoke Grill - Applied Sciences Building
May 4	SLF Year-end Retreat	12 Noon	Off-Campus
May 11	Commencement	7 pm	Gymnasium
Summer 2012	LeaderShape Institute	Overnight	Central Arizona College

Student Life & Leadership Office
Student Leadership Forum

Helping Students Make Things Happen

Call 480.423.6538 for more information, or stop by to see us in SC-185.
www.scottsdalecc.edu/student-life-leadership

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.
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. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.
5. Returned checks are sent to FedChex for collection.
6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by the original 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. Textbooks can be rented and purchased online at:

http://www.scottsdalecc.edu/student-life

click on the Bookstore link

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life & Leadership Office. Materials that have not been approved will be removed.

College Safety Policies

Visit the College Safety website at www.scottsdalecc.edu for more information on SCC campus and MCCCD safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information.

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 MCCCD 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.

Campus Hours

The SCC campus opens every day at 6:00 a.m. and closes at 11:00 p.m.

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 HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. 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 MCCCD Governing Board. See the Tuition and Fee Schedule (Appendix S-4) for the list of parking violations and fines at:

http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_10.php

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 an Event Registration Form. The form is available in the Student Life & 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 Event Registration Form has been approved.**

The Student Life & 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.

Tobacco Use on Campus

Smoking (meaning all forms of tobacco use) is prohibited inside college buildings and within 25 feet of any entrance/exit door.

Weapons on Campus

The possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911C. Anyone violating the policy is subject to arrest under ARS 13-2911 and is subject to applicable college disciplinary procedures. Because SCC is located on the Salt River Pima-Maricopa Indian Community, weapons possession is also prohibited by Federal law.

Discrimination Complaint Procedures for Students

Internal Complaint Procedure

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint procedure for Students is also available from the Office of General Counsel at 480-731-8876.

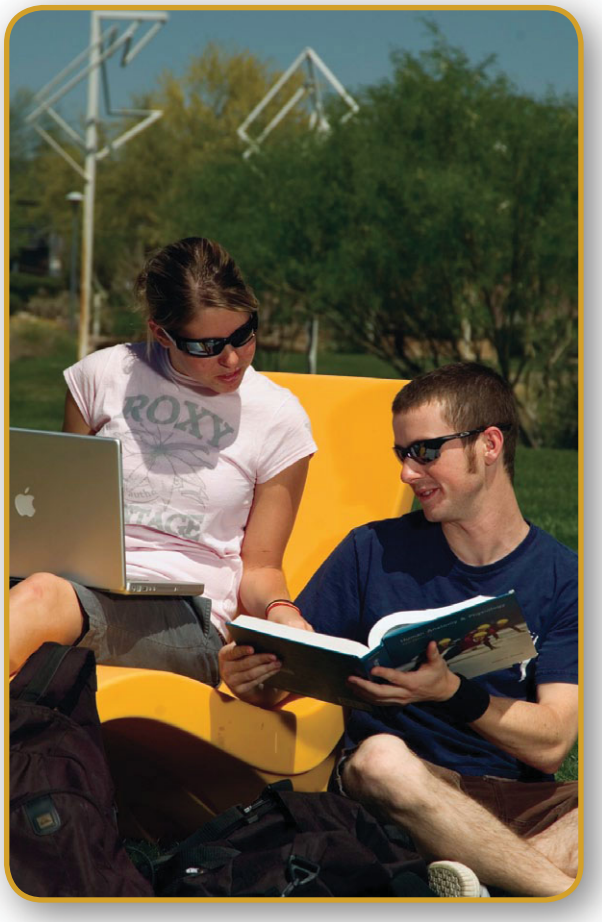
A. Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.
2. Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.
3. If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

B. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.
2. A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.
3. The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.
4. Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.
5. A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.
6. Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

7. After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.
8. The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.



9. When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

C. MCCCD Administrative Review Process: Request for Reconsideration

1. A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.
2. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.
3. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request.
4. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation.
5. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

D. Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President

of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

E. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCD Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

F. Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

G. Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

H. Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

I. False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD policy may report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center.

The report should be made within 180 calendar days of the most recent alleged incident of sexual harassment. Upon receipt of the report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the report.

External Filing of Discrimination Complaints

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

Procedimientos de Quejas de Discriminación para Estudiantes

Este procedimiento provee un medio para resolver quejas hechas por estudiantes que creen que han sido afectados negativamente por discriminación de MCCCD ilegal o prohibida por el colegio/centro, MCCCD, o sus estudiantes o empleados.

Quejas pueden ser introducidas bajo este procedimiento por discriminación basada en raza, color, religión, origen sexual, edad, estado de veterano de la era-vietnamesa e incapacidad fisica o mental.

Estudiantes que creen que están experimentando acosamiento sexual pueden utilizar el proceso de Reporte (como descrito a continuación) además de los Procesos de Resolución Formales e Informales.

Todos los tiempos de vencimiento prescritos para el Reporte, Resolución Informal y Procesos de Resolución Formal pueden ser extendidos por el Vice Presidente de Asuntos Estudiantiles por buena razón, tal como (pero no limitado a) cuando las clases no están en sesión o cuando los partidos están en mutuo acuerdo.

Información relacionada al Procedimiento de Quejas de Discriminación para Estudiantes también es disponible de parte de la Oficina del Cónsul General al 480-731-8876.

A. Resolución Informal de Quejas de Discriminación

1. Antes de archivar una queja formal bajo este procedimiento, un estudiante puede intentar resolver el problema por medio de pláticas informales con la persona declarada de ser responsable por la acción discriminatoria y el supervisor de esa persona o el ejecutivo de ese departamento. El estudiante puede pedirle al Vice Presidente de Asuntos Estudiantiles a que le asista en el proceso de resolución informal. El Vice Presidente de Asuntos Estudiantiles puede modificar o rechazar una resolución informal de una queja de conducta discriminatoria bajo este proceso si, de acuerdo al juicio del Vice Presidente, la resolución propuesta no está en los mejores intereses de ambos estudiante y la institución. El Vice Presidente tomará tal acción a no más tardar (15) días del calendario después de recibir la noticia de resolución informal.
2. Intentos de resolver informalmente discriminación declarada debe de ocurrir dentro de noventa (90) días del calendario después del acto de discriminación declarado.
3. Si la queja no puede ser resuelta informalmente para la satisfacción del demandante, el demandante tiene el derecho de archivar una queja escrita dentro de 300 días del acto discriminatorio más recientemente declarado y de proceder bajo procedimientos de resolución formal.

B. Resolución Formal de Quejas de Discriminación

1. Un estudiante que contiende que ha ocurrido discriminación de MCCCD ilegal o prohibida, puede archivar una queja formal al communicarse con el Vice Presidente de Asuntos Estudiantiles en cada colegio respectivo o centro. El Vice Presidente de Asuntos Estudiantiles aceptará quejas archivadas dentro de 300 días del calendario de la ocurrencia más reciente del declarado acto discriminatorio.
2. Una queja debe de ser firmada por el estudiante y archivada en la forma prescrita por la oficina del Cónsul General. Un estudiante también puede comunicarse con la oficina del Cónsul General para obtener el nombre y el número de teléfono del oficial del recinto del colegio designado para responder a quejas de discriminación.
3. La queja debe de identificar la acción, decisión, conducta, u otra base que constituya un acto declarado o práctica de discriminación prohibida o ilegal por MCCCD. La queja también debe de declarar que la acción, decisión u ocurrencia fue hecho o basado de acuerdo a la raza, color, religion, sexo, orientación sexual, origen nacional, ciudadanía, edad (mayor de 40) incapacidad física, estado de era de Vietnam, o cualquier ora causa de discriminación ilegal.
4. Al recibir una queja, el oficial notificará al presidente del colegio o el director y la oficina del Cónsul General. La Oficina del Cónsul General asignará un número de caso a la queja.
5. Una copia de la queja será compartida con el demandado dentro de cinco (5) días de trabajo de recibir la queja por el Vice Presidente de Asuntos Estudiantiles. El demandado será advertido que represalias contra el demandante o testigo oficial no serán toleradas y que una investigación será conducida.
6. El demandado debe de proveer una respuesta por escrito a la queja dentro de quince (15) días del calendario después de recibir la queja.
7. Después de aceptar una queja, el Vice Presidente de Asuntos Estudiantiles conducirá una investigación para encontrar los hechos que incluirá, por lo mínimo, un resumen de la evidencia escrita (incluyendo la queja y la respuesta), y entrevistas con los empleados y estudiantes apropiados. El Vice Presidente de Asuntos Estudiantiles puede servir como investigador de quejas. Dentro de noventa (90) días del calendario después de recibir la queja, el investigador de quejas, le entregará al Vice Presidente de Asuntos Estudiantiles los resultados escritos y los resultados de la investigación. Dentro de diez (10) días de trabajo al recibir los resultados de la investigación de investigador de quejas, el Vice Presidente de Asuntos Estudiantiles le entregará al presidente o Director del Colegio los resultados escritos del investigador y las recomendaciones del Vice Presidente en cuanto a la disposición de la queja.
8. El presidente o director aceptará, rechazará, o modificará las recomendaciones y proveerá una notificación por escrito de su acción a los partidarios dentro de quince (15) días del calendario al recibir los resultados y recomendaciones del Vice Presidente de Asuntos Estudiantiles.
9. Cuando la investigación confirme las alegaciones, acción correctiva apropiada será llevada a cabo. Evidencia que sea colateral a las alegaciones de discriminación y/o de acosamiento sexual y que fue obtenida durante una

investigación bajo estos procedimientos, puede ser usada con quejas subsecuentes o en procedimientos de disciplina.

C. Proceso de Resumen Administrativo de MCCCD Solicitud de Reconsideración

1. Un demandante o demandado/a que no esté satisfecho/a con la decisión del presidente o director tiene diez (10) días de trabajo para hacer petición, por escrito, un resumen administrativo de la decisión, por su presidente o director del colegio.
2. La petición para resumen administrativo debe declarar razones específicas porque el demandante o el/la demandado/a cree que el resultado fue impropio.
3. El presidente o el director hará resumen de los resultados de la investigación y de los hallazgos escritos y responderá a la petición dentro de diez (10) días de trabajo después de recibir la petición.
4. Si el presidente o el director determina que la decisión no es apoyada por la evidencia, el archivo de caso será abierto de nuevo y asignado para investigación adicional.
5. Si el presidente o el director determina que la investigación fue entera y completa, y que la decisión es apoyada por la evidencia, el o ella negará la petición para resumen administrativo. A este nivel, el demandante ha agotado el Procedimiento de quejas de Discriminación Interna.

D. Mantenimiento de Documentación

Documentación resultando de cada nivel en el Proceso Formal de Resolución (incluyendo declaraciones de testigos, notas investigadoras, etc.) será enviada a y mantenida por la oficina de MCCCD del Cónsul General. Documentos Investigadores no serán mantenidos con o considerados como parte de los archivos del estudiante. Documentación con respecto a acción correctiva es considerada parte del archivo del estudiante.

E. Derecho a ayuda

Un/Una demandante o demandado/a puede recibir la ayuda de un abogado u otra persona durante cualquier periodo de la queja archivada bajo este Procedimiento de Queja de Discriminación. Tal persona puede asistir a cualquier entrevista y aconsejar al demandante o demandado pero no podrá de otra manera participar en la entrevista. El investigador del demandante hará comunicaciones directamente al demandante y al demandado, y no por medio del abogado del individuo o por otra persona proveyendo asistencia.

F. Confidencialidad de Procedimientos

Cada esfuerzo se hará por el colegio y MCCCD para proteger la confidencialidad de los grupos durante el procesamiento de quejas bajo este procedimiento. Los archivos serán mantenidos en una manera confidencial al extremo permitido por ley hasta el punto en que no intervengan con la obligación legal de MCCCD de investigar y resolver asuntos de discriminación.

G. Represalia prohibida

Represalia contra una persona quien ha archivado una queja o contra cualquier testigo interrogado durante una investigación está estrictamente prohibido. Cualquier acto de represalia por instructores, supervisores, gerentes, profesionales académicos, administradores, u otros empleados quienes tienen la autoridad para llevar a cabo acción adversa contra un demandante o testigo, está prohibido, y puede ser motivo para acción disciplinaria.

H. Declaraciones Falsas Prohibidas

Cualquier individuo que al saber provee información falsa después de archivar un cargo de discriminación o durante la investigación de un cargo de discriminación será sujeto a disciplina apropiada.

Archivando un Reporte de Acosamiento Sexual

Un estudiante que cree que él o ella es, o ha sido la víctima de acosamiento sexual según prohibido por los reglamentos de MCCCD, puede Reportar (oralmente o por escrito) el acosamiento al Vice Presidente de Asuntos Estudiantiles en cada colegio o centro. El Reporte debe ser hecho dentro de 180 días del calendario a partir del incidente más reciente del acosamiento sexual. Al recibir el Reporte, el Vice Presidente de Asuntos Estudiantiles o designado tendrá una junta con el acosador implicado. La junta incluirá: identificar el comportamiento como descrito en el Reporte, avisando al acosador declarado en cuanto a la percepción del impacto de su comportamiento, proveyendo al individuo con una copia de los Reglamentos de Acosamiento Sexual de MCCCD, animando el completar el Seminario de Acosamiento Sexual usando la red que es partrocinado por la Oficina de Cónsul General y animando más atención a los comportamientos que puedan llevar a uno a percepciones de acosamiento sexual. Ni el Reporte o la junta con el acosador implicado de cualquier manera constituirá un hallazgo de acosamiento sexual. El nombre del acosador no será identificado al demandado durante el proceso del Reporte; pero, los acusadores deben de darse cuenta que podrán ser llamados testigos en procedimientos disciplinarios subsecuentes o proceso legal, tanto como en litigación. La junta con el acosador implicado debe de ser conducida dentro de diez (10) días de trabajo después del recibimiento del Reporte.

Archivo Externo de Queja de Discriminación

MCCCD anima a estudiantes a usar los Procedimientos de Quejas de Discriminación de MCCCD para que los estudiantes puedan resolver asuntos de discrminación. Los estudiantes también tienen el derecho de archivar quejas de derechos civiles con las agencias externas apropiadas. No habrá represalia contra una persona que archiva una queja con una agencia externa. La siguiente agencia acepta cargos de discriminación archivados por, o favor de, estudiantes:

Office for Civil Rights, Region VIII (OCR)

Denver Office

U.S. Department of Education

Federal Building

1244 Speer Boulevard, Suite 310

Denver, Colorado 80204-3582

Phone: 303-844-5695

Fax: 303-844-4303

TDD: 303-844-3417

E-mail: OCR_Denver@ed.gov

Sexual Harassment Policy (AR 2.4.4 & 5.1.8-5.1.16)

Sexual Harassment Policy for Employees and Students (AR 2.4.4)

See the EEO/AA Section of the Administrative Regulations (AR 5.1.8).

Sexual Harassment Policy for Employees and Students (AR 5.1.8)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)

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

1. Make unwelcome sexual advances to another employee, student, or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. 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: (A) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (B) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that: (A) 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 (B) which creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;
6. 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);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations (AR 5.1.10)

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)

Employees and students 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.

Complaints (AR 5.1.12)

1. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention

of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. Students

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

3. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCD EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.13)

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

Violations of Law (AR 5.1.14)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.15)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.16)

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

Emissions Control Compliance (AR 2.4.6)

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual 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 ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

Petition Signature Solicitation (AR 2.4.8)

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

Solicitation (AR 2.4.9)

1. Definitions

A. 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.

B. 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.

2. Requirements

A. 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.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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 (i.e., non-profits/501(C)3, the armed forces and educational institutions offering transfer information); 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:

   i. Such product or service presents low risk of harm to a potential user;

   ii. The product or service is not food or food-related and;

   iii. 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.

G. 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.

Specific procedures on how to implement the Solicitation regulation can be found in Appendix S-15.

Children on Campus (AR 2.4.10)

- Children (younger than 18) may not attend any class unless they are officially registered for the class.
- Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness and Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

Workplace Violence Prevention (AR 2.4.12)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

Student Right to Know (AR 2.4.13)

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving athletically-related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported by race and sex, and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, *et seq.*). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages–potentially in excess of $100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials–most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources–such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail–for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Technology Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law...."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: http://www.maricopa.edu/legal/ and select "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the Technology Resource Standards that can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

Taping of Faculty Lectures (AR 3.4)

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

Technology Resource Standards (AR 4.4)

Introduction

The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other lawful mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Acceptable Use

Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

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

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

Incidental Computer Usage

Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges.

Incidental Telephone Usage

Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges.

Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the email account copies all outgoing and incoming messages to the MCCCD hosted account.

    Exceptions:

    A. A permissible exception would include faculty to student communications that are FERPA protected and otherwise not subject to public disclosure. Employees who create administrative or operational messages on alternative devices should be mindful that the duty to retain records according to the approved retention schedule exists regardless of the communications tool that is being used.

    B. If an employee has a business need to receive e-mail messages that are larger than the established limit on the MCCCD system, or that contain file types that are normally prohibited because of the potential security risks, the employee should open a help desk ticket to request changes to their e-mail account in order to accommodate their business need.

Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology Services is required for the implementation of alternate college electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system.
2. All information within the e-mail system must be e-discoverable, per law.
3. Any proposed changes to the college e-mail system with e-discovery implications must be submitted to District ITS for approval.
4. District ITS must always have full and complete access to ensure the ability to provide any information necessary for e-discovery, local or remote, in a timely and secure manner.

Disclaimer

The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through Maricopa's grievance procedures or resolution of controversy.

Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   A. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
   B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

   Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code (AR 2.5.2).

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

   Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:

    A. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.

    B. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.

    C. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

    D. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

    A. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.

    B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Abuse-Free Environment (AR 2.4.7)

See the Auxiliary Services section of the Administrative Regulations for Tobacco-Free Environment.

http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_12.php

1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

A. Visibly demonstrate a performance of the Maricopa Community College District "duty to care."

B. Comply with requirements for federal funds.

C. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).

D. Inform/educate members of the academic community of adverse effects of these substances.

E. Inform/educate the academic community about the policies concerning substance misuse and abuse.

F. Discourage illegal drug abuse and legal substance misuse.

G. Provide individual and group counseling.

H. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

A. Developing and implementing substance misuse/abuse prevention programs.

B. Providing educational training and prevention programs for the college and community it serves.

C. Providing timely and accurate information dissemination.

D. Establishing supportive counseling programs as needed.

E. Establishing a strong on-going evaluation of services.

F. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.

G. Clarifying the college regulations for control of alcohol and drug use.

H. 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.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act 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 County 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:

i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.

ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

iii. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

B. 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:

i. Drinking or possession of alcoholic beverages on the college campus.

ii. Misuse of narcotics or drugs.

C. **Sanctions for Violation of Standards of Conduct**

Disciplinary actions include, but are not limited to:

i. Warning,

ii. Loss of privileges,

iii. Suspension, or

iv. Expulsion.

D. **Legal Consequences of Alcohol and Other Drugs**

i. 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.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3, prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to no less than ten days in jail, pay a fine of not less than $250, pay an additional assessment of $1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than $500, pay an assessment of $2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

ii. 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. (21 United States Code §844)

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. (21 United States Code §844)

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. (21 United States Code §844)

Special sentencing provisions for possession of crack cocaine (21 United States Code §844):

Mandatory at least five years in prison, not to exceed twenty years and fined up to $250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds five grams.
2. Second conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.) (21 United States Code §853)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (21 United States Code §853 and 881(a)(4))

Civil fine of up to $10,000 (pending adoption of final regulations). (21 United States Code §884(a))

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. (21 United States Code §862)

Ineligible to receive or purchase a firearm. (21 United States Code §922(g))

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.

iii. 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 two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than $750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony and carries a prison sentence of three and one-half years and a fine of at least $750. There are other possible penalties as well. (A.R.S. §13-3405)
2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to

five years and fines of not less than $1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (A.R.S. §13-3407)

3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than $2,000. There are other possible penalties as well. (A.R.S. §13-3408)

3. Use of Alcoholic Beverages (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. **No funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph 8.

B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.

C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on District-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at : AS-6 Notice of Intent to Serve Beer and Wine. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event. The MCCCD Risk Manager will forward copies of the forms to the Arizona Department of Liquor Licenses and Control.

E. **Service restrictions required by law.** An event approved under Paragraph 4 must, by law, comply with all of the following restrictions:

i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz.;

ii. The gathering must be by invitation only, and not open to the public;

iii. The gathering may not exceed 300;

iv. Invitees may not be charged any fee for either the event or the beer or wine; and

v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served as well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.

G. **Third-Party Event.** The Maricopa County Community College District foundation and the friends of public radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are

solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

i. The entity obtains a liquor license from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;

ii. The entity completes the form available at AS-7 - Request to Serve Beer and Wine - Third Party. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 60 days before the event;

iii. The entity provides a certificate of insurance demonstrating that it has liquor liability coverage and that it adds the District as an additional insured;

iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;

v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;

vi. The contractor provides all of the beverages served as well as the servers or bartenders;

vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and

viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

i. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and

ii. Once the wine and beer arrives on MCCCD property, the Director of the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes, Title 4 (Alcoholic Beverages), Chapters 1 (General Provisions), 2 (Regulations and Prohibitions), and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

J. **Residential Housing.** 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.

K. **Personal Responsibility.** 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.

L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the

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

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Disability Resources & Services Eligibility for Accommodations and Required Disability Documentation (AR2.8.1)

Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act (42 U.S.C. Chapter 126).

General Eligibility Requirements

Each applicant with a disability must meet MCCCD-admissions requirements, or be enrolled as an MCCCD student, and must provide Disability Resource Services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

Specific Eligibility Requirements Physical Disabilities - Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic disability
2. Blind or visual impairment
3. Deaf or hard-of-hearing
4. Traumatic brain injury
5. Other health-related/systemic disabilities

The Written Diagnostic Report Must Include:

1. A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. The procedures used to diagnose the disability.
3. A description of any medical and/or behavioral symptoms associated with the disability.
4. A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
5. A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
6. A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

Specific Learning Disabilities - Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures in Each of the Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory

and visual perception/processing, processing speed, executive function, and motor ability).

Examples of Measures

a) Wechsler Adult Intelligence Scale - Revised (WAIS-R)

b) Wechsler Adult Intelligence Scale - Third Edition

c) Stanford Binet Intelligence Scale - Fourth Edition

d) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability

e) Kaufman Adolescent and Adult Intelligence Test

Achievement

a) Wechsler Individual Achievement Tests (WIAT)

b) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Achievement (W-Jr)

c) Stanford Test of Academic Skills (TASK)

d) Scholastic Abilities Test for Adults (SATA)

Information Processing

a) Subtests of the WAIS-R or WAIS - Third Edition

b) Subtests on the Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
   A. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as **appears**, **suggests**, or **probable** used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities.
   C. A psychometric summary of scores.
   D. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD)/ Attention Deficit Disorder (ADD) – Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
   A. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as **appears**, **suggests**, or **has problems with** used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   C. A recommendation regarding medications or medical evaluation(s).
   D. A recommendation for accommodations, including rationale.

Psychological Disabilities – Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include the Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes)
6. A diagnostic summary statement that includes the following:
   A. A clear statement that a disability does or does not exist. Terms such as **appears**, **probable**, and **suggests** used in the diagnostic summary statement do not support a conclusive diagnosis.
   B. A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   C. A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation).
   D. A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
   E. The duration for which these accommodations should be provided based on the current assessment.
   F. A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be canceled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis.

Reasonable accommodation is required for students with known disabilities. MCCCD will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

Eligibility of Students Taking Reduced Course Loads (AR 2.8.2)

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability Resources & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to resubmit their documentation. Continuation of this status is not automatic. Each case will be reevaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

Academic Misconduct (AR 2.3.11)

1. Definitions

A. **Academic Misconduct** – includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.

B. **Cheating** – includes but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

C. **Plagiarism** – includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

2. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions. (Note: Sanctions A, B, C, and D may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president of academic affairs or designee that sanctions E, F or G be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

A. **Warning** – A notice in writing to the student that the student has violated the academic code.

B. **Grade Adjustment** – Lowering of a score on a test or assignment.

C. **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.

D. **Course Failure** – Failure of a student from a course where academic misconduct occurs.

E. **Disciplinary Probation** – Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

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. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

G. **College Expulsion** – Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

3. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process. (AR 2.3.5; Appendix S-6)

Disciplinary Standards (AR 2.5.1)

1. 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 District Governing Board. The Governing Board and its agents–the chancellor, administration and faculty–are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.

B. 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.

C. Violation of Arizona statutes and/or college regulations and policies.

D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

2. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Conduct Code (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **Accused student** means any student accused of violating this Student Conduct Code.
2. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. **College** means a Maricopa Community College or center.
4. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
5. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.
6. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. **District** means the Maricopa County Community College District.

10. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. **May** is used in the permissive sense.
12. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. **Organization** means any number of persons who have complied with the formal requirements for college recognition.
14. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. **Shall** is used in the imperative sense.
16. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

A. Acts of dishonesty, including but not limited to the following:
   i. Furnishing false information to any college official or office.
   ii. Forgery, alteration, or misuse of any college document, record or instrument of identification.
   iii. Tampering with the election of any college-recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.

D. 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.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.

H. Violation of federal, state, or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.

   ii. Unauthorized transfer of a file.

   iii. Unauthorized use of another individual's identification and/or password.

   iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.

   v. Use of technology facilities or resources to send obscene or abusive messages.

vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.

vii. Use of technology facilities or resources in violation of copyright laws.

viii. Any violation of the District's technology resource standards.

ix. Use of technology facilities or resources to illegally download files.

P. Abuse of the Student Conduct system, including but not limited to:

i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.

ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.

iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.

v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding.

vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.

vii. Failure to comply with the sanctions imposed under this Student Conduct Code.

viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.

ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.

R. Attempt to bribe a college or District employee.

S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off-campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.

B. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

C. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.

D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV.1.G below:

i. Student Conduct Board hearings normally shall be conducted in private.

ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board, and/or its Student Conduct Administrator.

iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code, which the student is charged with violating.

ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulations during the probationary period.

iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.

iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. **College Suspension** - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:

i. Those sanctions listed above in Article IV.2.A. 1 through 4.

ii. Loss of selected rights and privileges for a specified period of time.

iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. Appeals

A. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.

B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges

and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.

iv. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

Student Records (AR 2.5.3)

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

A. **College** includes all colleges, educational centers, skill centers and district office.

B. **Educational Records** are 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:

i. 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.

ii. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment.

iii. 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 community college.

iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook.

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

A. ***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.

B. ***The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.***

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. ***The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

D. ***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

5. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

6. Use of Education Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

7. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

Student Employment (AR 2.5.4)

1. District Student Employees

A. **Introduction**

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. **Philosophy and Workload for Student Employees**

i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.

ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped

below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.

iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. **Student Employee Benefits**

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. **Student Employment Records**

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.

E. **Student Compensation**

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. **Employee Contracts and Forms (See Appendix FM-3)**

G. **Student Employee Grievance Procedure**

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12).

2. Student Security Guards

A. **Introduction and Philosophy**

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. **Workload of Student Security Guards**

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.

ii. 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.

C. **Students not in Administration of Justice Program**

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

ii. 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.

D. **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.

E. **Student Employment Records**

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. 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 five) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. 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.

3. Eligibility for Office

All student governance 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.

4. 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.

5. 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.

6. Remuneration Limitations

A. 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 of five) 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.

B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.

C. The allowance for awarding honorariums for scholarships for executive student officers is a maximum of $200.00.

D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. 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 appointment of an advisor may be submitted to the appropriate vice president, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. 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.

10. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Consensual Relationships (AR 4.18)

1. General

The existing Governing Board policy on Hiring of Relatives prohibits employees from involvement in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is 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 contexts of supervision, instruction, coaching, counseling, or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. **Definitions**

   i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employee, between employees and vendors, or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.

ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.

iii. A **student** is considered to be any person currently enrolled in a credit or noncredit class at one of the colleges or centers within MCCCD.

iv. A **vendor** is someone who sells or can sell products or services to MCCCD.

v. A **recent** consensual relationship is considered to be one that has taken place within the past 24 months.

B. **Prohibited Conduct**

i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.

ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.

iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:

i. The faculty member shall counsel and advise the student not to enroll in his or her course.

ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.

iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons Who are Married

Persons who are married, or were married, are included within the definition of persons who have or have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa disclosure process at:

http://www.maricopa.edu/disclosure/

4. Failing to Follow Requirements

An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

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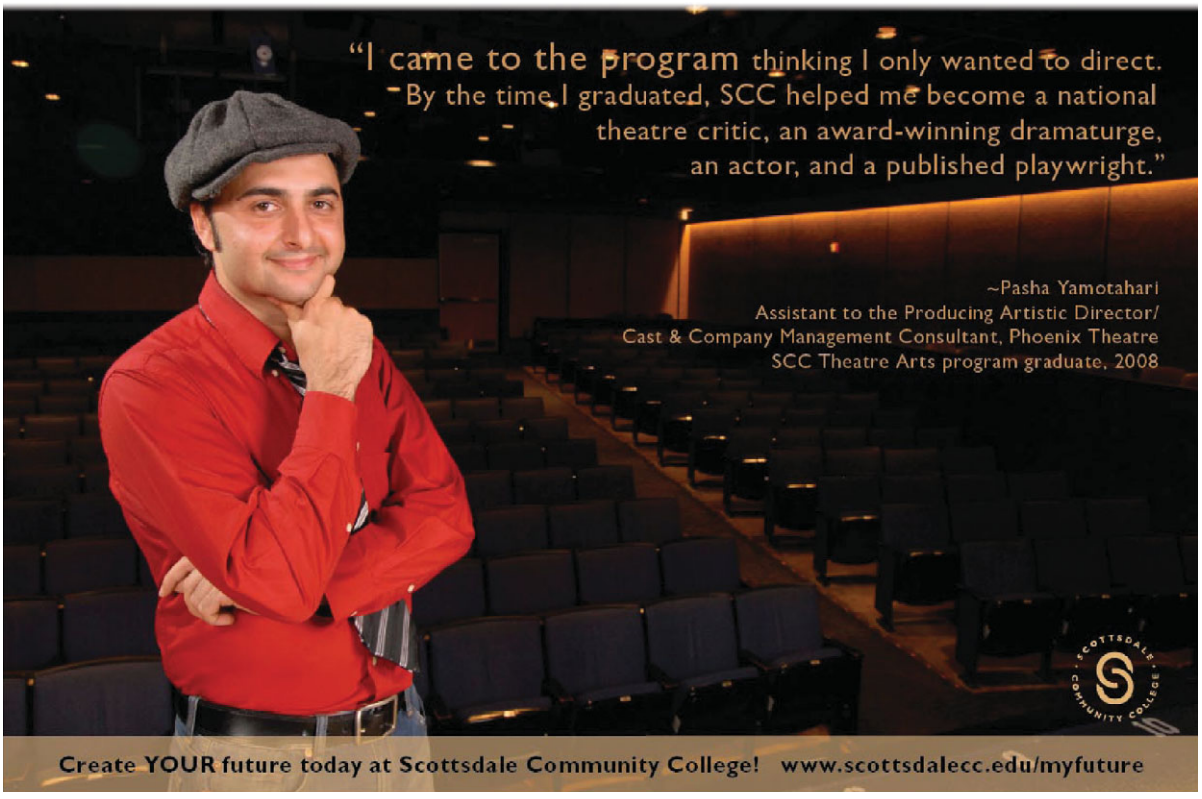

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ART Photographic Arts 168
ART Visual Arts 168
ASB Anthropology (Cultural) 164
ASM Anthropology (Physical) 165
AST Astronomy 171
BIO Biology 171
BLT Building Safety Technology 173
BPC Business – Personal Computers 174
CHI Chinese Language 176
CHM Chemistry 175
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ESL English as a Second Language 200
EXS Exercise Science 203
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FOR Forensic Science 206
FRE French Language 206
FSC Fire Science Technology 204
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GLG Geology 208
GPH Physical Geography 207
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HCR Health Care Related 209
HES Health Science 210
HIS History 210
HRM Hospitality & Tourism Management 211
HUM Humanities 213
IBS International Business 215
IFS Information Studies 213
INT Interior Design 213
ITA Italian Language 215
ITH Italian Humanities 215
JRN Journalism 215
LDR Leadership 216
MAT Mathematics 218
MCO Mass Communications 218
MGT Management 216
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MIS Military Science 222
MKT Marketing 217
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NUR Nursing Science 227
OAS Office Automation Systems 228
PED Physical Education 229
PHI Philosophy 228
PHY Physics 230
PIM Pima Language 230
POS Political Science 231
PSY Psychology 231
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REA Real Estate 232
REC Recreation 233
REL Religious Studies 234
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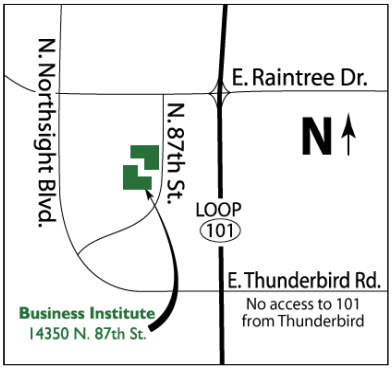
SCC CAMPUS MAP

Map Legend

? Information Center
$ Desert Schools ATM
AB Art Building
AD Administration
Dean of Students' Office
AP Applied Sciences
Accounting/Statistics Learning Center - AP 292
AVID Lab
Culinary Arts Dining Room
Film and Television Studios
CM Computer Technology and Mathematics
Math/Science Center - CM 441
CS Concession Stand (Athletics)
FO Faculty Office Building
FW Fitness & Wellness Center
HS Health Sciences (2012)
IT Instructional Technology
Student Tech Center - IT100
Media Center
LB Library
College Safety
Honors Program - LB 105F
Institutional Research
Mail Room
Testing Center - LB 165 (4/11 Moving to SC152)
LC Language/Communications
Writing Center - LC 379
MB Music Building
Recital Hall - MB 115
ME Mechanical Plant
NS Natural Sciences
NS Tutor Center - NS 107
NU Nursing
Information Center
P Portables - CNUW Office
PAC Performing Arts
PE Physical Education
North & South Gyms
Weight Rooms
SB Social/Behavioral Sciences
SS/BS Learning Center - SB 158
SC Student Center
Advisement Center - SC 118
American Indian Program
Azurite Meeting Room - SC 172
Bookstore
Cafeteria
Career & Cooperative Ed
Copper Meeting Room - SC 171
Counseling Services
Disability Resources and Services
Food Services
International Education
Marketing & Public Relations
Peridot Meeting Room - SC 209
Student Life and Leadership
Turquoise Meeting Rm - SC 164
Veterans Services
SL Science Lecture
SN Snack Bar
SS Student Services
Admissions and Records Office
Bursar/Cashier's Office
Financial Aid Office - SS 141
UC University Center
NAU extended campus



SCC's Business Institute

The SCC Business Institute (BI) provides accelerated adult education and training for the business community, including credit classes for the Business Fastrack Program. Noncredit workshops in a variety of software applications and current business topics are also available through its Workforce Development Program.

The Business Institute is located just west of the Loop 101 Raintree exit, south 2 blocks on 87th Street, #185. Call for more info at 480.425.6910.

REGISTRATION IS EASY!

register online:

my.maricopa.edu

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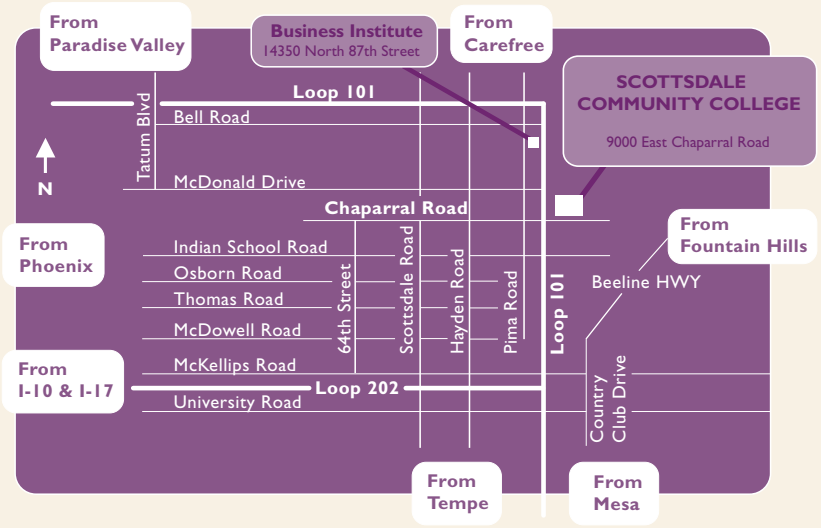
SCOTTSDALE COMMUNITY COLLEGE

9000 E. Chaparral Road, Scottsdale, AZ 85256-2626



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- Scholarship Opportunities
- University Transfers
- Student Support Services
- Student Life Activities

SCC helps support sustainability by producing an eCatalog instead of a paper version. To learn more about SCC sustainability efforts go to:

showcase.scottsdalecc.edu/green

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Addendum to the 2011–2012 College Catalog

9000 East Chaparral Road
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Scottsdale, Arizona 85256-2626
Website: www.scottsdalecc.edu

About the Addendum

The contents of this addendum supersede the content specified in the 2011-2012 catalog where noted. Contents of the 2011-2012 catalog not revised in this addendum remain in effect. The unrevised content of the 2011-2012 catalog and the revised content of this addendum are valid for the 2011-2012 academic year.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations published in this catalog addendum.

MARICOPA COMMUNITY COLLEGES®

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Graduation Requirements

Summary of Modifications

This section supplements the graduation requirements in the 2011-2012 General Catalog, pages 49-92.

MCCCD Associate Degrees

Modifications		
Catalog Page	Degree Title	Degree Elements Modified
61-63	Associate in Arts Elementary Education (AAEE) See pages 318-320 of this addendum.	Mathematics requirement: Note changed to include College Algebra as option. Removed MAT150, MAT151, MAT152 and added MAT206 (page 319). Electives for Arizona Professional Teacher Standards: Added AAA/CPD115 Creating College Success

Associate in Arts in Elementary Education (AAEE) Degree

Description

The Maricopa County Community College District (MCCCD) Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components: 1) MCCCD General Education which includes the Arizona General Education Curriculum for Arts (AGEC A) and Additional MCCCD Requirements; and 2) Elementary Education Requirements which includes Education Foundations and Electives for Arizona Professional Teacher Standards.

Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/ Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities. In most cases, courses applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed.

Academic Policies that Govern the Associate in Arts Elementary Education Degree

- Completion of the Associate in Arts and the AGEC A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC A may be completed in 35 semester credits with the following stipulations:
  1. Courses can satisfy a Core area Requirement and one or more Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area.
  3. Courses can satisfy an Elementary Education Requirement and one or more Awareness areas simultaneously.
  4. A course cannot satisfy both the Elementary Education Requirement and a Core area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S** for specific course information via the following website:

  http://www.maricopa.edu/academic/ccta/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC A and Associate in Arts Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the

shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

Degree Requirements **Credits**

I. MCCCD General Education Requirements 35-38

A. MCCCD AGEC A

1. Core Areas

a. First-Year Composition (FYC).....6

ENG101/ENG102 **OR** ENG107/ENG108

b. Mathematical Studies [MA] **AND** Computer/Statistics/Quantitative Applications [CS] 6

1) MAT142 [MA] College Mathematics or higher *(Note: MAT156, MAT157 and MAT206 are excluded.)*

AND

2) CIS105 [CS] Survey of Computer Information Systems

OR

BPC110 [CS] Computer Usage and Applications

c. Literacy and Critical Inquiry [L].....3

1) Select the following:

COM225 Public Speaking

d. Humanities and Fine Arts [HU].....6

1) Select 3 semester credits from the following courses:

ARH100 Introduction to Art
ARH101 Prehistoric Through Gothic Art
ARH102 Renaissance Through Contemporary Art

AND

2) Select 3 semester credits from the following courses:

ENH110 Introduction to Literature
ENH241 American Literature Before 1860
ENH242 American Literature After 1860
EDU/ENH291 Children's Literature
HUM250 **OR** HUM251 Ideas and Values in the Humanities
THE111 Introduction to Theatre
DAH100 Introduction to Dance
DAH201 World Dance Perspectives
MHL140 Survey of Music History
MHL143 Music in World Cultures

e. Social and Behavioral Sciences [SB].....6

1) Select 3 semester credits from the following courses:

HIS103 United States History to 1865
HIS104 United States History 1865 to Present

AND

2) Select 3 semester credits from the following courses:

PSY101 Introduction to Psychology
GCU121 World Geography I: Eastern Hemisphere
GCU122 World Geography II: Western Hemisphere
ECN211 Macroeconomic Principles
ECN212 Microeconomic Principles
POS110 American National Government
ECH/CFS176 Child Development
CFS205 Human Development

f. Natural Sciences
Science-Quantitative [SQ] **AND**
Science-General [SG].....8

To complete the Natural Sciences requirement:

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

1) Life Sciences - Select 4 semester credits of SQ or SG from BIO

AND

2) Physical Sciences **OR** Earth/Space Sciences - Select four (4) semester credits of SQ or SG credits from the following prefixes:

AGS - Agricultural Science
ASM - Anthropology
AST - Astronomy
CHM - Chemistry
GPH - Physical Geography
GLG - Geology
PHS - Physical Science
PHY - Physics

NOTE: Students are advised to check with the university they plan to attend as requirements for lab sciences may vary.

2. Awareness Areas

The MCCCD AAEE requires coursework in two Awareness areas:

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

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

B. MCCCD Additional Requirements (0-3)

1. Oral Communication

Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement

2. Critical Reading

CRE101 or exemption by testing

II. Elementary Education Requirements 25

A total of twenty-five (25) semester credits are required to satisfy the Elementary Education Requirements.

A. Education Foundations (18)

Complete the following courses to satisfy the Education Foundations requirements:

EDU220 Introduction to Serving English Language Learners
EDU221 Introduction to Education
EDU222 Introduction to the Exceptional Learner
EDU230 Cultural Diversity in Education
MAT156 Mathematics for Elementary Teachers I
MAT157 Mathematics for Elementary Teachers II

B. Electives for Arizona Professional Teacher Standards (7)

A total of seven (7) semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards.

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

Content Area Electives

Select seven (7) credits from the following:

- AAA/CPD115 Creating College Success
- Any ARH, ART, BPC, CIS, ECN, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
- Any EDU prefixed course(s) (except EDU250)
- Any MAT (courses numbered higher than MAT142 except MAT156 and MAT157)
- Any Foreign Language course(s)
- Any Natural Science course(s)
- CFS/ECH176 Child Development
- CFS205 Human Development
- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- FON100 Introductory Nutrition

Associate in Arts in Elementary Education

Total Credits: 60-63

Summary of Program Modifications, Additions, and Deletions

This section supplements the program information in the 2011-2012 General Catalog, pages 95-158. The full text of new programs and modifications to current programs follows this summary.

Program Modifications			
Catalog Page	Program Title	Program Elements Modified	First Effective Term
112	Web Design (CCL) New title: Web Design Technologies	Changes to program title, description, program prerequisite credits and requirements, required courses, restricted elective credits, and restricted elective courses	Fall 2011
112	Web Design (AAS) New title: Web Design Technologies	Changes to program title, description, program prerequisite credits and requirements, required courses, restricted elective credits and courses, general education total credits, general education core credits, critical reading credits and critical reading requirement	Fall 2011
126	Firefighter Operations (CCL)	Prerequisite credits, prerequisite courses, and total credits	Fall 2011
127	Emergency Response and Operations (AAS)	Area note, required courses (add Fire Investigation track and a new 12-credit CCL in Fire Investigation, see New Programs)	Fall 2011
128	Strength and Conditioning Personal Trainer (CCL) New title: Personal Training Specialist	Changes to total program credits, title, description, required credits, required courses, restricted elective credits, and restricted elective courses.	Fall 2011
140	Motion Picture/Television Production (AAS)	Changes to total program credits, prerequisite credits and courses, description, required credits, required courses, restricted elective credits, restricted elective courses, general education credits, general education core credits, and critical reading credits	Spring 2012
141	Screenwriting (CCL)	Changes to total program credits, prerequisite credits and courses, required credits, required courses, restricted elective credits, and restricted elective courses	Spring 2012

Continued on next page…

141	Broadcast Production (CCL)	Changes to total program credits, prerequisite credits and courses, required credits, required courses, restricted elective credits, and restricted elective courses	Spring 2012
142	Film Production (CCL)	Changes to total program credits, prerequisite credits and courses, required credits, required courses, restricted elective credits, and restricted elective courses	Spring 2012
143	Editing (CCL)	Changes to total program credits, program notes, prerequisite credits and courses, required credits, required courses, restricted elective credits, and restricted elective courses	Spring 2012
144	Sound Design (CCL)	Program description and required courses	Fall 2011
145	Audio Production Technologies (AAS)	Required courses (Track II Sound Design)	Fall 2011

New Programs

Catalog Page	Program Title	Notes	First Effective Term
121	Child and Family Professional Development (AC)	This certificate aligns with multiple national credentialing coursework training components as part of the industry's workforce development requirements.	Summer II 2011
125	Fire Investigation (CCL)	Track V: Fire Investigation was also added to AAS in Emergency Response and Operations.	Fall 2011
126	Basic Emergency Medical Technology (CCL)	Replaces the college-specific program listed below under Program Deletions.	Fall 2011
128	Nutrition for Fitness and Wellness (CCL)	An AAS degree in Strength, Nutrition and	Spring 2012

NOTICE: SCC has placed the CCL in Nutrition for Fitness and Wellness on hold for the 2011-12 academic year. Please contact Amy Goff, Program Director, at 480-423-6685 for more information.

Program Deletions

Catalog Page	Program Title	Notes	First Effective Term
126	Basic Emergency Medical Technology (CCL)	Replaced by new shared program listed above under New Programs.	Summer II 2011
142	Film Analysis and Criticism (CCL)		Summer II 2011

AAS = Associate in Applied Science Degree

CCL = Certificate of Completion

AC = Academic Certificate

COMPUTER INFORMATION SYSTEMS CIS

Web Design Program

Business Division Office AP 237A 480.423.6253
Program Director, Sheila Brandt CM 406 480.423.6256

Web Design Technologies

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5172
36 credits

Description: The Certificate of Completion (CCL) in Web Design Technologies program prepares students to design, create and administer interactive and professional web sites. Students gain "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities upon program completion include web designer, web marketing manager, web manager or e-commerce manager. An Associate in Applied Science Degree (AAS) in Web Design Technologies is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+	CRE101	College Critical Reading (3) **OR**
		Equivalent as indicated by assessment 0-3

Required Courses: 30 credits

	CIS105	Survey of Computer Information Systems 3
	CIS117DM	Microsoft Access: Database Management 3
	CIS120DB	Computer Graphics: Adobe Illustrator 3
	CIS120DC	Flash: Digital Animation 3
	CIS120DF	Computer Graphics: Adobe Photoshop 3
	CIS133DA	Internet/Web Development Level I 3
+	CIS220DC	Flash: Advanced Animation and ActionScript 3
+	CIS220DF	Advanced PhotoShop 3
+	CIS233DA	Internet/Web Development Level II 3
+	CIS235	e-Commerce 3

Restricted Electives: 6 credits

+	ART/MMT190	Art of Web Site Design 3
+	CIS119DO	Introduction to Oracle: SQL 3
	CIS126DL	Linux Operating System 3
+	CIS138DA	Desktop Design and Publishing Using Adobe InDesign 3
+	CIS150	Programming Fundamentals 3
+	CIS159	Visual Basic Programming I 3
+	CIS162AD	C#: Level I 3
+	CIS166AA	Introduction to JavaScripting 3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET 3
+	CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) .. 3
	CIS224	Project Management Microsoft Project for Windows 3
+	CIS225AB	Object-Oriented Analysis and Design 3
+	CIS276	Database Management Systems (3) **OR**
+	CIS276++	Any Database Management Systems (any module) (3) 3

Web Design Technologies

First-Year Effective Term: Fall 2011
Associate in Applied Science - AAS 3029
60-63 credits

Description: The Associate in Applied Science (AAS) in Web Design Technologies prepares students to design, create and administer interactive and professional web sites. Students gain "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities, upon program completion, include web designer, web marketing manager, web manager or e-commerce manager. A Certificate of Completion (CCL) in Web Design Technologies is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+	CRE101	College Critical Reading (3) **OR**
		Equivalent as indicated by assessment 0-3

Required Courses: 30 credits

	CIS105	Survey of Computer Information Systems 3
	CIS117DM	Microsoft Access: Database Management 3
	CIS120DB	Computer Graphics: Adobe Illustrator 3
	CIS120DC	Flash: Digital Animation 3
	CIS120DF	Computer Graphics: Adobe Photoshop 3
	CIS133DA	Internet/Web Development Level I 3
+	CIS220DC	Flash: Advanced Animation and ActionScript 3
+	CIS220DF	Advanced PhotoShop 3
+	CIS233DA	Internet/Web Development Level II 3
+	CIS235	e-Commerce 3

Restricted Electives: 9 credits

+	ART/MMT190	Art of Web Site Design 3
+	CIS119DO	Introduction to Oracle: SQL 3
	CIS126DL	Linux Operating System 3
+	CIS138DA	Desktop Design and Publishing Using Adobe InDesign 3
+	CIS150	Programming Fundamentals 3
+	CIS159	Visual Basic Programming I 3
+	CIS162AD	C#: Level I 3
+	CIS166AA	Introduction to JavaScripting 3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET 3
+	CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) .. 3
	CIS224	Project Management Microsoft Project for Windows 3
+	CIS225AB	Object-Oriented Analysis and Design 3
+	CIS276	Database Management Systems (3) **OR**
+	CIS276++	Any Database Management Systems (any module) (3) 3

Continued on next page…

(+) indicates course prerequisites/corequisites (++) indicates any module

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area.... 6

Oral Communication

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

Critical Reading

Met by CRE101 College Critical Reading **OR**
equivalent as indicated by assessment in Program Prerequisites area 0

Mathematics

+ Any approved general education course in Mathematics area.....3-5

DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

Any approved general education course in Humanities/Fine Arts area..2-3

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ...3

Natural Sciences

Any approved general education course in Natural Sciences area 4

EARLY LEARNING AND DEVELOPMENT — CFS, ECH, EED, ITD

Social/Behavioral Sciences Div. Office	**SB 130**	**480.423.6206**
Program Director, Dr. Rosanne Dlugosz	**SB 126**	**480.423.6204**

Child and Family Professional Development

First-Year Effective Term: Summer II 2011
Academic Certificate - AC 6238 (Shared)
16 credits

Description: The Academic Certificate (AC) in Child and Family Professional Development program is designed for practitioners in the early childhood, school-age, or home visitor field seeking coursework and portfolio/resource file assistance to meet a wide variety of national credentialing requirements (such as the Council for Professional Recognition CDA or the National Child Care Association CCP). Individuals completing this certificate will have fulfilled only the required training clock hours and resource file/portfolio prior to application to external credentialing organizations. Final credentialing assessment and award of the external credential is awarded by the external credentialing organization.

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

Individuals may be required to meet current state/local regulatory requirements such as fingerprint clearance, health/immunization record and/or CPR certificate.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 credits

Required Core: 3 credits

ECH253	National Credential Portfolio Development	3

Academic Specialization: 13 credits

Students must complete one of the following blocks:

Family Child Care:

CFS163	Family Child Care: Introduction to Business Mgmt.	3
CFS164	Family Child Care: Curriculum and Environment	3
EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **OR**	
+ EED261	Early Childhood Preschool Internship (1)	3

Infant Toddler:

EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED260	Early Childhood Infant/Toddler Internship (1) **OR**	
+ EED261	Early Childhood Preschool Internship (1)	1
+ ITD210	Early Attachments/Relationships/Families: Birth to 3	3
+ ITD220	Cognition and Communication: Birth to Age Three	3

Preschool:

ECH128	Early Learning: Play and the Arts	3
EED205	The Developing Child: Prenatal to Age Eight	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ EED261	Early Childhood Preschool Internship	1

Home Visitor:

CFS190	Home-Based Visitation	3
CFS205	Human Development	3
CFS220	Introduction to Parenting and Family Development	3
CFS225	Foundations of Parent Education	3
+ FCS260	Family and Consumer Science Internship	1

School Age:

CFS167	School-Age Child Care Provider	3
CFS/ECH176	Child Development	3
CFS206	Child and Family Organizations: Management and Administration	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+ FCS260	Family and Consumer Science Internship	1

(+) indicates course prerequisites/corequisites (++) indicates any module

FIRE SCIENCE/EMT **EMT, FSC**

Health Sciences Division Office	**SB 132**	**480.423.6225**
Program Director, Kathy Miller	**SB 142**	**480.423.6717**

Firefighter Operations

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5557 (Shared)
17-27 credits

Description: The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking employment in various firefighting settings to acquire the minimum standard firefighting skills needed in the field.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Completion of Program Prerequisites.
Formal application and admission to the program is required.

Program Prerequisites: 3-13 credits

+ EMT/FSC104	Basic Emergency Medical Technology (9) **OR** Permission of Program Director	0-9
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT (1) **OR** Permission of Program Director	0-1

Required Courses: 14 credits

+ FSC102	Fire Department Operations	11
FSC134	Fitness and Conditioning for Firefighters	3

Fire Investigation

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5744 (Shared)
12 credits

Description: The Certificate of Completion (CCL) in Fire Investigation program provides educational credentials to industry certification for Fire Investigators. Fire Investigation series I-IV is the regional standard in Arizona for professional Fire Investigators in the private and public sectors. The degree option provides a comprehensive approach to knowledge, skills, and theory related to the practice of Fire Investigation.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 12 credits

FSC209	Fire Investigation I	3
+ FSC210	Fire Investigation II	3
+ FSC211	Fire Investigation III	3
+ FSC212	Fire Investigation IV	3

Basic Emergency Medical Technology

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5643 (Shared)
9 credits

Description: This Certificate of Completion (CCL) includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program. This program is a prerequisite to the Intermediate and Advanced EMT programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0.5-3 credits

+ CRE101	College Critical Reading (3) **OR**	
+ CRE111	Critical Reading for Business and Industry (3) **OR** Equivalent by assessment	3
EMT/HLR101	Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.5) **OR** Basic Life Support (BLS) Health Care Provider/Professional Rescuer	0.5

Required Courses: 9 credits

+ EMT/FSC104	Basic Emergency Medical Technology	9

(+) indicates course prerequisites/corequisites (++) indicates any module

Emergency Response and Operations

First-Year Effective Term: Fall 2011
Associate in Applied Science - AAS 3112 (Shared)
60 credits

Description: The Associate in Applied Science (AAS) in Emergency Response and Operations program provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Students pursuing Track I, Fire Operations, **OR**
Track II, Advanced Emergency Medical Technology-Paramedic, may be required to complete a program entrance exam as appropriate **OR**
Permission of Program Director

Program Prerequisites: 0-9 credits

Track I, Fire Operations

+ EMT/FSC104 Basic Emergency Medical Technology (9) **OR** Permission of Program Director 0-9

OR

Track II, Advanced Emergency Medical Technology-Paramedic

Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer **OR**

+ EMT235 Emergency Cardiac Care (3) **AND**
+ EMT236 Pharmacology in an Emergency Setting (3) **OR** Permission of Program Director 0-6

OR

Advanced cardiac life support course **OR**
Emergency cardiac care course, **AND**
EMT-Paramedic certification **AND**
Current employment as an EMT Paramedic
OR
Permission of Program Director

REQUIRED COURSES: 17.5-24 credits

Students must select one (1) of the following five (5) tracks.

Track I: 18 Credits
Fire Operations

+ FSC102	Fire Department Operations	11
FSC105	Hazardous Materials/First Responder	3
FSC130	Fitness for Firefighters/CPAT	1
FSC134	Fitness and Conditioning for Firefighters	3

Track II: 17.5 Credits
Advanced Emergency Medical Technology-Paramedic

+ EMT242	Pediatric Advanced Life Support (1) **OR**	
+ EMT265	Pediatric Education for Prehospital Providers: Advanced (1)	1
+ EMT240	Advanced Cardiac Life Support	2
+ EMT245	Trauma Management I	2
+ EMT272AA	Advanced Emergency Medical Technology	12.5

Track III: 18 Credits
Emergency Management

FSC139	Emergency Response to Terrorism (AJS/DPR139)	3
FSC146	Disaster Recovery Operations (AJS/DPR146)	3
FSC147	Emergency Preparedness (AJS/DPR147)	3
FSC148	Fundamentals of Emergency Mgmt. (AJS/DPR148)	3
FSC149	Hazard Mitigation (AJS/DPR149)	3
FSC224	Incident Command Systems	3

Track IV: 24 Credits
Fire Science

FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC119	Introduction Fire Science Ethics	3
FSC147	Emergency Preparedness (AJS/DPR147) (3) **OR**	
FSC148	Fundamentals of Emergency Mgmt. (AJSDPR148) (3)	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

Track V: 24 Credits
Fire Investigation

FSC105	Hazardous Materials/First Responder	3
FSC108	Fundamentals of Fire Prevention	3
FSC119	Introduction Fire Science Ethics	3
+ FSC208	Firefighter Safety and Building Construction	3
FSC209	Fire Investigation I	3
+ FSC210	Fire Investigation II	3
+ FSC211	Fire Investigation III	3
+ FSC212	Fire Investigation IV	3

Restricted Electives: 14-20.5 credits

Students should select 14-20.5 credits from the following, except any courses used to satisfy Required Courses area.

AJS+++++	Any approved AJS prefixed course	1-6
DPR+++++	Any approved DPR prefixed course	1-6
EMT+++++	Any approved EMT prefixed course	1-6
FSC+++++	Any approved FSC prefixed course	1-6
LET+++++	Any approved LET prefixed course	1-6

General Education Requirements: 22-25 credits

CORE: 12-15 credits

First-Year Composition
+ Any approved general education courses in First-Year Composition area 6

Oral Communication
Any approved general education course in Oral Communication area 3

Critical Reading
+ Any approved general education course in Critical Reading area 0-3

Mathematics
+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts
Any approved general education course in Humanities/Fine Arts area 3

Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences
Any approved general education course in Natural Sciences area 4

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

FITNESS/NUTRITION **EXS, FON, HES, WED**
HPERD Division Office **PE 155** **480.423.6606**
Program Contact, Amy Goff **PE 148** **480.423.6685**

NOTICE: SCC has placed the CCL in Nutrition for Fitness and Wellness on hold for the 2011-12 academic year.

Please contact Amy Goff, Program Director, at 480-423-6685 for more information.

Nutrition for Fitness and Wellness

First-Year Effective Term: Spring 2012
Certificate of Completion - CCL 5302 (Shared)
21 credits

Description: The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness program will provide personal trainers and other nutrition paraprofessionals with a foundational nutrition background, in non-clinical settings. Students acquire the knowledge and skills to work in a general community setting, with a focus on improving well-being and healthy lifestyles.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 21 credits
Students must complete Required Courses in Block One before enrolling in Block Two courses. FON100 may not be taken for credit if credit has been earned in FON100AA and/or FON100AC.

Block One

EXS112	Professional Applications of Fitness Principles	3
FON100	Introductory Nutrition (3) **OR**	
FON100AA	Introductory Nutrition I (2) **AND**	
FON100AC	Introductory Nutrition II (1) **OR**	
Equivalent FON course (3)		3
FON247	Weight Management Theory	3

Block Two

EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness: Physiological Principles/Trng Techniques	3
FON210	Sports Nutrition/Supplements for Physical Activities	3
FON230	Nutrition for Special Populations	3

Personal Training Specialist

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5445 (Shared)
30-37 credits

Description: The Certificate of Completion (CCL) in Personal Training Specialist program prepares students for employment in the fitness industry as a Personal Trainer. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, introduction into career options in the field of Exercise Science, Kinesiology and Physical Education/Coaching, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength and cardiorespiratory training techniques; a fundamental knowledge of nutrition, exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 26-31 credits

BIO160	Introduction to Human Anatomy and Physiology	4
EXS101	Intro. Exercise Science, Kinesiology and Physical Educ.	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness: Physiological Principles/Trng Techniques	3
EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques	3
EXS145	Guidelines for Exercise Testing and Prescription	3
FON100	Introductory Nutrition	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) **OR** Proof of First Aid and CPR Certification	0-3
+ EXS239	Practical Applications of Personal Trng Internship (3) **OR**	
+ EXS239AA	Practical Applications of Personal Trng Internship (1) **OR**	
+ EXS239AB	Practical Applications of Personal Trng Internship (2)	1-3

Restricted Electives: 4-6 credits
Choose 4-6 credits from one of the groups below:

Wellness/Prevention:

HES100	Healthful Living (3) **OR**	
WED110	Principles of Physical Fitness and Wellness (3)	3
HES271	Prevention and Treatment of Athletic Injuries	3
EXS138	Starting Your Own Personal Training Business	1

Nutrition:

EXS138	Starting Your Own Personal Training Business	1
+ FON230	Nutrition for Special Populations	3
+ FON247	Weight Management Theory	3

Group Fitness:

+ EXS190	Small Group Personal Training in a Studio Setting	2
+ EXS192	Small Group Personal Training in a Gym	2

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

MOTION PICTURE/TV PRODUCTION TCM

MP/TV Film School Office LC 404 480.423.6315
Program Director, Albert Cutler LC 404 480.423.6315

The Associate in Applied Science (AAS) in Motion Picture/Television Production 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. 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 degree.

Certificates of Completion in Screenwriting, Broadcast Production, Film Production, and Editing are also available.

Requirements for the AAS Degree and Certificates of Completion

Program Common Core: 15-18 Credits

The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

Required Courses: 15-18 credits

HUM/THE205 Introduction to Cinema....3

TCM100 Digital Multi Media (3) **OR**
Permission of Program Director....0-3

TCM101 Fundamentals of Radio and Television....3
+ TCM134 Pre-Production for Motion Picture and Television....3
+ TCM135 Production for Motion Picture and Television....3
+ TCM136 Post-Production for Motion Picture and Television....3

Program Tracks

In addition to the courses required in the Program Common Core area 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 below):

Track I: Certificate of Completion in Screenwriting....329
Track II: Certificate of Completion in Broadcast Production....329
Track III: Certificate of Completion in Film Production....330
Track IV: Certificate of Completion in Editing....330

Motion Picture/Television Production

First-Year Effective Term: Spring 2012
Associate in Applied Science - AAS 3572
64-73 credits

The general studies requirement of 19-24 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 64-73 credits required for the AAS in Motion Picture/Television Production.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 39-49 credits
See specialization track for list of courses.

Restricted Electives: 0-6 credits
See specialization track for list of courses.

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition
+ ENG101 First-Year Composition (3) **OR**
+ ENG107 First-Year Composition for ESL (3) **AND**
+ ENG102 First-Year Composition (3) **OR**
+ ENG108 FIrst-Year Composition for ESL (3)....6

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

Critical Reading
+ CRE101 College Critical Reading (3) **OR**
equivalent as indicated by assessment....0-3

Mathematics
+ Any approved general education course in Mathematics area....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts
Met by HUM/THE205 listed in the Required Courses area....0

Social and Behavioral Sciences
Any approved general education course in Social/Behavioral Sciences area ...3

Natural Sciences
Any approved general education course in Natural Sciences area....4

(+) indicates course prerequisites/corequisites (++) indicates any module

Screenwriting

First-Year Effective Term: Spring 2012
Certificate of Completion - CCL 5993
45-48 credits

Description: The Certificate of Completion (CCL) 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. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-3 credits

+	ENG101	First-Year Composition (3) **OR**
+	ENG107	First-Year Composition for ESL (3) **OR**
		Permission of Department 0-3

Required Courses: 39-42 credits

	HUM/THE205	Introduction to Cinema 3
	TCM100	Digital Multi Media (3) **OR**
		Permission of Program Director 0-3
	TCM101	Fundamentals of Radio and Television 3
	TCM111	Screenwriting I 3
	TCM111AA	Scripting for the Media 3
+	TCM112	Writing the Situation Comedy (3) **OR**
+	TCM116	Writing the Television Drama (3) 3
+	TCM117	Introduction to Cinematography 3
+	TCM134	Pre-Production for Motion Picture and Television 3
+	TCM135	Production for Motion Picture and Television 3
+	TCM136	Post-Production for Motion Picture and Television 3
+	TCM211	Screenwriting II 3
+	TCM216	Screenwriting III 3
+	TCM218	Screenwriting IV 3
	TCM260	Film/Video Producing and Financing 3

Restricted Electives: 6 credits

+	ENG210	Creative Writing 3
	HUM/THE210	Contemporary Cinema 3
	HUM211AA	Foreign Films: Classics 3
+	TCM230	Motion Picture Directing 4
+	TCM248	Advanced Film Production Techniques 4
+	TCM250	Documentaries for Social Change 4
+	TCM265	Advanced Scheduling and Budgeting 3
+	TCM275	Advanced Portfolio Production 4
+	TCM285++	Special Topics: Motion Picture/TV Production (any module) ... 1-3
+	TCM290	Professional Media Marketing 3
+	TCM296++	Cooperative Education (any suffixed course) 1-4

Broadcast Production

First-Year Effective Term: Spring 2012
Certificate of Completion - CCL 5973
45-48 credits

Description: The Certificate of Completion (CCL) 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. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 42-45 credits

	HUM/THE205	Introduction to Cinema 3
	TCM100	Digital Multi Media (3) **OR**
		Permission of Program Director 0-3
	TCM101	Fundamentals of Radio and Television 3
	TCM111AA	Scripting for the Media 3
+	TCM117	Introduction to Cinematography 3
+	TCM/MTC120	Introduction to Sound Design for Film and Video 3
+	TCM134	Pre-Production for Motion Picture and Television 3
+	TCM135	Production for Motion Picture and Television 3
+	TCM136	Post-Production for Motion Picture and Television 3
+	TCM151	Broadcast Production 2
+	TCM240	Advanced Television Commercial Production 3
+	TCM241	AVID Media Composer Editing 4
+	TCM242	Portfolio Non-Linear Editing 2
+	TCM250	Documentaries for Social Change 4
+	TCM251	Advanced Studio Production 3

Restricted Electives: 3 credits

+	ADA/ART177	Computer-Photographic Imaging 3
	ART131	Photography I 3
	TCM111	Screenwriting I 3
	TCM131	Radio-Television Announcing 4
+	TCM217	Advanced Cinematography 3
+	TCM248	Advanced Film Production Techniques 4
	TCM260	Film/Video Producing and Financing 3
+	TCM265	Advanced Scheduling and Budgeting 3
+	TCM275	Advanced Portfolio Production 4
+	TCM285++	Special Topics: Motion Picture/TV Production (any module) ... 1-3
+	TCM290	Professional Media Marketing 3
+	TCM296++	Cooperative Education (any suffixed course) 1-4

(+) indicates course prerequisites/corequisites (++) indicates any module

Film Production

First-Year Effective Term: Spring 2012
Certificate of Completion - CCL 5989
46-49 credits

Description: The Certificate of Completion (CCL) 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. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 46-49 credits

	HUM/THE205	Introduction to Cinema....3
	TCM100	Digital Multi Media (3) **OR** Permission of Program Director....0-3
	TCM101	Fundamentals of Radio and Television....3
	TCM111	Screenwriting I....3
+	TCM117	Introduction to Cinematography....3
+	TCM/MTC120	Introduction to Sound Design for Film and Video....3
+	TCM134	Pre-Production for Motion Picture and Television....3
+	TCM135	Production for Motion Picture and Television....3
+	TCM136	Post-Production for Motion Picture and Television....3
+	TCM151	Broadcast Production....2
+	TCM206	Production Design....3
+	TCM230	Motion Picture Directing....4
+	TCM241	AVID Media Composer Editing....4
+	TCM242	Portfolio Non-Linear Editing....2
+	TCM248	Advanced Film Production Techniques....4
	TCM260	Film/Video Producing and Financing....3

Editing

First-Year Effective Term: Spring 2012
Certificate of Completion - CCL 5981
45-48 credits

Description: The Certificate of Completion (CCL) in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as editors. The students will receive hands-on training in Motion Picture/Television Production, in media theory, and in 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. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 42-45 credits

+	ADA/ART177	Computer-Photographic Imaging....3
	HUM/THE205	Introduction to Cinema....3
	TCM100	Digital Multi Media (3) **OR** Permission of Program Director....0-3
	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....3
+	TCM135	Production for Motion Picture and Television....3
+	TCM136	Post-Production for Motion Picture and Television....3
+	TCM241	AVID Media Composer Editing....4
+	TCM242	Portfolio Non-Linear Editing....2
+	TCM243	Introduction to Video Compositing and Title Animation....4
+	TCM244	Final Cut Pro Studio....4
+	TCM280	The Art of Editing....3
+	TCM282	Advanced Non-Linear Editing Techniques....4

Restricted Electives: 3 credits

	ART131	Photography I....3
	TCM111	Screenwriting I....3
+	TCM117	Introduction to Cinematography....3
+	TCM151	Broadcast Production....2
+	TCM217	Advanced Cinematography....3
+	TCM/MTC220	Advanced Sound Design for Film and Video....3
+	TCM240	Advanced Television Commercial Production....3
+	TCM248	Advanced Film Production Techniques....4
+	TCM250	Documentaries for Social Change....4
	TCM260	Film/Video Producing and Financing....3
+	TCM265	Advanced Scheduling and Budgeting....3
+	TCM275	Advanced Portfolio Production....4
+	TCM285++	Special Topics: Motion Picture/TV Prod. (any module)....1-3
+	TCM290	Professional Media Marketing....3
+	TCM296++	Cooperative Education (any suffixed course)....1-4

(+) indicates course prerequisites/corequisites (++) indicates any module

MUSIC **MTC, MUC**

Music Department **MB 144** **480.423.6333**
Program Director, Ron Marschall **MB 141** **480.423.6466**

Sound Design

First-Year Effective Term: Fall 2011
Certificate of Completion - CCL 5686 (Shared)
41 credits

Description: The Certificate of Completion (CCL) in Sound Design program offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production field including: Film and Television, Animation, Radio, Theatre, and Commercial Advertising.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 41 credits

+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
+ MUC122	Sound Design I (3) **OR**	
+ MTC/TCM120	Introduction to Sound Design for Film and Video (3)	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MUC222	Sound Design II (3) **OR**	
+ MTC/TCM220	Advanced Sound Design for Film and Video (3)	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
+ MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I (3) **OR**	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II	3
+ MUC297AA	Music Internship	1
+ MUC292	Sound Design III	3

Audio Production Technologies

First-Year Effective Term: Fall 2011
Associate in Applied Science - AAS 3024 (Shared)
64-69 credits

Description: The Associate in Applied Science (AAS) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the degree in Audio Production Technologies will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 39-41 credits

MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC195	Studio Music Recording I (3) **OR**	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II	3
+ MUC297AA	Music Internship	1

Select one of two (2) tracks

Track I - Audio Production - 14 credits

MTC101	Introduction to Music Theory	3
MTC103	Introduction to Aural Perception	2
MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
MTC180	Computer Literacy for Musicians (3) **OR**	
+ MUC295	Studio Music Recording III (3)	3

Track II - Sound Design - 16 credits

+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
+ MUC122	Sound Design I (3) **OR**	
+ MTC/TCM120	Introduction to Sound Design for Film and Video (3)	3
+ MUC222	Sound Design II (3) **OR**	
+ MTC/TCM220	Advanced Sound Design for Film and Video (3)	3
+ MUC194	Introduction to Audio Mixing Techniques	3
+ MUC292	Sound Design III	3

General Education Requirements: 25-28 credits

CORE: 12-15 credits

First-Year Composition

+ Any approved general education courses in First-Year Composition area 6

Oral Communication

Any approved general education course in Oral Communication area 3

Critical Reading

+ CRE101 College Critical Reading (3) **OR** equivalent as indicated by assessment 0-3

Mathematics

+ Any approved general education course in Mathematics area 3

DISTRIBUTION: 13 credits

Humanities and Fine Arts

Any approved general education courses in Humanities/Fine Arts area .. 6
Note: MHL140 or MHL145 or MHL153 recommended.

Social and Behavioral Sciences

Any approved general education course in Social/Behavioral Sciences area ... 3

Natural Sciences

Any approved general education course in Natural Sciences area 4

SCC Programs

(+) indicates course prerequisites/corequisites (++) indicates any module

Course Descriptions

Summary of Course Modifications, Additions, and Deletions

This section supplements the course information in the 2011-2012 General Catalog, pages 160-244. The full text of new and modified courses follows this summary.

Course Modifications				
Catalog Page	Course		Course Elements Modified	First Effective Term
164	AIS113	*Proposal Writing*	Prerequisites	Spring 2012
164	AIS160	*American Indian Law*	Prerequisites	Spring 2012
164	AIS201	*Tribal Management Seminar I*	Title, credits and periods	Spring 2012
178	CIS162AC	*Visual C++: Level I*	Description	Spring 2012
210	HES154	*First Aid/Cardiopulmonary Resuscitation*	Description	Fall 2011
212	HRM220	*Hospitality Managerial Accounting*	Prerequisites	Fall 2011
224	MUC135	*Live Performance Disc Jockey Techniques*	Title, credits, periods, and repeatability	Spring 2012
224	MUC136	*Turntablism: The Art of the Scratch DJ*	Credits and periods	Spring 2012
224	MUC137	*Digital DJ Performance Techniques*	Description, credits, and periods	Spring 2012
236	SOC212	*Gender and Society*	Description	Fall 2011
238	TCM111AA	*Scripting for the Media*	Prerequisites	Fall 2011
240	TCM240	*Advanced Television Commercial Production*	Prerequisites	Spring 2012
N/A	TCM241	*AVID Media Composer Editing* *(TCM241 was not listed in 2011-2012 catalog.)*	Title and description	Spring 2012
240	TCM242	*Portfolio Non-Linear Editing*	Prerequisites	Spring 2012
240	TCM243	*Introduction to Video Compositing and Title Animation*	Prerequisites	Spring 2012
240	TCM248	*Advanced Film Production Techniques*	Prerequisites	Spring 2012
240	TCM251	*Advanced Studio Production*	Prerequisites	Spring 2012
241	TCM271AA	*Advanced Non-Linear Effects and Compositing: AVID*	Prerequisites	Spring 2012
241	TCM271AB	*Advanced Non-Linear Effects and Compositing: Final Cut Pro*	Prerequisites	Spring 2012
241	TCM280	*The Art of Editing*	Prerequisites	Spring 2012
241	TCM282	*Advanced Non-Linear Editing Techniques*	Prerequisites	Spring 2012
241	TCM282AA	*Advanced Non-Linear Editing Techniques: AVID*	Prerequisites	Spring 2012
241	TCM282AB	*Advanced Non-Linear Editing Techniques: Final Cut Pro*	Prerequisites	Spring 2012

New Courses			
Catalog Page	Course	Notes	First Effective Term
166	ARC252 *Advanced Revit*	Opportunity for students to further develop basic skills introduced in ARC251 Introduction to Revit.	Fall 2011
214	INT235 *Universal Design*	Universal design allows a designer to create environments that can assist individuals to maintain their quality of life and independence longer by making adjustments to their environments.	Fall 2011
238	TCM117 *Introduction to Cinematography*	Provides students with a foundation upon which to build their film and video production skills in preparation for careers in the industry.	Spring 2012
239	TCM217 *Advanced Cinematography*	Provides students the opportunity to continue the development of their skills in camera operations, cinematic story-telling, lighting and grip equipment.	Spring 2012
240	TCM244 *Final Cut Pro Studio*	Provides students with the skills and competencies necessary to work as editors using Final Cut Pro Studio non-linear editing system and applications.	Spring 2012

Course Deletions			
Catalog Page	Course	Notes	Last Effective Term
164	AIS202 *Tribal Management Seminar II*	Course content was added to AIS201 (see course modification on page 332).	Fall 2011
239	TCM213 *Motion Picture Workshop*		Fall 2011
239	TCM215AA *Cinematography: 16mm Film*	A new course, TCM217, will replace this course.	Fall 2011
239	TCM215AB *Cinematography: High-Definition Video*	A new course, TCM217, will replace this course.	Fall 2011
239	TCM221 *The Completed Screenplay*		Fall 2011
240	TCM222 *DVD Authoring*		Fall 2011
240	TCM241AA *Introduction to Non-linear Editing: AVID*	A new course, TCM244, will replace this course.	Fall 2011
240	TCM241AB *Introduction to Non-linear Editing: Final Cut Pro*	A new course, TCM244, will replace this course.	Fall 2011
240	TCM245 *Advanced Motion Picture Production*		Fall 2011
241	TCM255 *Filmmaking: Fusing Art and Technology*		Fall 2011

AMERICAN INDIAN STUDIES AIS

American Indian Studies Office **SB 118** **480.423.6221**
AIS Course Coordinator, Manuel F. Pino

AIS113 **3 credits** **3 periods**
Proposal Writing
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: ENG102 or ENG108.

AIS160 **3 credits** **3 periods**
American Indian Law
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: AIS105 or AIS/SOC141.

AIS201 **3 credits** **3 periods**
Tribal Management Seminar
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.

ARCHITECTURAL TECHNOLOGY ARC
(Computer-Aided Drafting)

Applied Sciences Division Office **AP 237B** **480.423.6599**

ARC252 **3 credits** **6 periods**
Advanced Revit
Advanced applications and use of REVIT architectural software in completing assigned projects; focus on customization of the Revit environment and developing Revit families. Prerequisites: ARC251 or permission of Instructor. *Course Note: ARC252 may be repeated for a total of six (6) credit hours.*

COMPUTER INFORMATION SYSTEMS CIS

CIS Department Office **CM 404** **480.423.6588**

CIS162AC **3 credits** **4 periods**
Visual C++: Level I
Introduction to Visual 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.

HEALTH SCIENCE (HPERD) HES

HPERD Division **PE 149** **480.423.6606**

HES154 **3 credits** **3 periods**
First Aid/Cardiopulmonary Resuscitation
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HOSPITALITY & TOURISM MANAGEMENT HRM
Hotel, Restaurant, Golf, Spa & Wellness Center, and Tourism Management

Hospitality, Tourism and Culinary Arts
Division Office **AP 253** **480.423.6578**

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 ACC211 or HRM265.

INTERIOR DESIGN INT

Applied Sciences Division Office **AP 237B** **480.423.6599**

INT235 **3 credits** **3 periods**
Universal Design
The study of innovative, strategic, problem-solving and crucial design principles as it pertains to the constructed surroundings and those using space. Prominence will be placed on Universal Design principles and how they relate to the design process and tasks to be performed within the environment. Emphasis on the creative execution through the application of universal design elements and principles. Prerequisites: INT190 or permission of Instructor.

MUSIC MUC

Music Department Office **MB 145** **480.423.6333**
Fine Arts Division Office **MB 139** **480.423.6328**

MUC135 **3 credits** **3 periods**
Introduction to Disc Jockey Techniques
Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted dance songs, cueing, segueing/mixing methods, the relationship of beats per minute to segueing, and programming songs to entertain a live audience. Covers the history of the live performance DJ and strategies for soliciting employment in the field. Prerequisites: None. *Course Note: MUC135 may be repeated for a total of six (6) credits.*

MUC136 **3 credits** **3 periods**
Turntablism: The Art of the Scratch DJ
Covers the skills required in vinyl manipulation; examines the development of turntable techniques and the contributions made by individual turntable artists. Prerequisites: None. *Course Note: MUC136 may be repeated for a total of six (6) credits.*

MUC137 **3 credits** **3 periods**
Digital DJ Performance Techniques
Covers the skills required for live performance employing digital media with an emphasis on programs such as Serato Scratch Live and Ableton Live. Prerequisites: None. *Course Note: MUC137 may be repeated for a total of six (6) credits.*

SOCIOLOGY SOC

Social/Behavioral Sciences Division SB 130 480.423.6206

SOC212 **3 credits** **3 periods**
Gender and Society
A sociological analysis of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Prerequisites: None.

TELECOMMUNICATIONS TCM

Film/Motion Picture/TV Production Classes

MP/TV Film School Office LC 404 480.423.6076
Fine Arts Division Office MB 139 480.423.6328

TCM111AA **3 credits** **3 periods**
Scripting for the Media
Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials. Prerequisites: None.

TCM117 **3 credits** **5 periods**
Introduction to Cinematography
Introductory workshop focusing on basic film and video camera operation and lighting. Emphasis on the role of the cinematographer, basic camera operation and lens selection, introduction to cinematic storytelling to include interpreting the script, basic lighting techniques, exposure meters, film stocks, and planning for the editing style. Prerequisites: TCM100 or permission of Instructor.

TCM217 **3 credits** **5 periods**
Advanced Cinematography
Advanced workshop focusing on film and video camera operation and lighting. Emphasis on the role of the cinematographer and camera department, in-depth camera operation and lens selection, advanced cinematic storytelling to include interpreting the script, advanced lighting techniques, exposure meters, film stocks, and planning for the editing style. In-depth analysis of on-set communication and collaboration between the Cinematographer and other key crew members. Prerequisites: TCM241 and TCM117, or permission of Instructor. *Course Note: TCM217 may be repeated for a total of six (6) credits.*

TCM240 **3 credits** **3 periods**
Advanced Television Commercial Production
Advanced workshop in television production. Emphasis on directing techniques, working with a crew, shooting and sound for advertising commercials. Prerequisites: (TCM111AA, TCM117, and TCM241) or permission of Instructor.

TCM241 4 credits 6 periods
AVID Media Composer Editing
Editing on a Media Composer non-linear editing system, including time-line editing, trimming, dialog and action editing, refining audio, basic multi-layer motion, and 3D effects; also covers basic and intermediate color correction, intermediate and three-dimension titling, working with tape and file based media, and media management. Prerequisites: TCM136 or permission of Instructor.

TCM242 2 credits 4 periods
Portfolio Non-Linear Editing
Explores techniques and applications used in editing an individual project on a non-linear editing system. Prerequisites: (TCM241 and independent footage) or permission of Instructor. *Course Note: TCM242 may be repeated for a total of six (6) credits.*

TCM243 4 credits 6 periods
Introduction to Video Compositing and Title Animation
Introduction to computer-based video compositing and title animation. Prerequisites: TCM241 or permission of Instructor. ***(TCM243 not offered every semester.)***

TCM244 4 credits 6 periods
Final Cut Pro Studio
Introduction to the Final Cut Pro Studio non-linear editing system and applications. Prerequisites: TCM241 or permission of Instructor.

TCM248 4 credits 6 periods
Advanced Film Production Techniques
Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments. Prerequisites: (MTC/TCM120 and TCM117) or permission of Instructor.

TCM251 3 credits 5 periods
Advanced Studio Production
Advanced video production within a studio environment. Prerequisites: (TCM151, TCM111AA, TCM117, and TCM241) or permission of Instructor. ***(TCM251 not offered every semester.)***

TCM271AA 4 credits 6 periods
Advanced Non-Linear Effects and Compositing: AVID
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241 and independent footage) or permission of Instructor.

TCM271AB 4 credits 6 periods
Advanced Non-Linear Effects and Compositing: Final Cut Pro
Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241 and independent footage) or permission of Instructor.

TCM280 3 credits 5 periods
The Art of Editing
A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage. Prerequisites: TCM241 or permission of Instructor. *Course Note: TCM280 may be repeated for a total of nine (9) credits.* ***(TCM280 not offered every semester.)***

TCM282 4 credits 6 periods
Advanced Non-Linear Editing Techniques
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241 and TCM242) or permission of instructor. ***(TCM282 not offered every semester.)***

TCM282AA 4 credits 6 periods
Advanced Non-Linear Editing Techniques: AVID
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241 and TCM242) or permission of Instructor. ***(TCM282AA not offered every semester.)***

TCM282AB 4 credits 6 periods
Adv. Non-Linear Editing Techniques: Final Cut Pro
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241 and TCM242) or permission of Instructor. ***(TCM282AB not offered every semester.)***

Access your software application and files when and where you need them!

https://myscc.scottsdalecc.edu

Need help with:
- **My.maricopa**
- **Blackboard**
- **mySCC**

Contact us at:
helpdesk.its@sccmail.maricopa.edu
480-423-6274

Administration, Management & Faculty

This section supplements the college personnel information in the 2011-2012 General Catalog, pages 294-303, and includes the following additions to the administration, management, and faculty information:

Faculty

NEWTON, DANIEL (2011)
Librarian

B.A., Arizona State University; M.L.S., University of Arizona

NULL, JENIECE (2011)
Instructor, Nursing

B.S.N., M.S.N., University of Phoenix

RASMUSSEN, ERIC (2011)
Instructor, Music

B.F.A., California Institute of the Arts; M.M., New England Conservatory

SUTOR, JUDY (2011)
Instructor, Mathematics

B.S., University of Illinois; M.N.S., Ph.D., Arizona State University

VIQUESNEY, ELIZABETH (2011)
Instructor, Chemistry

B.A., Occidental College; M.S., California Institute of Technology