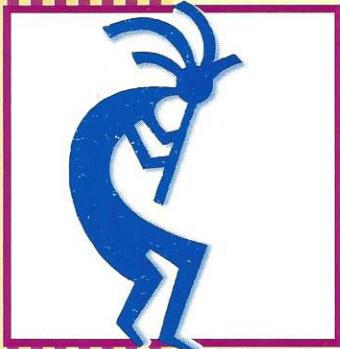




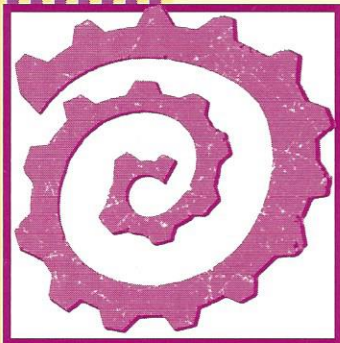
Scottsdale Community College



General Catalog

& Student Handbook

2001-02



SCOTTSDALE COMMUNITY COLLEGE

2001-2002 GENERAL CATALOG AND STUDENT HANDBOOK

9000 East Chaparral Road Scottsdale, Arizona 85256-2626
Telephone (480) 423-6000 Web site: www.sc.maricopa.edu

MISSION OF SCOTTSDALE COMMUNITY COLLEGE

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

Scottsdale Community College is committed to offering:

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

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

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

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

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

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

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



A message from the President,

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, which appears to read "Arthur W. DeCabooter". The signature is written in a cursive style and is positioned above the printed name and title.

Arthur W. DeCabooter
President



Scottsdale Community College is accredited by:

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

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SCOTTSDALE COMMUNITY COLLEGE

2001-2002 ACADEMIC CALENDAR

FALL SEMESTER - 2001

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

Saturday Classes Begin	Saturday ... August 18
Day/Evening Classes Begin	Monday ... August 20
Labor Day Recess	Monday ... September 3
Apply for December 2001 Graduation (on or before)	Friday ... October 5
Last Day for Student Withdrawal Without Instructor Signature	Friday ... October 5
Veterans' Day Recess	Monday ... November 12
Thanksgiving Recess	Thursday–Sunday ... November 22–25
Last Day for Student Withdrawal With Instructor Signature	Monday ... November 26
Last Day of Regular Classes	Sunday ... December 9
Final Exams	Monday–Thursday ... December 10–13
Mid-Year Recess Begins (Students)	Friday ... December 14
Fall Semester Officially Ends	Friday ... December 28

SPRING SEMESTER - 2002

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

Saturday Classes Begin	Saturday ... January 12
Day/Evening Classes Begin	Monday ... January 14
M. L. King Birthday Observance	Monday ... January 21
Presidents' Day Recess	Monday ... February 18
Last Day for Student Withdrawal Without Instructor Signature	Friday ... March 1
Apply for May 2002 Graduation (on or before)	Friday ... March 1
Spring Recess	Monday–Sunday ... March 11–17
Last Day for Student Withdrawal With Instructor Signature	Friday ... April 19
Last Day of Regular Classes	Sunday ... May 5
Final Exams	Monday–Thursday ... May 6–9
Commencement	Friday ... May 10
Spring Semester Officially Ends	Friday ... May 10

SUMMER SESSIONS - 2002

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

FIRST FIVE–WEEK DAY SESSION

Memorial Day Observance	Monday ... May 27
First Day Session Begins	Monday ... June 3
Apply for August 2002 graduation (on or before)	Thursday ... June 6
Last Day for Student Withdrawal Without Instructor Signature	Thursday ... June 13
Last Day for Student Withdrawal With Instructor Signature	Thursday ... June 20
First Day Session Ends/Final Exams	Wednesday ... July 3
Independence Day Recess	Thursday ... July 4

EIGHT–WEEK EVENING SESSION

Memorial Day Observance	Monday ... May 27
Evening Session Begins	Monday ... June 3
Last Day for Student Withdrawal Without Instructor Signature	Thursday ... June 20
Independence Day Recess	Thursday ... July 4
Last Day for Student Withdrawal With Instructor Signature	Thursday ... July 11
Evening Session Ends/Final Exams	Thursday ... July 25

SECOND FIVE–WEEK DAY SESSION

Independence Day Recess	Thursday ... July 4
Second Day Session Begins	Monday ... July 8
Last Day for Student Withdrawal Without Instructor Signature	Thursday ... July 18
Last Day for Student Withdrawal With Instructor Signature	Thursday ... July 25
Second Day Session Ends/Final Exams	Thursday ... August 8

SCOTTSDALE COMMUNITY COLLEGE INSTRUCTIONAL DIVISIONS

General
Information

Instructional
Divisions

Applied Sciences

Mr. Myron Brower Division Chairperson

Administration of Justice Studies
Aeronautics
Aerospace Studies
Architectural Technology (CAD)
Building Safety and Planning Technology
Building Safety Technology
Civil Engineering Technology
Crime Scene Technology
Electric Utility Technology
Equine Science
General Technology
Interior Design
Justice Studies
Law Enforcement Supervision
Military Science
Police Academy Preparation
Police Science

Business and Computer Information Systems

Mr. Ed O'Brien Division Chairperson

Accounting
Bookkeeping
Business
Business (Fastrack)
Business-Personal Computers
Cisco Networking Technology
Computer Hardware & Desktop Support
Computer Information Systems
Culinary Arts
Hospitality & Tourism/Golf Management
Hospitality & Tourism/Hotel Management
Hospitality & Tourism/Restaurant Management
International Business
Management
Marketing
Microsoft Networking Technology
Microsoft Product Specialist
Microsoft Solutions Development
Microsoft Systems Engineer
Network Administration
Office Automation Systems
Office Fundamentals
Open-Entry Computer Courses
Programming and System Analysis
Real Estate
Retail Fashion
Society and Business
Textiles and Clothing
Web Design
Word Processing

Counseling

Dr. Richard Lessard Division Chairperson

Assertiveness Training
Career Exploration
College Success
Conflict Resolution
Counseling
Multi-Culturalism Exploration
Personal Development
Stress Management

Fine Arts

Dr. Joseph Ortiz Division Chairperson

Acting and Directing
Art/Advertising Art
Art Humanities
Broadcasting
Communication Arts
Computer Animation and Graphics
Dance Technology
Editing
Graphic Design
Humanities
Maricopa Institute of Arts and
Entertainment Technology
Media Arts Technology
Motion Picture/Television Production
Music: Commercial and Business
Music: Education
Music: Electronic and Studio Recording
Music: History and Literature
Music: Performance and Private Instruction
Music: Scoring
Music: Theory and Composition
Photography
Screenwriting
Sound Design
Southwest Shakespeare Conservatory Theatre
Summer Music Camp
Theatre Arts/Humanities
Theatre Performance and Production

Health, Physical Education, Recreation and Dance

Ms. Julie Crutchfield Division Chairperson (Day)
Mr. Art Becker Division Chairperson (Evening)

Alternative Medicine
Dance Technology
Dance Humanities
Exercise Science
Fitness and Wellness Center
Health Sciences
Massage Therapy
Movement Analysis
Physical Conditioning
Physical Education
Recreation
Sports Coaching and Theory
Wellness Education

Health Sciences

Ms. Nellie Nelson Division Chairperson (Fall)
Ms. Jennifer Quinn Division Chairperson (Spring)

Complementary and Alternative Therapies
Emergency Medical Technology
Fire Academy
Fire Science Technology
Food and Nutrition
Health Care Related
Health Core Curriculum
Health Information Technology
Nurse Assisting
Nursing: Continuing Education
Nursing Science
Practical Nursing
Radiography

Language and Communication

Dr. Carmen Coracides Division Chairperson

American Sign Language
English
English As a Second Language
English Humanities
Foreign Languages
Journalism
Mass Communication
Reading
Speech-Language Pathology
Women's Studies
Writing Across the Curriculum

Library Science

Ms. Karen Biglin Division Chairperson

Information Literacy
Internet
Library Skills

Mathematics and Sciences

Dr. Suzanne Kelly Division Chairperson

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

Social and Behavioral Sciences

Mr. Bernard Combs Division Chairperson (Day)
Mr. Paul Weser Division Chairperson (Evening)

American Indian Studies
Anthropology
Early Childhood Development
Early Childhood Small Business Management
Economics
Education
Geography, Cultural
Geography, Physical
History
Infant/Toddler Development
Philosophy
Political Science
Psychology
Religious Studies
Social Work
Sociology
Teacher Certification Preparation
Tribal Development

THE MARICOPA COMMUNITY COLLEGES

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

INTERESTING WEB SITES

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

SCC OFFICES and PHONE NUMBERS

All Phone Numbers Use Area Code 480.

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

CERTIFICATES AND DEGREES OFFERED AT SCC

Certificates of Completion

Acting and Directing	27
Architectural Technology	8
Bookkeeping	11
Broadcasting	27
Building Safety Technology	9
Business (FASTRACK)	10
Computer Animation	27
Computer Graphicse	28
Computer Hardware and Desktop Support	12
Computer Information Systems	13
Crime Scene Technology	7
Culinary Arts	15
Dance Technology	28
Early Childhood Development	16
Early Childhood Small Business Management	16
Editing	29
Electric Utility Technology	17
Emergency Medical Technology, Advanced	18
Emergency Medical Technology, Basic	18
Equine Science	19
Fire Academy	19
Fire Science Technology	19
Graphic Design	29
Hospitality and Tourism/Golf Management	20
Hospitality and Tourism/Hotel Management	21
Hospitality and Tourism/Restaurant Management	21
Infant/Toddler Development	22
Interior Design: Professional Level	23
International Business	11
Justice Studies	7
Law Enforcement Supervision	7
Management	11
Maricopa Institute for Arts and Entertainment Technology	23
Media Arts Technology	29
Microsoft Networking Technology	24
Microsoft Product Specialist	24
Microsoft Solutions Development	25
Microsoft Systems Engineer	24
Network Administration	13
Nurse Assisting	32
Office Automation Systems	33
Office Fundamentals	33
Personal Computer Applications	12
Planning and Development Technology	9
Police Academy Preparation, Level I	7
Police Science III	7
Practical Nursing	32
Production	30
Programming and System Analysis	14
Retail Fashion	11
Scoring	30
Screenwriting	30
Sound Design	31
Speech-Language Pathology	34
Tribal Development	35
Web Design	12
Word Processing	35

Associate in Applied Science Degrees

Administration of Justice Studies	8
Architectural Technology	8
Building Safety and Planning Technology	9
Business (Tracks: Accounting, International Business, Management, or Retail Fashion)	10
Business (FASTRACK)	10
Computer Information Systems	13
Culinary Arts	15
Early Childhood Development	16
Electric Utility Technology	17
Emergency Medical Technology, Advanced	18
Equine Science	19
Fire Science Technology	19
Hospitality and Tourism/Hotel Management	21
Hospitality and Tourism/Restaurant Management	21
Interior Design	22
Microsoft Networking Technology	25
Microsoft Solutions Development	26
Motion Picture/Television Production	26
Network Administration	14
Nursing	32
Office Automation Systems	33
Police Science III	8
Programming and System Analysis	14
Radiography	23
Speech-Language Pathology	34
Tribal Development	35

S C C ACADEMIC DEGREE PROGRAMS

ACCOUNTING

ACC

Business Division Office AP 246 (480) 423-6253

This program has undergone significant modification starting with the 2001-2002 academic year (see **page 10, "Business"**). Students from previous catalogs may elect to follow the new curriculum; however, they will also be allowed to complete their existing degree.

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 30 credits

Beginning with the 2001-2002 academic year, students can earn a Certificate of Completion in Bookkeeping. Please see **page 10, "Business"** for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Beginning with the 2001-2002 academic year, students can earn an AAS degree in Business with a specialization in Accounting. Please see **page 10, "Business"** for detailed information on the required coursework.

ADMINISTRATION OF JUSTICE STUDIES

AJS

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

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

In addition to the AAS degrees in Administration of Justice Studies and Police Science III, Certificates of Completion are offered in Crime Scene Technology, Justice Studies, Law Enforcement Supervision, Police Academy Preparation, and Police Science III.

CERTIFICATE OF COMPLETION IN CRIME SCENE TECHNOLOGY: 15 CREDITS

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

REQUIRED COURSES: 15 credits

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

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

CERTIFICATE OF COMPLETION IN JUSTICE STUDIES: 15 CREDITS

The Certificate of Completion in Justice Studies will provide a core of courses for students who are interested in pursuing a career in Justice Studies but have previously received a degree in a different

field of study. For students who are pursuing an AAS in Justice Studies, completion of the certificate will provide an area of specialization within their degree program.

REQUIRED COURSES: 15 credits

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

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

CERTIFICATE OF COMPLETION IN LAW ENFORCEMENT SUPERVISION: 15 credits

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

REQUIRED COURSES: 15 credits

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

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

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

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

REQUIRED COURSES: 21 credits

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

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

CERTIFICATE OF COMPLETION IN POLICE SCIENCE III: 37 credits

The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience.

REQUIRED COURSES: 37 credits

AJS109	Substantive Criminal Law	3
AJS151	Firearms I	1
AJS152	First Aid	3
AJS153	Firearms II	1
AJS200	Current Issues in Criminal Justice	3
AJS205	Criminal Justice Report Writing	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS257	Psychology in Law Enforcement	3
AJS258	Victimology and Crisis Intervention	3
AJS260	Procedural Criminal Law	3
AJS266	Identification of Gangs	1
AJS270	Community Relations	3

ACC, AJS Programs

AJS275	Criminal Investigation I	3
AJS290AW	Narcotics and Dangerous Drugs	1

Grade of 'C' or better required for all courses in the Certificate of Completion in Police Science III.

AAS IN ADMINISTRATION OF JUSTICE

STUDIES: 64-66 credits

REQUIRED COURSES: 27 credits

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

RESTRICTED ELECTIVES: 15 credits

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

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

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

DISTRIBUTION: 7 credits

Humanities and Fine Arts

AJS123	Ethics and the Administration of Justice	3
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Natural Sciences

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

Social and Behavioral Sciences

Met by AJS101 in the Required Courses Area 0

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

AAS IN POLICE SCIENCE III: 65 credits

A program designed for the student who is interested in becoming a law enforcement officer. Critically exams laws, the criminal justice system, investigations, patrol and other areas related to the police function.

REQUIRED COURSES: 37 credits

AJS109	Substantive Criminal Law	3
AJS151	Firearms I	1
AJS152	First Aid	3
AJS153	Firearms II	1
AJS200	Current Issues in Criminal Justice	3
AJS205	Criminal Justice Report Writing	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS257	Psychology in Law Enforcement	3
AJS258	Victimology and Crisis Intervention	3
AJS260	Procedural Criminal Law	3
AJS266	Identification of Gangs	1
AJS270	Community Relations	3
AJS275	Criminal Investigations	3
AJS290AW	Narcotics and Dangerous Drugs	1

RESTRICTED ELECTIVES: 3-6 credits

AJS+++	Any AJS course or approved course	3-6
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GENERAL STUDIES (G.S.) 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

COM100	Introduction to Human Communication (3) or	
COM225	Public Speaking (3)	3

Critical Reading

CRE101	Critical and Evaluative Reading I	3
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Mathematics

MAT102	Mathematical Concepts/Applications (3) or higher-level mathematics course	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

AJS123	Ethics and the Administration of Justice	3
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Natural Sciences

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

Social and Behavioral Sciences

AJS101	Introduction to Criminal Justice	3
--------	--	---

Grade of 'C' or better required for all courses in the AAS in Police Science III.

ARCHITECTURAL TECHNOLOGY

DFT

(Computer-Aided Drafting)

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 Epic and choose CAD, board drafting, rendering, print reading, construction or code classes to enhance specific skills.

CERTIFICATE OF COMPLETION IN

ARCHITECTURAL TECHNOLOGY: 30 credits

REQUIRED COURSES: 30 credits

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

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

AAS IN ARCHITECTURAL TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 30 credits

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

RESTRICTED ELECTIVES: 11 credits

ARH100 Introduction to Art 3
ART111 Drawing I 3
CAD+++ Any CAD course 1-3
CIS/BPC+++ Any Windows/Internet/Word Processing course 1-3
DFT221 Architectural Rendering: Pen and Ink 3
DFT296xx Any Cooperative Education module 1-3
DFT+++ Any other CAD or 3-D CAD courses 3-9
INT115 Historical Architecture and Furniture 3
INT120 Twentieth Century Architecture and Furniture 3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

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

DISTRIBUTION: 9 credits

Humanities and Fine Arts

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

Natural Sciences

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

Social and Behavioral Sciences

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

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

**BUILDING SAFETY AND
PLANNING TECHNOLOGY**

BLT

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

**CERTIFICATE OF COMPLETION IN PLANNING
AND DEVELOPMENT TECHNOLOGY: 30 credits**

REQUIRED COURSES: 30 credits

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

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

**AAS IN BUILDING SAFETY AND PLANNING
TECHNOLOGY: 64 credits**

REQUIRED COURSES: 30 credits

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

AND Option 1:

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

OR Option 2:

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

RESTRICTED ELECTIVES: 12 credits

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

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

CORE: 12 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

Met by MAT102 in Required Courses Area 0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Natural Sciences

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

Social and Behavioral Sciences

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

Grade of 'C' or better required for all courses in the AAS in
Building Safety and Planning Technology.

BUILDING SAFETY TECHNOLOGY

BLT

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

**CERTIFICATE OF COMPLETION IN
BUILDING SAFETY TECHNOLOGY: 30 credits**

REQUIRED COURSES: 30 credits

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

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

BUSINESS (FASTRACK)

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

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

Each course/module includes 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 or prospective employers.

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

Note: Prerequisites of program include a minimum of two years of employment and/or current employment and permission of the department/division. Corequisites include appropriate BPC modules (3) or equivalent by assessment.

CERTIFICATE OF COMPLETION IN BUSINESS (FASTRACK): 33 credits

Program Prerequisites: Minimum of two years of full-time employment and permission of Department/Division and basic computer skills.

REQUIRED COURSES: 33 credits

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

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

AAS IN BUSINESS (FASTRACK): 64-66 credits

Program Prerequisites: Minimum of two years of full-time employment and permission of Department/Division and basic computer skills.

REQUIRED COURSES: 36 credits

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

MKT210 Applied Marketing Strategies 3

RESTRICTED ELECTIVES: 3 credits

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

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

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

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Natural Sciences

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

Social and Behavioral Sciences

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

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

BUSINESS

GBS

Business Division Office AP 246 (480) 423-6253

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

AAS IN BUSINESS: 64-66 credits

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

- ¥ Accounting
- ¥ International Business
- ¥ Management
- ¥ Retail Fashion

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

REQUIRED COURSES: Core plus one of four specializations.

CORE: 24 credits

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

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS:

Track I: Accounting specialization Credits: 15

ACC105	Payroll, Sales and Property Taxes	3
ACC112	Accounting Principles II	3
ACC115	Computerized Accounting	2

ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
OAS118	10-Key By Touch	1

Track II: Management specialization Credits: 15

GBS131	Business Calculations	3
MGT109	Development of Professional Skills and Standards	3
MGT127	Managing and Leading for Competitive Advantage (3) or	
MGT251	Human Relations in Business (3)	3
MGT179	Utilizing the Human Resources Department (3) or	
MGT276	Personnel/Human Resource Management (3)	3
MGT253	Owning and Operating a Small Business	3

Track III: International Business specialization Credits: 10

IBS101	Introduction to International Business	3
IBS102	International Marketing	2
IBS108	Basics of Import/Export Operations	2
IBS109	Cultural Dimension for International Business	3

Track IV: Retail Fashion specialization ... Credits: 12

MKT109	Introduction to Fashion Merchandising (TEC109).....	3
MKT151	Display and Visual Merchandising (TEC151)	3
MKT200	Retail Buying	3
MKT268	Merchandising	3

RESTRICTED ELECTIVES: 0-5 credits

Track I:	Accounting	
	No additional courses required	0
Track II:	Management	
	No additional courses required	0
Track III:	International Business	
IBS+++	Any additional IBS courses listed in college catalog	5
Track IV:	Retail Fashion	
	Select three (3) credits from the following courses:	
MGT253	Owning and Operating a Small Business (3) or	
TEC123	Clothing Construction (3) or	
TEC124	Advanced Clothing Construction (3) or	
TEC125	Fashion Design (3)	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1)	3

Critical Reading

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

Mathematics

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

Humanities and Fine Arts

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

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

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

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

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

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

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

ACC105	Payroll, Sales and Property Taxes	3
ACC111	Accounting Principles I	3
ACC112	Accounting Principles II	3

ACC115	Computerized Accounting	2
ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
BPC110	Computer Usage and Applications	3
GBS151	Introduction to Business	3
GBS233	Business Communication	3
OAS118	10-Key By Touch	1

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

CERTIFICATE OF COMPLETION IN INTERNATIONAL BUSINESS: 30 credits

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

REQUIRED COURSES: 25 credits

ACC111	Accounting Principles I	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS101	Introduction to International Business	3
IBS102	International Marketing	2
IBS108	Basics of Import/Export Operations	2
IBS109	Cultural Dimension for International Business	3
MGT175	Business Organization and Management	3
MKT271	Principles of Marketing	3

RESTRICTED ELECTIVES: 5 credits

IBS+++	Any additional IBS courses listed in college catalog for a total of 5 credits	5
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Grade of 'C' or better required for all courses in the Certificate of Completion in International Business.

CERTIFICATE OF COMPLETION IN MANAGEMENT: 30 credits

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

REQUIRED COURSES: 30 credits

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

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

CERTIFICATE OF COMPLETION IN RETAIL FASHION: 30 credits

This program prepares students for careers in the retail clothing business: selling, merchandising and buying. In addition to basic fashion courses, the program requirements include management-related courses.

REQUIRED COURSES: 27 credits

ACC111	Accounting Principles I	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT175	Business Organization and Management	3
MKT109	Introduction to Fashion Merchandising (TEC109).....	3
MKT151	Display and Visual Merchandising (TEC151)	3
MKT200	Retail Buying	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

RESTRICTED ELECTIVES: 3 credits

MGT253	Owning and Operating a Small Business	3
TEC123	Clothing Construction	3
TEC124	Advanced Clothing Construction	3
TEC125	Fashion Design	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Retail Fashion.

BUSINESS-PERSONAL COMPUTERS BPC

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

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

Scottsdale Community College is a Microsoft Authorized Academic Training Provider (AATP). These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, and A+ certifications.

ALSO SEE: Computer Hardware and Desktop Support, page 12;
 Computer Information Systems, page 12;
 Microsoft Networking Technology, page 24;
 Network Administration, page 13;
 Office Automation Systems, page 33;
 Programming and System Analysis, page 14.

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

REQUIRED COURSES: 24-26 credits

BPC110	Computer Usage and Applications	3
BPC111AA	Computer Keyboarding I (1) or	
OAS101AA	Computer Typing I: Keyboard Mastery (1)	1
BPC/CIS114xx	Any two modules (1)	2
BPC/CIS117xx	Any Database Management modules (1-3)	3
BPC/CIS118AB	PowerPoint: Level I	1
BPC/CIS121AB	MS-DOS Operating System	1
BPC/CIS121AE	Windows Operating System: Level I	1
BPC/OAS135xx	Any Word Processing module	2
BPC/OAS235xx	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
ENG101	First-Year Composition	3
GBS131	Business Calculations (3) or	
MAT102	Mathematical Concepts/Applications (3) or	
MAT120	Intermediate Algebra with Review (5) or	
MAT122	Intermediate Algebra Accelerated (3)	3-5

RESTRICTED ELECTIVES: 12 credits

ACC111	Accounting Principles I	3
ACC115	Computerized Accounting	2
BPC125	Microcomputer Set Up and Maintenance	1
BPC138xx	Any Desktop Publishing module	3
BPC170	Computer Maintenance I: A+ Prep	3
BPC/OAS235xx	Any additional Advanced Word Processing module	2
CIS190	Introduction to Local Area Networks	3
CIS+++	Any other CIS courses	1-3
MST150	Microsoft Windows Professional	3

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

COMPUTER INFORMATION SYSTEMS CIS

Computer Information Systems Programs

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

The Computer Information Systems program provides training for various entry-level positions in computer systems. Career opportunities include LAN administrator, systems analyst, computer programmer,

computer operator, computer hardware and software salesperson. The programs offered at SCC include a two-year career program that leads to an Associate in Applied Science in Computer Information Systems and a Certificate of Completion in Computer Information Systems. The Certificate of Completion in Computer Hardware and Desktop Support and Certificate of Completion in Web Design are designed to provide training to work in an entry-level computer maintenance or help-desk position. Students will be provided the opportunity to apply technical concepts, fundamentals, and interpersonal skills in a help-desk environment through an internship.

Scottsdale Community College is a Microsoft Authorized Academic Training Provider (AATP). These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, and A+ certifications.

ALSO SEE: Microsoft Networking Technology, page 24;
 Network Administration, page 13;
 Office Automation Systems, page 33;
 Personal Computer Applications, page 12;
 Programming and System Analysis, page 14.

CERTIFICATE OF COMPLETION IN COMPUTER HARDWARE AND DESKTOP SUPPORT: 16-20 credits

REQUIRED COURSES: 16-20 credits.

BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
BPC171	Recycling Used Computer Technology	1
BPC270	Microcomputer Maintenance II	3
CIS102	Customer Service/Technical Support	1
CIS190	Introduction to Local Area Networks (3) or	
CNT140	Cisco Networking Fundamentals (4) or	
MST140	Microsoft Networking Essentials (3)	3-4
CIS290AA-AC	Computer Information Systems Internship (Any module 1-3) or	
CIS296WA-WD	Cooperative Education (Any module 1-4)	1-4

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

CERTIFICATE OF COMPLETION IN WEB DESIGN: 37 credits

REQUIRED COURSES: 31 credits

CIS105	Survey of Computer Information Systems	3
CIS/BPC117DM	Microsoft Access: Database Management (3) or	
CIS119DP	Oracle: Database Management (3)	3
CIS120AF	Computer Graphics: Adobe Photoshop	1
CIS126DA	UNIX Operating Systems	3
CIS/BPC133DA	The Internet/World Wide Web	3
CIS150	Programming Fundamentals	3
CIS163AA	Java Programming: Level I	3
CIS226xx	Internet/Intranet Server Administration (any module)	3
CIS233DA	The Internet Web Publishing	3
CIS235	e-Commerce	3

RESTRICTED ELECTIVES: 6 credits

CIS120DC	Microcomputer Graphics: Macromedia Flash	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS190	Introduction to Local Area Networks	3
CIS225	Business Systems Analysis and Design	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS296WC	Cooperative Education	3
CNT140	Cisco Networking Fundamentals	3
CSC+++	Any CSC course	3

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

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

REQUIRED COURSES: 25-27 credits

BPC/CIS117xx	Any Database Management module (3) or	
CIS119xx	Any Oracle Database Management module (3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Windows Programming Using Visual C++ & MFC	3
CIS225	Business Systems Analysis and Design	3
ENG101	First-Year Composition	3
GBS131	Business Calculations (3) or	
MAT102	Mathematical Concepts/Applications (3) or	
MAT120	Intermediate Algebra (5) or	
MAT122	Intermediate Algebra (3)	3-5

RESTRICTED ELECTIVES: 14 credits

BPC/CIS217AM	Advanced Microsoft Access: Database Management	3
BPC/CIS219DO	Oracle: Extended Data Retrieval with SQL	3
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
CIS158	COBOL Programming I	3
CIS163AA	Java Programming: Level I	3
CIS164xx	Oracle (any module)	2-3
CIS166	Web Scripting/Programming	3
CIS167AA	C++ Object-Oriented Programming	3
CIS190	Introduction to Local Area Networks	3
CIS191	Novell NetWare System Administration	3
CIS233DA	The Internet Web Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275xx	Any module	3
CIS277xx	Any module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco Network Technology course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft Networking Technology course	3

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

AAS IN COMPUTER INFORMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 22 credits

BPC/CIS117xx	Any Database Management module(s) (1-3) or	
CIS119xx	Any Oracle Database Management module(s) (1-3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Windows Programming Using Visual C++ & MFC	3
CIS225	Business Systems Analysis and Design	3

RESTRICTED ELECTIVES: 17 credits

BPC/CIS217AM	Advanced Microsoft Access: Database Management	3
BPC/CIS219DO	Oracle: Extended Data Retrieval with SQL	3
CIS133AA	The Internet: Level I	1
CIS133BA	The Internet: Level II	1
CIS158	COBOL Programming I	3
CIS163AA	Java Programming: Level I	3
CIS164xx	Oracle (any module)	2-3
CIS166	Web Scripting/Programming	3
CIS167AA	C++ Object-Oriented Programming	3
CIS190	Introduction to Local Area Networks	3
CIS191	Novell NetWare System Administration	3
CIS233DA	The Internet Web Publishing	3

CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275xx	Any module	1-3
CIS277xx	Any module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco Network Technology course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft Networking Technology course	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1)	3

Critical Reading

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

Mathematics

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

Humanities and Fine Arts

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

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

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

COMPUTER INFORMATION SYSTEMS CIS

Network Administration Programs

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

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

Scottsdale Community College is a Microsoft Authorized Academic Training Provider (AATP). These classes can help you prepare to take certification examinations for MOUS (Microsoft Office User Specialist), MCSE (Microsoft Certified Systems Engineer), i-Net+, and A+ certifications.

ALSO SEE: Computer Hardware and Desktop Support, page 12; Computer Information Systems, page 12; Microsoft Networking Technology, page 24; Office Automation Systems, page 33; Personal Computer Applications, page 12; Programming and System Analysis, page 14.

**CERTIFICATE OF COMPLETION IN
NETWORK ADMINISTRATION: 39-42 credits**

REQUIRED COURSES: 16-19 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS105	Survey of Computer Information Systems	3

CIS190	Introduction to Local Area Networks (3) or	
CNT140	Cisco Networking Fundamentals (4)	3-4
ENG101	First-Year Composition	3
MAT102	Mathematical Concepts/Applications (3) or	
MAT120	Intermediate Algebra (5) or	
MAT122	Intermediate Algebra (3)	3-5

RESTRICTED ELECTIVES: 17 credits

BPC/CIS114xx	Any Spreadsheet module	1-3
BPC/CIS119xx	Any Oracle Database Management module	1-3
CIS102	Customer Service/Technical Support	1
CIS126xx	Any UNIX Operating System module	1-3
CIS133AA	The Internet: Level I (1) or	
CIS133BA	The Internet: Level II (1) or	
CIS133CA	The Internet: Level III (1) or	
CIS/BPC133DA	The Internet/World Wide Web (3)	1-3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS191	Novell NetWare System Administration	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco Network Technology course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft Networking Technology course	3

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

AAS IN NETWORK ADMINISTRATION: 64-67 credits

REQUIRED COURSES: 13-14 credits

BPC170	Computer Maintenance: A+ Prep	3
CIS105	Survey of Computer Information Systems	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS126DA	UNIX Operating System	3
CIS190	Introduction to Local Area Networks (3) or	
CNT140	Cisco Networking Fundamentals (4)	3-4

RESTRICTED ELECTIVES: 26 credits

BPC/CIS114xx	Any Spreadsheet module	1-3
BPC/CIS117xx	Any Database Management module	1-3
CIS102	Customer Service/Technical Support	1
CIS126xx	Any UNIX Operating System module	1
CIS133AA	The Internet: Level I (1) or	
CIS133BA	The Internet: Level II (1) or	
CIS133CA	The Internet: Level III (1) or	
CIS/BPC133DA	The Internet/World Wide Web (3)	1-3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS191	Novell NetWare System Administration	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco Network Technology course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft Networking Technology course	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1)	3

Critical Reading

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

Mathematics

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

Humanities and Fine Arts

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

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

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

COMPUTER INFORMATION SYSTEMS CIS

Programming and System Analysis Programs

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

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

ALSO SEE: Computer Hardware and Desktop Support, page 12; Computer Information Systems, page 12; Microsoft Networking Technology, page 24; Network Administration, page 13; Office Automation Systems, page 33; Personal Computer Applications, page 12.

CERTIFICATE OF COMPLETION IN

PROGRAMMING AND SYSTEM ANALYSIS: 31 credits

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 31 credits

CIS105	Survey of Computer Information Systems	3
CIS121AB	MS-DOS Operating System (1) or	
CIS121AE	Windows Operating System: Level I (1)	1
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162	C Programming I (any module)	3
CIS163AA	Java Programming: Level I	3
CIS190	Introduction to Local Area Networks	3
CIS225	Business Systems Analysis and Design	3
CIS250	Management Information Systems	3
GBS233	Business Communication	3
TQM204	Team Roles and Dynamics	3

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

AAS IN PROGRAMMING AND SYSTEM

ANALYSIS: 65 credits

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 31 credits

CIS105	Survey of Computer Information Systems	3
CIS121AB	MS-DOS Operating System (1) or	
CIS121AE	Windows Operating System: Level I (1)	1
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162	C Programming I (any module)	3
CIS163AA	Java Programming: Level I	3
CIS190	Introduction to Local Area Networks	3
CIS225	Business Systems Analysis and Design	3
CIS250	Management Information Systems	3
GBS233	Business Communication	3
TQM204	Team Roles and Dynamics	3

RESTRICTED ELECTIVES: 12 credits

CIS117DM	Microsoft Access: Database Management	3
CIS126DA	UNIX Operating System	3
CIS158	COBOL Programming I	3

CIS259	Visual Basic Programming II	3
CIS262	C: Level II (any module)	3
CIS263AA	Java Programming: Level II	3
CIS290AC	Computer Information Systems Internship	3

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

CORE: 12 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

CRE101 Met by CRE101 in Program Prerequisites Area 0

Mathematics

MAT212 Brief Calculus 3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Natural Sciences

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

Social and Behavioral Sciences

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

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

COMPUTER SCIENCE

CSC

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

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

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

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

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 to Internet Programming	3
CSC285	Computer Programming in WWW Environment	4
CSC294AA	Special Topics in Computing	3

Contact the CSC Course Coordinator for advice regarding particular needs.

CULINARY ARTS

CUL

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

The Culinary Arts program is designed to train students who wish to become professional chefs. It offers a Certificate of Completion and an AAS degree in Culinary Arts. The certificate program requires 35 hours per week in direct class participation for two semesters. A special fee of \$350 per semester is required in addition to the regular tuition fees. The new state-of-the-art facility includes 10,000 square feet of teaching kitchens, The Artichoke Grill lunch room and the Desert Oasis dining room provide practical work experience for students. Students are accepted in the fall and spring semesters for the block program through an application and interview process.

ALSO SEE: Hospitality and Tourism/Hotel Management and Hospitality and Tourism/Restaurant Management (HRM), page 21.

CERTIFICATE OF COMPLETION IN

CULINARY ARTS: 35 credits

REQUIRED COURSES: 35 credits

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

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

AAS IN CULINARY ARTS: 66-68 credits

Entrance into the Culinary Arts program is by application only. A special fee of \$350 is required per semester in addition to the regular tuition fees.

REQUIRED COURSES: 35 credits

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

RESTRICTED ELECTIVES: 6 credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
CUL180	Food in History	3
CUL190	Catering Operations I	3
CUL296xx	Cooperative Education (any module)	1-4
CUL298xx	Special Projects (any module)	1-3
HRM230	Beverage Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3

CSC, CUL Programs

HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
GENERAL STUDIES (G.S.) REQUIREMENTS: 25-27 credits		
CORE: 15-17 credits		
First-Year Composition		
ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3)	6
Oral Communication		
COM100	Introduction to Human Communication (3) or	
	COM100AA(1), COM100AB(1) and COM100AC(1)	3
Critical Reading		
CRE101	Critical and Evaluative Reading I (3) or	
	equivalent as indicated by assessment.	3
Mathematics		
	Any approved G. S. course in the Mathematics Area	3-5
DISTRIBUTION: 10 credits		
Humanities and Fine Arts		
	Any approved G. S. course in the Humanities and Fine Arts Area	3
Natural Sciences		
	Any approved G. S. course in the Natural Sciences Area	4
Social and Behavioral Sciences		
	Any approved G. S. course in the Social/Behavioral Sciences Area	3
Grade of 'C' or better required for all courses in the AAS in Culinary Arts.		

DRAFTING (ARCHITECTURAL TECHNOLOGY) DFT

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

Drafting and Computer-aided Drafting are administered through SCCÕs Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (DFT), page 8.

EARLY CHILDHOOD DEVELOPMENT ECH

Social/Behavioral Sciences Division Office ..SB 130 (480) 423-6206
 Program Director, Dr. Rosanne Dlugosz SB 126 (480) 423-6204

The Early Childhood Development program prepares individuals to assume teaching or administrative positions serving young children from birth through preschool age or that provide after-school child care for five- to eight-year-olds. (Preschool and child care center personnel in Arizona are not required to have state elementary teaching certification.) Elementary teaching information found under Education (EDU).

In addition to an Associate in Applied Science in Early Childhood Development, the program also offers a Certificate of Completion in Early Childhood Development, a Certificate of Completion in Early Childhood Small Business Management, and a Certificate of Completion in Infant/Toddler Development (see page 22).

Individuals employed or assisting in state licensed early childhood facilities will be required to meet regulatory standards in effect at the time of employment. This may typically include fingerprint check, TB tests, immunizations and CPR/first aid training.

Selected courses in this program are available in the day session, but most will be offered in the evening or on Saturdays. Required ECH courses are offered at least once per academic year. Restricted elective ECH courses are offered in rotation every third semester.

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD

SMALL BUSINESS MANAGEMENT: 24 credits

REQUIRED COURSES: 13 credits		
ECH236	Learning Materials for Young Children	1
ECH271	Arranging the Environment	1
ECH279	Early Childhood Curriculum Development	1
ECH283	Physical Well-Being of the Young Child	1
ECH287	Professional Development in Early Childhood Education	1
ECH288	Community Resources and Referral	1
ECH290	Early Childhood/Small Business Internship	1

MGT127	Managing and Leading for Competitive Advantage	3
MGT253	Owning and Operating a Small Business	3
RESTRICTED ELECTIVES: 11 credits		
ECH/ITDxxx	Any additional ECH or ITD courses (5)	5
and select six credits from the following courses:		
ACC111	Accounting Principles I	3
MGT101	Techniques of Supervision	3
MGT126	Customer Service Skills and Strategies	3
MGT179	Utilizing the Human Resources Department	3
MGT251	Human Relations in Business	3
MGT276	Personnel/Human Resource Management	3
SBSxxx	Any SBS course	1-3

Grade of 'C' or better required for all courses in the Certificate of Completion in Early Childhood Small Business Management.

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD DEVELOPMENT: 21 credits

REQUIRED COURSES: 11 credits		
ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH127	Play and Creative Expression (2) and	
ECH126AB	Play Lab - Toddlers (1) or	
ECH126AC	Play Lab - Preschoolers (1) or	
ECH126AD	Play Lab - Primary (1)	3
ECH285	Assistant Teaching in Early Childhood Settings I	2
ECH286	Assistant Teaching in Early Childhood Settings II	2
ECH287	Professional Development in Early Childhood Education	1

RESTRICTED ELECTIVES: 10 credits

ECH214	Preschool Education	3
ECH215	Democracy and Diversity in Early Childhood	2
ECH236	Learning Materials for Young Children	1
ECH237	Media for Young Children	1
ECH238	Computers in Early Childhood	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH274	Books and Verse for the Young Child	1
ECH275	Literacy Development and the Young Child	1
ECH276	Musical Beginnings	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH288	Community Resources and Referral	1
ECH296WC	Cooperative Education	3
ENH291	Children's Literature (EDU291)	3
ITD183	Infant/Toddler Learning Materials	1
ITD201	Attachment and Relationships	2
SOC210	The Child in Society	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Early Childhood Development.

AAS IN EARLY CHILDHOOD DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 17 credits		
ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH127	Play and Creative Expression (2) and	
ECH126AA	Play Lab - Infants (1) or	
ECH126AB	Play Lab - Toddlers (1) or	
ECH126AC	Play Lab - Preschoolers (1) or	
ECH126AD	Play Lab - Primary (1)	3
ECH215	Democracy and Diversity	2
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH285	Assistant Teaching/Early Childhood Settings I	2
ECH286	Assistant Teaching/Early Childhood Settings II	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2
RESTRICTED ELECTIVES: 15 credits		
ECH214	Preschool Education	3
ECH236	Learning Materials for Young Children	1

ECH237	Media for Young Children	1
ECH238	Computers in Early Childhood	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH274	Books and Verse for the Young Child	1
ECH275	Literacy Development and the Young Child	1
ECH276	Musical Beginnings	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH288	Community Resources and Referral	1
ECH296WC	Cooperative Education	3
EDU230	Cultural Diversity in Education	3
ENH291	Children's Literature (EDU291)	3
FON100	Introductory Nutrition	3
ITDxxx	Any additional Infant/Toddler Dvlpmnt courses	1-10
SOC210	The Child in Society	3

FREE ELECTIVES: 10 credits

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM110	Interpersonal Communication (3) or COM110AA(1), COM110AB(1) and COM110AC(1) or	
COM230	Small Group Communication (3)	3

Critical Reading

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

	Any approved G. S. course in the Mathematics Area	3-5
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DISTRIBUTION: 7 credits

Humanities and Fine Arts

	Any approved G. S. course in the Humanities and Fine Arts Area	3
	(ENH291 from Restricted Electives list would satisfy this category; however, an additional three credits of Restricted Electives would then have to be taken.)	

Natural Sciences

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

	Met by ECH176 or PSY240 in the Required Courses Area	0
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Grade of 'C' or better required for all courses in the AAS in Early Childhood Development.

ELECTRIC UTILITY TECHNOLOGY EUT

Applied Sciences Division Office AP 237B (480) 423-6599
Program Director, Mark Weaver BU 103 (480) 423-6742

The Associate in Applied Science and the Certificate of Completion in Electric Utility Technology programs are designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials and the equipment of the electric utility industry. Students in both programs will be trained in power line installation and maintenance, pole climbing, and use of tools, truck and equipment operation, and overhead and underground distribution, construction and maintenance of electrical lines.

PROGRAM NOTES: Students must obtain a Commercial Drivers' license from the state of Arizona prior to completion of the program.

ADMISSION CRITERIA: Application and acceptance into the EUT program.

PROGRAM PREREQUISITES: Passing a physical examination.

**CERTIFICATE OF COMPLETION IN
ELECTRIC UTILITY TECHNOLOGY: 34 credits**

REQUIRED COURSES: 34 credits

ENG101	First-Year Composition	3
ENG111	Technical Writing	3

EUT110	Introduction to Line Work	2
EUT112	Basic Electricity	4
EUT115	Field Training I	6
EUT211	Electrical Apparatus	4
EUT215	Field Training II	6
HES154	First Aid/Cardiopulmonary Resuscitation	3
MAT102	Mathematical Concepts/Applications	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Electric Utility Technology.

AAS IN ELECTRIC UTILITY TECHNOLOGY: 64 credits

REQUIRED COURSES: 34 credits

ENG101	First-Year Composition	3
ENG111	Technical Writing	3
EUT110	Introduction to Line Work	2
EUT112	Basic Electricity	4
EUT115	Field Training I	6
EUT211	Electrical Apparatus	4
EUT215	Field Training II	6
HES154	First Aid/Cardiopulmonary Resuscitation	3
MAT102	Mathematical Concepts/Applications	3

RESTRICTED ELECTIVES: 14 credits

BPC100	Business-Personal Computers	2
BPC110	Computer Usage and Applications	3
CIS105	Survey of Computer Information Systems	3
DFT105	Computer Aided Drafting I	3
DFT254AA	Computer Aided Drafting II: AutoCAD	3
GBS233	Business Communication	3
SPA115	Beginning Spanish Conversation I	3
SPA116	Beginning Spanish Conversation II	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 16 credits

CORE: 6 credits

First-Year Composition

	Met by ENG101 and ENG111 in Required Courses Area	0
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Oral Communication

COM100	Introduction to Human Communication (3) or COM100AA(1), COM100AB(1) and COM100AC(1)	3
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Critical Reading

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

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

Humanities and Fine Arts

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

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

	Any approved G. S. course in the Social/Behavioral Sciences Area	3
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Grade of 'C' or better required for all courses in the AAS in Electric Utility Technology.

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132 (480) 423-6225

The Division of Health Sciences offers a Certificate of Completion in Basic Emergency Medical Technology (Paramedic), a Certificate of Completion in Advanced Emergency Medical Technology (Paramedic), and an Associate in Applied Science in Advanced Emergency Medical Technology.

Students will be awarded a Certificate of Completion in Basic Emergency Medical Technology upon completion of EMT104 with a grade of 'C' or better. Satisfactory completion of the course will also qualify students to take the Department of Health Services State Certification exam for EMT-Basic.

A Certificate of Completion in Advanced Emergency Medical Technology (Paramedic) provides specialized paramedic training for those who have completed the Basic EMT Certificate program. Prior to entry into the advanced program, the student must have been actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

The program of study for an Associate in Applied Science in Advanced Emergency Medical Technology (Paramedic) combines the EMT training included in the Advanced Certificate with general studies. Prior to entry into the advanced program, the student must have been actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

CERTIFICATE OF COMPLETION IN BASIC EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 8 credits

PROGRAM PREREQUISITES: CRE101 or CRE111 or equivalent as indicated by assessment.

EMT104	Basic Emergency Medical Technology (FSC104)	8
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Grade of 'C' or better required for all courses in the Certificate of Completion in Basic Emergency Medical Technology (Paramedic).

CERTIFICATE OF COMPLETION IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 44 credits

PROGRAM PREREQUISITES: 7 credits

BIO100	Biology Concepts (4) or	
BIO102	General Biology (Non-Majors) Additional Topics (4) or	
BIO160	Introduction to Human Anatomy and Physiology (4) or	
BIO181	General Biology (Majors) I (4)	4
CRE101	Critical and Evaluative Reading I (3) or	
CRE111	Critical Reading for Business and Industry (3)	3
Basic Emergency Medical Technology Certification (EMT)		

REQUIRED COURSES: 38 credits

EMT235	Emergency Cardiac Care	3
EMT236	Pharmacology in an Emergency Setting	3
EMT238	Vehicular Extrication and Patient Stabilization (FSC238)	2
EMT240	Advanced Cardiac Life Support	2
EMT242	Pediatric Advanced Life Support	1
EMT245	Trauma Management I	3
EMT272	Advanced Emergency Medical Technology	24

RESTRICTED ELECTIVES: 6 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
EMT208	Intermediate Emergency Medical Technology	15
EMT215	Stress and Emergency Services Professionals	3
EMT246	Trauma Management II	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Advanced Emergency Medical Technology (Paramedic).

AAS IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 64-66 credits

PROGRAM PREREQUISITES: 7 credits

BIO100	Biology Concepts (4) or	
BIO102	General Biology (Non-Majors) Additional Topics (4) or	
BIO160	Introduction to Human Anatomy and Physiology (4) or	
BIO181	General Biology (Majors) I (4)	4
CRE101	Critical and Evaluative Reading I (3) or	
CRE111	Critical Reading for Business and Industry (3)	3
Basic Emergency Medical Technology Certificate (EMT)		

REQUIRED COURSES: 38 credits

EMT235	Emergency Cardiac Care	3
EMT236	Pharmacology in an Emergency Setting	3
EMT238	Vehicular Extrication and Patient Stabilization (FSC238)	2
EMT240	Advanced Cardiac Life Support	2
EMT242	Pediatric Advanced Life Support	1
EMT245	Trauma Management I	3
EMT272	Advanced Emergency Medical Technology	24

RESTRICTED ELECTIVES: 8 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
EMT208	Intermediate Emergency Medical Technology	15
EMT215	Stress and Emergency Services Professionals	3
EMT246	Trauma Management II	4
PSY266	Abnormal Psychology	3

GENERAL STUDIES (G.S.) REQUIREMENTS: 18-20 credits

CORE: 12-14 credits

First-Year Composition

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

Oral Communication

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

Met by CRE101 or CRE111 in Program Prerequisites Area		0
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Mathematics

Any approved G. S. course in the Mathematics Area		3-5
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DISTRIBUTION: 6 credits

Humanities and Fine Arts

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

Met by BIO100, BIO102, BIO160 or BIO181 in Prerequisites Area		0
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Social and Behavioral Sciences

PSY101	Introduction to Psychology	3
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Grade of 'C' or better required for all courses in the AAS in Advanced Emergency Medical Technology (Paramedic).

ENGINEERING SCIENCE

ECE

Mathematics/Sciences Division Office ... PS 153 (480) 423-6111
ECE Course Coordinator, Keith Worth ... CM 413 (480) 423-6425

Engineering majors are advised to take a math course each semester upon entering Scottsdale Community College and to take chemistry and physics courses as soon as math skills are adequate. In addition, students are advised to defer some general studies requirements (humanities, social sciences, etc.) until after transfer to a university. The reasons for these recommendations are twofold: it is important to establish a firm foundation in mathematics and the sciences as quickly as possible, and the deferred general studies courses will provide balance in your university curriculum when taking upper division, specialized engineering courses.

The following recommended list of math and science courses for engineering majors is arranged in sequence. The list suggests a possible three-year plan of study; each student should get advisement regarding their particular engineering major. Generally, science and engineering courses are positioned on the list so as to coordinate with math prerequisites. Contact the Course Coordinator for advice regarding particular needs.

Mathematics	Engineering	Chemistry, Lab	Physics
MAT122	ECE101	CHM130, 130LL	Ñ
MAT151	ECE102	CHM151, 151LL	Ñ
MAT182	ECE103	CHM152, 152LL	Ñ
MAT220	Ñ	Ñ	PHY111
MAT230	Ñ	Ñ	PHY121
MAT241	ECE211	Ñ	PHY131
MAT262	ECE212	Ñ	PHY252

EQUINE SCIENCES

EQS

Applied Sciences Division Office AP 237B (480) 423-6599
Program Director, Diane Solomon AP 229 (480) 423-6231

The Equine Science program is designed to offer a broad-based educational background for students who wish to enter the horse industry job market or transfer to a four-year equine science program. An Associate in Applied Science (AAS) in Equine Science will be awarded upon satisfactory completion of the outlined program. A Certificate of Completion in Equine Science is also offered. Community participants may enroll in individual classes with a Pass/No Credit grade option, if desired.

**CERTIFICATE OF COMPLETION IN
EQUINE SCIENCE: 37 credits**

REQUIRED COURSES: 37 credits

EQS105	Principles of Equine Science	3
EQS120	Equine Anatomy and Physiology	3
EQS130	Equine Business Practices	3
EQS140	Equine Behavior	3
EQS145	Basic Horsemanship	3
EQS150	Equine Management	4
EQS160	English Horsemanship I (3) or	
EQS165	Western Horsemanship I (3)	3
EQS180	English Horsemanship II (3) or	
EQS185	Western Horsemanship II (3)	3
EQS215	Equine Nutrition	3
EQS225	Equine Health and Disease Management	3
EQS250	Equine Evaluation	3
EQS270	Teaching Techniques in Horsemanship	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Equine Science.

AAS IN EQUINE SCIENCE: 64-66 credits

REQUIRED COURSES: 36 credits

EQS105	Principles of Equine Science	3
EQS120	Equine Anatomy and Physiology	3
EQS130	Equine Business Practices	3
EQS140	Equine Behavior	3
EQS145	Basic Horsemanship	3
EQS150	Equine Management	4
EQS160	English Horsemanship I (3) or	
EQS165	Western Horsemanship I (3)	3
EQS180	English Horsemanship II (3) or	
EQS185	Western Horsemanship II (3)	3
EQS215	Equine Nutrition	3
EQS225	Equine Health and Disease Management	3
EQS250	Equine Evaluation	3
EQS280	Equine Science Internship	2

RESTRICTED ELECTIVES: 3 credits

EQS220	Equine Reproduction	3
EQS270	Teaching Techniques in Horsemanship	3
EQS275	Principles of Equine Massage	3
EQS282	Special Event Internship	1
EQS284	Teaching Techniques Internship	1
EQS298AA	Special Projects	1
MGT251	Human Relations in Business	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

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

Humanities and Fine Arts

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

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

PSY101	Introduction to Psychology	3
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Grade of 'C' or better required for all courses in the AAS in Equine Science.

FIRE SCIENCE TECHNOLOGY

FSC

Health Sciences Division Office SB 132 (480) 423-6225

The Fire Science Curriculum is designed for students who desire advanced training as professional firefighters, basic preparation courses for a career in fire science or a better understanding of fire hazards and problems in the field. Completion of the two-year program will qualify students for the Associate in Applied Science in Fire Science Technology. A 39-credit Certificate of Completion in Fire Science Technology is also offered.

The Certificate of Completion in Fire Academy provides the opportunity for non-sponsored fire department employees and community-based consumers to acquire a certificate in a college-based Certified Fire Academy. Students interested in applying for the CCL in Fire Academy must have completed the prerequisite courses, attend a campus information meeting and submit an application. For more information, please call the Division of Health Sciences Office at (480) 423-6225.

**CERTIFICATE OF COMPLETION IN
FIRE ACADEMY: 25 credits**

PROGRAM PREREQUISITES: 14 credits

EMT/FSC104	Basic Emergency Medical Technology	8
NOTE: a grade of $\hat{O}B\hat{O}$ or better is required in EMT/FSC104.		
FSC105	Hazardous Materials/First Responder	3
NOTE: a grade of $\hat{O}C\hat{O}$ or better is required in FSC105.		
FSC134	Fitness and Conditioning for Firefighters	3
NOTE: a grade of $\hat{O}A\hat{O}$ and passing of the physical exam is required in FSC134.		

REQUIRED COURSES: 11 credits

FSC102	Fire Department Operations	11
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RESTRICTED ELECTIVES: None

**CERTIFICATE OF COMPLETION IN
FIRE SCIENCE TECHNOLOGY: 39 credits**

NOTE: Not all Fire Science (FSC) courses are offered every semester.

REQUIRED COURSES: 30 credits

FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction to Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC202	Supervisory Training for Firefighters	3
FSC204	Firefighting Tactics and Strategy	3
FSC208	Firefighter Safety and Building Construction	3
FSC211	Fundamentals of Flammable Hazardous Materials	3

ADDITIONAL REQUIREMENTS: 9 credits

Any approved G. S. course in the Oral Communication Area	3	
ENG101	First-Year Composition	3
MAT102	Mathematical Concepts/Applications	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Fire Science Technology.

AAS IN FIRE SCIENCE TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 30 credits

FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction to Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC202	Supervisory Training for Firefighters	3
FSC204	Firefighting Tactics and Strategy	3
FSC208	Firefighter Safety and Building Construction	3
FSC211	Fundamentals of Flammable Hazardous Materials	3

RESTRICTED ELECTIVES: 11 credits

FSC104	Basic Emergency Medical Technology (EMT104)	8
FSC102	Fire Department Operations	11
FSC209	Fire Investigation	3
FSC212	Dangerous and Explosive Hazardous Materials	3
FSC214	Human Resource Management in Fire Service	3
FSC296WC	Cooperative Education	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

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

DISTRIBUTION: 9 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts Area 2

Natural Sciences

CHM130 Fundamental Chemistry 3
 CHM130LL Fundamental Chemistry Lab 1

Social and Behavioral Sciences

PSY101 Introduction to Psychology 3

Grade of 'C' or better required for all courses in the AAS in Fire Science Technology.

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE PED

HPERD Division Office PE 106 (480) 423-6606

The course work offered in the Health, Physical Education, Recreation and Dance Department will assist students interested in majoring in exercise science, wellness, teaching, coaching, recreation, dance, and other health-related fields. Since each college or university has specific transfer requirements, you will need to consult the catalog of the college or university of your choice. An advisor or the appropriate faculty member of the HPERD Department will be able to assist you in developing a course of study that will lead to a degree in one of the major fields of study.

HPERD course offerings at SCC:

DAH100	Introduction to Dance	3
DAH201	World Dance Perspectives	3
DAN131	Ballet I	1
DAN132	Modern Dance I	1
DAN133	Modern Jazz Dance I	1
DAN134	Ballet II	1
DAN135	Modern Dance II	1
DAN136	Modern Jazz Dance II	1
DAN138	Dance Seminar I	1
DAN139	Dance Seminar II	1
DAN140	Tap Dance I	1
DAN211	Dance Production II	3
DAN221	Rhythmic Theory for Dance I	2
DAN231	Ballet III	1
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN238	Dance Seminar III	1
DAN239	Dance Seminar IV	1
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN267	Dance for Children	3
DAN272	Dance Technology	2

HES100	Healthful Living	3
HES126	Women's Health Issues	2
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES201	Substance Abuse and Behavior	3
HES271	Prevention and Treatment of Athletic Injuries	3
PED+++	Physical Activities 101, 102, 201, 202	1
PED115	Lifetime Fitness	2
PED120AC	Special Emphasis Activity: Ballet	2
PED200	Intro to Exercise Science and Physical Education	3
PED210	Movement Analysis	1
PED237	Physical Conditioning for Police Officers	3
PED265	Theory of Coaching	3
PED281	Methods of Coaching	3
REC120	Leisure and the Quality of Life	3
REC210	Leisure Delivery Systems	3
WED140	Intro to Energy Therapy (CAT140)	2
WED142	Therapeutic Touch: Level I (CAT142)	1
WED151	Overview of Alternative Medicine	2
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2
WED195	Special Topics in Wellness Education	0.5-2
WED218	Aromatherapy	2
WED242	Therapeutic Touch: Level II (CAT242)	1

HOSPITALITY AND TOURISM/ HRM GOLF MANAGEMENT

Business Division Office AP 246 (480) 423-6253
 Program Director, Larry Williams AP 244 (480) 423-6266

The Hospitality and Tourism/Golf Management program is designed to train graduates for careers in golf course management. Written application and an oral interview are required for admission to the program. Contact either the HPERD or Business Division Offices for more information.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/GOLF MANAGEMENT: 39 credits

PROGRAM PREREQUISITES: Verification of eight (8) handicap.

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality Management	3
HRM220	Hospitality Managerial Accounting	3
HRM235	Club Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
PED101KM	Physical Activities: Golf-Advanced (1) and	
PED102KM	Physical Activities: Golf-Advanced (1) or	
PED201KM	Physical Activities: Golf-Advanced (1) and	
PED202KM	Physical Activities: Golf-Advanced (1)	2
PED210JX	Movement Analysis: Golf	1
PED265JX	Theory of Coaching: Golf	3
PED281GC	Golf: Methods of Coaching	3
PED/HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

RESTRICTED ELECTIVES: 3 credits

HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
PED200	Introduction to Exercise Science and Physical Education	3
PSY215	Introduction to Sports Psychology	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Golf Management.

HOSPITALITY AND TOURISM/ HOTEL MANAGEMENT

HRM

Business Division Office AP 246 (480) 423-6253
Program Director, Larry Williams AP 244 (480) 423-6266

The Hospitality and Tourism/Hotel Management program is designed to train graduates for management careers in the hotel industry, which is among the fastest growing in the United States and offering numerous career opportunities. This program will also transfer to four-year colleges and universities.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/HOTEL MANAGEMENT: 39 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

HRM230	Beverage Management	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
REC210	Leisure Delivery Systems	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Hotel Management.

AAS IN HOSPITALITY AND TOURISM/ HOTEL MANAGEMENT: 64-66 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3) or	
ACC230	Uses of Accounting Information (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

HRM230	Beverage Management	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
REC210	Leisure Delivery Systems	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

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

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Natural Sciences

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

Social and Behavioral Sciences

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
REC120	Leisure and the Quality of Life (3)	3

Grade of 'C' or better required for all courses in the AAS in Hospitality and Tourism/Hotel Management.

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT

HRM

Business Division Office AP 246 (480) 423-6253
Program Director, Larry Williams AP 244 (480) 423-6266

The Hospitality and Tourism/Restaurant Management program is designed to train graduates for careers in restaurant and commercial food service management, which is among the fastest growing in the United States and offering numerous career opportunities. This program will also transfer to four-year colleges and universities.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/RESTAURANT MANAGEMENT: 39 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Hospitality and Tourism/Restaurant Management.

AAS IN HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT: 64-66 credits

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) or	
ACC211	Financial Accounting (3) or	
ACC230	Uses of Accounting Information I (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3

HRM
Programs

HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM285	Gaming Management (GAM285)	3
HRM296WB-WC	Cooperative Education 2 or 3 credit module	2-3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

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

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

Humanities and Fine Arts

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

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

ECN111	Macroeconomic Principles (3) or	
ECN112	Microeconomic Principles (3) or	
PSY101	Introduction to Psychology (3) or	
REC120	Leisure and the Quality of Life (3)	3

Grade of 'C' or better required for all courses in the AAS in Hospitality and Tourism/Restaurant Management.

INFANT/TODDLER DEVELOPMENT ITD

Social/Behavioral Sciences Division Office ... SB 130	(480) 423-6206
Program Director, Dr. Rosanne Dlugosz..... SB 126	(480) 423-6204

The Infant/Toddler Development program prepares individuals to serve children from birth through age three years and their families. The demand for skills and expertise in serving this age level child and their families is on the increase.

All coursework in the Infant/Toddler Certificate may also be applied to the AAS in Early Childhood Development (see page 16). Selected courses in this program are available in the day session, but most will be offered in the evening or on Saturdays. Courses in the ITD program will be offered in rotation every third semester.

Individuals employed or assisting in state licensed early childhood facilities will be required to meet regulatory standards in effect at the time of employment. This may typically include fingerprint check, TB tests, immunizations and CPR/first aid training.

CERTIFICATE OF COMPLETION IN INFANT/TODDLER DEVELOPMENT: 21 credits

REQUIRED COURSES: 17 credits

ECH176	Child Development (3) or	
PSY240	Developmental Psychology (3)	3
ECH215	Democracy and Diversity	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2
ITD202	Cognition and Communication	2
ITD203	Health, Safety, and Routines in Group Care	2
ITD204	Supporting Family Development	1
ITD205	Emerging Individuality	1

ITD206	Developmental Milestones: Birth to Age Three	1
ITD260	Reflective Case Study (2 case studies) (2) or	
ITD261	Infant/Toddler Practicum (2)	2

RESTRICTED ELECTIVES: 4 credits

ITD183	Infant/Toddler Learning Materials (ECH183)	1
ECH127	Play and Creative Expression (2) and	
ECH126AA	Play Lab - Infants (1) or	
ECH126AB	Play Lab - Toddlers (1)	3
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH274	Books and Verse for the Young Child	1
ECH280	Food Experiences with Young Children	1
ECH285	Assistant Teaching/Early Childhood Settings I	2
ECH288	Community Resources and Referral	1
SOC210	The Child in Society	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Infant/Toddler Development.

INTERIOR DESIGN INT

Applied Sciences Division Office	AP 237B	(480) 423-6599
Program Director, Gera King	AP 235	(480) 423-6442

Interior Design is a specialized, fast growing, dynamic field. The Interior Design curriculum at SCC is designed to provide the student with a knowledge of the profession including basic design, color theory, history of architecture and furniture, interior materials, business procedures, drafting (both board and computer), and presentation techniques. Studio projects allow the student to identify, research, and solve design issues. All courses offered contribute to the preparation for the National Council of Interior Design Qualification (N.C.I.D.Q.) exam. Practical on-the-job training is obtained through an internship program. Those students desiring to transfer to a four-year institution must consult with the college of choice.

AAS IN INTERIOR DESIGN: 67-69 credits

REQUIRED COURSES: 45 credits

DFT105	Computer Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	Twentieth Century Architecture and Furniture	3
INT145	Drawing and Rendering	3
INT150	Color and Design	3
INT160	Fabrics for Interiors	3
INT170	Interior Materials	3
INT190	Space Planning	3
INT210	Interior Sales and Marketing	3
INT240	Kitchen and Bath Design	3
INT271xx	Interior Design Internship (1-3)	3
INT280	Design Business Procedures	3

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

CORE: 15-17 credits

First-Year Composition

Any approved G. S. courses in the First-Year Composition Area		6
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Oral Communication

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

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

Any approved G. S. course in the Mathematics Area		3-5
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DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by INT115 and INT120 in Required Courses Area		0
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Natural Sciences

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

PSY101	Introduction to Psychology	3
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Grade of 'C' or better required for all courses in the AAS in Interior Design.

**CERTIFICATE OF COMPLETION IN
INTERIOR DESIGN: PROFESSIONAL LEVEL: 24 credits**

Additional interiors coursework beyond the AAS degree. Prepares students for professional certification in the field of interior design. Interiors work is done in support systems (lighting, acoustics, plumbing, HVAC), interior building codes, ADA compliance, advanced presentation skills, and additional studio problem solving. The certificate is in alignment with the national standards established by the Foundation for Interior Design Education and Research (FIDER).

PROGRAM PREREQUISITES: Certificate Program Application and Portfolio Review.

REQUIRED COURSES: 15 credits

INT225	History of Decorative Arts	3
INT245	Color Rendering	3
INT260AB	ADA Compliance	1.5
INT260AC	Interior Building Codes	1.5
INT265	Residential Systems Design	3
INT270	Commercial Design	3

RESTRICTED ELECTIVES: 9 credits

ARH101	Prehistoric Through Gothic Art (3) and	
ARH102	Renaissance Through Contemporary Art (3)	6
Any approved general education course from the Social and Behavioral Sciences area. (Note: Except PSY101)		3

INTERNATIONAL BUSINESS IBS

Business Division Office AP 246 (480) 423-6253

This program has undergone significant modification starting with the 2001-2002 academic year (see page 10, "Business"). Students from previous catalogs may elect to follow the new curriculum; however, they will also be allowed to complete their existing degree.

**CERTIFICATE OF COMPLETION IN
INTERNATIONAL BUSINESS: 30 credits**

Beginning with the 2001-2002 academic year, students can earn a Certificate of Completion in International Business. Please see page 10, "Business" for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Beginning with the 2001-2002 academic year, students can earn an AAS degree in Business with a specialization in International Business. Please see page 10, "Business" for detailed information on the required coursework.

MANAGEMENT MGT

Business Division Office AP 246 (480) 423-6253

Starting with the 2001-2002 academic year, students can earn an AAS degree in Business with a specialization in Management or a Certificate of Completion in Management.

**CERTIFICATE OF COMPLETION IN
MANAGEMENT: 30 credits**

Beginning with the 2001-2002 academic year, students can earn a Certificate of Completion in Management. Please see page 10, "Business" for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Beginning with the 2001-2002 academic year, students can earn an AAS degree in Business with a specialization in Management. Please see page 10, "Business" for detailed information on the required coursework.

THE MARICOPA INSTITUTE FOR ARTS AND ENTERTAINMENT TECHNOLOGY MAE

MIAET Office MB 137 (480) 423-6332
Fine Arts Division Office MB 139 (480) 423-6328

**CERTIFICATE OF COMPLETION IN
THE MARICOPA INSTITUTE FOR ARTS AND
ENTERTAINMENT TECHNOLOGY: 24 credits**

The Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology (MIAET) provides learners with a high level of occupational and artistic training in their area(s) of specialization within the media arts and entertainment field.

Students must complete the 12-credit common core of the AAS in Motion Picture/Television Production or complete a minimum of 15 hours of approved credit in the following area(s) of specialization: Art, Dance, Music Performance and Composition, Sound Design, Theatre, Film Production, Television Production.

Students will participate in a combination of corporate and educational partnerships, residencies and master classes. Partnerships of this type provide students with opportunities to work with industry leaders in the creation of professional-level products while remaining in a campus setting.

Admission to the Institute is by application through audition/portfolio review.

REQUIRED COURSES: 24 credits

MAE220AA	Media Arts Ensemble I	6
MAE220AB	Media Arts Ensemble II	6
MAE220AC	Media Arts Ensemble III	6
MAE220AD	Media Arts Ensemble IV	6

RESTRICTED ELECTIVES: None

Grade of 'C' or better required for all courses in the Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology.

MAYO RADIOGRAPHY MYO

Health Sciences Division Office SB 132 (480) 423-6225

Scottsdale Community College, in conjunction with the Mayo School of Health-Related Sciences in Rochester, Minnesota, offers an AAS in Radiography. A Certificate of Completion will also be awarded by the Mayo School of Health-Related Sciences. Students will complete basic science and general education courses at Scottsdale Community College; radiography courses at Mayo-Scottsdale and Mayo-Rochester (Minnesota). Admission to the program is by application.

AAS IN RADIOGRAPHY: 87 credits

PROGRAM PREREQUISITES: 10-12 credits

- ¥ Two years of high school Biology or BIO156 *Human Biology for Allied Health* or BIO181 *General Biology (Majors) I*.
- ¥ MAT120 *Intermediate Algebra with Review* or MAT122 *Intermediate Algebra Accelerated* or equivalent as indicated by assessor/satisfactory completion of higher-level math course.
- ¥ CRE101 *Critical and Evaluative Reading I* or equivalent as indicated by assessment.

REQUIRED COURSES: 68 credits

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BPC/CIS133AA	The Internet: Level I (1) or	
BPC/CIS133BA	The Internet: Level II (1)	1
HCC101	Health Care Today	0.5
HCC140	Medical Terminology for Health Care Workers	2
MYO115	Clinical Practicum I, II and III	3
MYO134	Introduction to Radiography	0.6
MYO140	Methods of Patient Care for Radiographers	2

IBS, MGT, MAE,
MYO Programs

MYO201	Gastrointestinal Radiography	1.3
MYO202	Radiation Physics	2.6
MYO203	Skeletal Radiography I	2
MYO204	Skull Radiography I	1.3
MYO205	Upper Extremity Radiography I	0.6
MYO206	Lower Extremities	0.6
MYO207	Chest Radiography	0.6
MYO208	Film Processing	0.6
MYO209	Factor Analysis	1.3
MYO213	Medical Ethics	0.6
MYO215	Clinical Practicum IV	7
MYO301	Mammography	0.6
MYO302	Principles of Exposure	2
MYO303	Skeletal Radiography II	0.6
MYO304	Urography	0.6
MYO305	Upper Extremity Radiography II	0.6
MYO306	Principles of Hospital Practice	0.6
MYO307	Radiation Protection/Radiobiology	1.3
MYO308	Pediatric Radiography	0.6
MYO309	Neuro/Cardio/Vascular Radiography	2
MYO311	Skull Radiography II	1.3
MYO315	Clinical Practicum V	8
MYO402	Advanced Imaging	2
MYO405	Computed Tomography/Magnetic Resonance Imaging	0.6
MYO406	Quality Control	0.6
MYO409	Applied Radiography Topics	2
MYO415	Clinical Practicum VI	9

GENERAL STUDIES (G.S.) REQUIREMENTS: 19 credits

CORE: 9 credits

First-Year Composition

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

Oral Communication

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

	Met by CRE101 in the Program Prerequisites Area	0
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Mathematics

	Met by MAT120 or MAT122 in the Program Prerequisites Area	0
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

PHY101	Introduction to Physics	4
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Social and Behavioral Sciences

PSY101	Introduction to Psychology	3
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Grade of 'C' or better required for all courses in the AAS in Radiography.

MICROSOFT NETWORKING TECHNOLOGY MST

Business Division Office AP 246 (480) 423-6253
 Program Director, Jim Simpson CM 408 (480) 423-6257

Scottsdale Community College, a Microsoft Authorized Academic Training Program provider, prepares students for industry-recognized certification as a Microsoft Certified Professional and Microsoft Certified Systems Engineer. The curriculum is taught by Microsoft Certified Professionals using Windows 2000 software.

The Certificate of Completion in Microsoft Networking Technology, the Certificate of Completion in Microsoft Product Specialist, the Certificate of Completion in Microsoft Systems Engineer, and the Associate in Applied Science in Microsoft Networking Technology provides training for a supervisory-level position working with Windows networks. The program develops skills to install, configure, customize, optimize, and troubleshoot Windows server, Windows client workstations, Microsoft Backoffice products, and to interoperate with Novell and UNIX systems.

ALSO SEE: Computer Hardware and Desktop Support, page 12;
 Computer Information Systems, page 12;
 Network Administration, page 13;
 Office Automation Systems, page 33;
 Personal Computer Applications, page 12;
 Programming and System Analysis, page 14.

CERTIFICATE OF COMPLETION IN

MICROSOFT PRODUCT SPECIALIST: 14 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 14 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
MST140	Microsoft Networking Essentials (3) or	
CIS190	Introduction to Local Area Networks (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Microsoft Product Specialist.

CERTIFICATE OF COMPLETION IN

MICROSOFT SYSTEMS ENGINEER: 23 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 23 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
MST140	Microsoft Networking Essentials (3) or	
CIS190	Introduction to Local Area Networks (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST154	Microsoft Windows Network Enterprise	3

Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:

MST240	MS Transmission Control Protocol/Internet Protocol (TCP/IP)	3
MST241	Microsoft Internet Information Server (IIS)	3
MST242	Microsoft Exchange Server	4
MST243	Microsoft Systems Management Server (SMS)	3
MST244	Microsoft SQL Server: Level I	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST254	Microsoft SQL Server: Level II	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Microsoft Systems Engineer.

CERTIFICATE OF COMPLETION IN

MICROSOFT NETWORKING TECHNOLOGY: 33 credits

PROGRAM PREREQUISITES: 3 credits

CIS105	Survey of Computer Information Systems (3) or permission of Department or Division	3
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REQUIRED COURSES: 33 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS126DA	UNIX Operating System (3) or	
CIS126AA	UNIX Operating System: Level I (1) and	
CIS126BA	UNIX Operating System: Level II (1) and	
CIS126CA	UNIX Operating System: Level III (1)	3
CIS191	Novell NetWare System Administration	3
CIS270	Data Communications	3
MST140	Microsoft Networking Essentials (3) or	
CIS190	Introduction to Local Area Networks (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST154	Microsoft Windows Network Enterprise	3

Students should select a minimum of six (6) credits from the following courses in consultation with a program advisor:

MST240	MS Transmission Control Protocol/Internet Protocol (TCP/IP)	3
MST241	Microsoft Internet Information Server (IIS)	3
MST242	Microsoft Exchange Server	4
MST243	Microsoft Systems Management Server (SMS)	3
MST244	Microsoft SQL Server: Level I	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST254	Microsoft SQL Server: Level II	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Microsoft Networking Technology.

AAS IN MICROSOFT NETWORKING TECHNOLOGY: 64 credits

REQUIRED COURSES: 30 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Customer Service/Technical Support	1
CIS126DA	UNIX Operating System (3) or	
CIS126AA	UNIX Operating System: Level I (1) and	
CIS126BA	UNIX Operating System: Level II (1) and	
CIS126CA	UNIX Operating System: Level III (1)	3
CIS191	Novell NetWare System Administration	3
CIS270	Data Communications	3
MST140	Microsoft Networking Essentials (3) or	
CIS190	Introduction to Local Area Networks (3)	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4
MST155	Implementing Windows Network Infrastructure	3
MST157	Implementing Windows Directory Services	3

RESTRICTED ELECTIVES: 9 credits

Students should select nine (9) credits from the following courses in consultation with a program advisor:

BPC110	Computer Usage and Applications (3) or	
CIS105	Survey of Computer Information Systems (3)	3
BPC171	Recycling Used Computer Technology	1
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AB	C++: Level I	3
CIS290AA-AC	CIS Internship (any module) (1-3) or	
CIS296WA-WD	Cooperative Education (any module) (1-4)	1-4
CNT140	Cisco Networking Fundamentals	4
CNT150	Cisco Networking Router Technologies	3
MST242	Microsoft Exchange Server	4
MST244	Microsoft SQL Server: Level I	3
MST246	Implementing Microsoft Internet Explorer	2
MST247	Microsoft Proxy Server	2
MST252	Microsoft Windows Network Upgrade	3
MST253	Designing MS Windows 2000 Directory Services Infrastructure	3
MST254	Microsoft SQL Server: Level II	3
MST255	Designing Windows Network Infrastructure	3
MST259	Designing Windows Network Security	3
MST298AA-AC	Special Projects (any module)	1-3

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

CORE: 15 credits

First-Year Composition

ENG101	First-Year Composition (3) and	
ENG102	First-Year Composition (3) or	
ENG107	First-Year Composition for ESL (3) and	
ENG108	First-Year Composition for ESL (3)	6

Oral Communication

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

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

Mathematics

Any approved G. S. course in the Mathematics Area		3
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts Area		3
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Social and Behavioral Sciences

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

Any approved G. S. course in the Natural Sciences Area		4
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Grade of 'C' or better required for all courses in the AAS in Microsoft Networking Technology.

MICROSOFT SOLUTIONS DEVELOPMENT MST

Business Division Office	AP 246	(480) 423-6253
Program Director, Jim Simpson	CM 408	(480) 423-6257

The Certificate of Completion in Microsoft Solutions Development and the Associate in Applied Science in Microsoft Solutions Development are designed to provide training in preparation for the Microsoft Certified Solutions Developer (MCS D) certification examinations. The MCS D credential is the premium certification for professionals who design and develop custom business solutions with Microsoft development tools, technologies, and platforms. Focus is on application development for desktop, distributed, and Internet/intranet environments.

ALSO SEE: Computer Hardware and Desktop Support, page 12; Computer Information Systems, page 12; Microsoft Networking Technology, page 24; Network Administration, page 13; Office Automation Systems, page 33; Personal Computer Applications, page 12; Programming and System Analysis, page 14.

PROGRAM NOTES:

Students entering the Microsoft Solutions Development program often come with background or experience in the computer programming area. Students must consult with a program advisor as the program prerequisites may not be necessary and may be waived as requirements to the program. Students without background or experience in the computer programming area may need to take additional program prerequisites.

CERTIFICATE OF COMPLETION IN MICROSOFT SOLUTIONS DEVELOPMENT: 24 credits

PROGRAM PREREQUISITES: 4-6 credits

CIS233BA	Internet Web Publishing II (1) or	
CIS233DA	Internet Web Publishing (3) or	
MST244	Microsoft SQL Server: Level I (3) and	
CIS105	Survey of Computer Information Systems (3) or	
permission of Department or Division		4-6

REQUIRED COURSES: 24 credits

ACC230	Uses of Accounting Information I (3) or	
GBS151	Introduction to Business (3)	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS164AG	Oracle: Data Modeling/Relational Database Design (2) or	
MST146	Data Modeling and Relational Database Design (2)	2
MST170	Visual Basic Desktop Application Development	4
MST172	Microsoft Visual Basic Distributed Applications	3
MST270	Microsoft Solution Architectures	3

Students should select three (3) credits from the following courses in consultation with a program advisor:

MST171	Microsoft FrontPage (3) or	
MST174	Microsoft Visual InterDev (3) or	
MST254	Microsoft SQL Server: Level II (3)	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Microsoft Solutions Development.



AAS IN MICROSOFT SOLUTIONS DEVELOPMENT: 64-66 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) or permission of Department or Division 3

REQUIRED COURSES: 25 credits

ACC230 Uses of Accounting Information I (3) or
 GBS151 Introduction to Business (3) 3
 CIS102 Customer Service/Technical Support 1
 CIS150 Programming Fundamentals 3
 CIS159 Visual Basic Programming I 3
 CIS164AG Oracle: Data Modeling/Relational Database Design (2) or
 MST146 Data Modeling and Relational Database Design (2) 2
 MST170 Visual Basic Desktop Application Development 4
 MST172 Microsoft Visual Basic Distributed Applications 3
 MST270 Microsoft Solution Architectures 3

Students should select three (3) credits from the following courses in consultation with a program advisor:

MST171 Microsoft FrontPage (3) or
 MST174 Microsoft Visual InterDev (3) or
 MST254 Microsoft SQL Server: Level II (3) 3

RESTRICTED ELECTIVES: 14 credits

CIS162AB C++: Level I 3
 CIS163AA Java Programming: Level I 3
 CIS166 Web Scripting/Programming 3
 CIS225AB Object-Oriented Analysis and Design 3
 CIS233DA The Internet Web Publishing 3
 CIS235 e-Commerce 3
 CIS290AA-AC CIS Internship (any module 1-3 credits) or
 CIS296xx Cooperative Education (any module 1-4 credits) 1-4
 MST140 Microsoft Networking Essentials 3
 MST150 Microsoft Windows Professional 3
 MST152 Microsoft Windows Server 4
 MST171 Microsoft FrontPage 3
 MST174 Microsoft Visual InterDev 3
 MST244 Microsoft SQL Server: Level I 3
 MST254 Microsoft SQL Server: Level II 3
 MST298xx Special Projects (any module) 1-3

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

CORE: 15-17 credits

First-Year Composition

ENG101 First-Year Composition (3) and
 ENG102 First-Year Composition (3) or
 ENG107 First-Year Composition for ESL (3) and
 ENG108 First-Year Composition for ESL (3) 6

Oral Communication

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

Critical Reading

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

Mathematics

MAT120 Intermediate Algebra (5) or
 MAT121 Intermediate Algebra (4) or
 MAT122 Intermediate Algebra (3) or
 Equivalent as indicated by assessment or satisfactory completion of a higher-level mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Social and Behavioral Sciences

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

Natural Sciences

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

Grade of 'C' or better required for all courses in the AAS in Microsoft Solutions Development.

MOTION PICTURE/TELEVISION PRODUCTION

TCM

Communication Arts Office LC 305 (480) 423-6076
 Fine Arts Division Office MB 139 (480) 423-6328

The Motion Picture/Television Production Program is designed for students who plan to enter the field of motion pictures and/or television production specialists. Successful completion of this program will qualify students for the AAS in Motion Picture/Television Production. Students will receive hands-on practical training in a fine arts learning environment and may select one or more of several specialization tracks within the AAS degree.

Certificates of Completion in Acting and Directing, Broadcasting, Computer Animation, Computer Design, Dance Technology, Editing, Graphic Arts, Media Arts Technology, Production, Scoring, Screenwriting, and Sound Design are also available.

In addition, the Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology (MIAET) is also available within this program (see page 23). The Institute provides learners with a high level of occupational and artistic training in their area(s) of specialization within the media arts and entertainment field.

Admission to the Institute is by application through audition/portfolio review.

REQUIREMENTS FOR THE AAS DEGREE AND CERTIFICATES OF COMPLETION

Program Prerequisites: 5 Credits

ART131 Photography I (3) and
 TCM100 Digital Multimedia (2) or
 Permission of Program Director 5

Program Common Core: 12 Credits

The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

REQUIRED COURSES: 12 credits

COM100 Introduction to Human Communication 3
 TCM134 Pre-Production for Motion Picture and Television 2
 TCM135 Production for Motion Picture and Television 2
 TCM136 Post-Production for Motion Picture and Television 2
 TCM140 Modern Media Concepts 3

Program Tracks

In addition to the courses required in the Program Prerequisites and Common Core areas listed above, the required courses in a specialization area (listed below), and the minimum Restricted Elective credits must be completed to earn a certificate in a selected Program Track (see the required courses on the page listed):

page #
 Track I: Certificate of Completion in Graphic Design 29
 Track II: Certificate of Completion in Production 30
 Track III: Certificate of Completion in Scoring 30
 Track IV: Certificate of Completion in Screenwriting 30
 Track V: Certificate of Completion in Media Arts Technology 29
 Track VI: Certificate of Completion in Sound Design 31
 Track VII: Certificate of Completion in Broadcasting 27
 Track VIII: Certificate of Completion in Editing 29
 Track IX: Certificate of Completion in Acting and Directing 27
 Track X: Certificate of Completion in Dance Technology 28
 Track XI: Certificate of Completion in Computer Graphics 28
 Track XII: Certificate of Completion in Computer Animation 27

**AAS IN MOTION PICTURE/
TELEVISION PRODUCTION: 64-66 credits**

The general studies requirement of 19-21 credits must be completed in addition to the credits earned in the Program Common Core, the Program Tracks and the Restricted Electives to earn the total of 64-66 credits required for the AAS in Motion Picture/Television Production.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

GENERAL STUDIES (G.S.) REQUIREMENTS: 19-21 credits

CORE: 12-14 credits

First-Year Composition

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

Oral Communication

Met by COM100 in the Required Courses Area	0
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Critical Reading

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

Any approved G. S. course in the Mathematics Area	3-5
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DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by ARH, DAH, HUM or THE in the Required Courses Area	0
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Natural Sciences

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

Any approved G. S. course in the Social/Behavioral Sciences Area	3
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Grade of 'C' or better required for all courses in the AAS in Motion Picture/Television Production.

**CERTIFICATE OF COMPLETION IN
ACTING AND DIRECTING: 45 credits**

The Certificate of Completion in Acting and Directing is designed for students who plan to enter the field of Motion Picture/Television Production as Actors and/or Directors. Students will receive hands-on training in Motion Picture/Television Production, in media theory, and in acting and directing theory. Students will demonstrate their knowledge by directing and/or acting in a variety of projects focusing on principles of movement, blocking, casting, rehearsing and performance.

PROGRAM PREREQUISITES: 5 credits

ART131	Photograph I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 36 credits

COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM215	Cinematography	3
TCM240	Advanced Television Production	3
TCM245	Advanced Motion Picture Production	3
THP112	Acting I	3
THP210	Acting: TV/Film	3
THP214	Directing: Theatre Techniques	3
THP220	Advanced Acting: TV/Film	3

RESTRICTED ELECTIVES: 9 credits

HUM/WST209	Women and Films	3
HUM/THE210	Contemporary Cinema	3
HUM211AA	Foreign Films: Classics	3
MAE+++	Any MAE course	6
TCM151	Broadcast Production	3
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4

TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro	4
TCM242	Portfolio Non-Linear Editing	2
TCM260	Film/Video Producing and Financing	3
THE111	Introduction to Theatre	3
THP115	Theatre Makeup	3
THP201AA	Theatre Production I	1
THP213	Introduction to Technical Theatre	3
THP216	Beginning Stage Lighting	3
THP/COM271	Voice and Diction	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Acting and Directing.

**CERTIFICATE OF COMPLETION IN
BROADCASTING: 46 credits**

The Certificate of Completion in Broadcasting 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 both studio and on-location shooting, editing, sound, graphics and the operation of the virtual reality studio.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 37 credits

COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television	3
TCM131AA	Radio-Television Announcing	4
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM151	Broadcast Production	3
TCM240	Advanced Television Production	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM251	Advanced Studio Production	3

RESTRICTED ELECTIVES: 9 credits

MAE+++	Any MAE course	6-12
TCM180AA	Television Production Techniques	4
TCM214	Television Workshop	3
TCM235	Producing the News	3
TCM241xx	Any additional module	4
TCM260	Film/Video Producing and Financing	3
TCM271	Advanced Non-Linear Effects and Compositing	4
TCM296xx	Any Cooperative Education Module	1-4
TCM298AC	Special Projects	3
THP112	Acting I	3
THP210	Acting: TV/Film	3
THP271	Voice and Diction (COM271)	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Broadcasting.

**CERTIFICATE OF COMPLETION IN
COMPUTER ANIMATION: 44 credits**

The Certificate of Completion in Computer Animation is designed for students who plan to enter the field of Motion Picture/Television Production as Computer Animation Artists. Students will receive hands-on training in Motion Picture/Television Production, in media theory, in art theory, in drawing the human figure and in computer-generated art including two- and three-dimensional design, color principles and animation. They will demonstrate their knowledge by creating a portfolio of computer animation.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 37 credits

ARH100	Introduction to Art	3
ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART112	Two-Dimensional Design	3
ART113	Color	3
ART115	Three-Dimensional Design	3
ART116	Life Drawing I	3
ART170	Three-Dimensional Computer Design	3
ART184	Computer Animation	3
COM100	Introduction to Human Communication	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3

RESTRICTED ELECTIVES: 7 credits

ADA105	Typography and Lettering	3
ADA/ART175	Electronic Publishing Design I	3
ADA/ART177	Computer Photographic Imaging	3
ART151	Sculpture I	3
ART169	Two-Dimensional Computer Design	3
ART283	Computer Aided Graphic Arts II	3
ART289	Computer Illustration	3
MAE+++	Any MAE course	6
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM243	Intro to Video Compositing and Title Animation	4
TCM271	Advanced Non-Linear Effects and Compositing	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Computer Animation.

**CERTIFICATE OF COMPLETION IN
COMPUTER GRAPHICS: 45 credits**

The Certificate of Completion in Computer Graphics is designed for students who plan to enter the field of Motion Picture/Television Production as Computer Graphic Artists. Students will receive hands-on training in Motion Picture/Television Production, in media theory, in art theory and in computer-generated art including two- and three-dimensional design, color principles, photographic imaging and animation. They will demonstrate their knowledge by producing a project using computer-based video compositing and title animation.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 38 credits

ADA/ART177	Computer Photographic Imaging	3
ARH100	Introduction to Art	3
ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART112	Two-Dimensional Design	3
ART113	Color	3
ART115	Three-Dimensional Design	3
ART184	Computer Animation	3
COM100	Introduction to Human Communication	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM243	Intro to Video Compositing and Title Animation	4

RESTRICTED ELECTIVES: 7 credits

ADA105	Typography and Lettering	3
ADA/ART175	Electronic Publishing Design I	3

ART151	Sculpture I	3
ART169	Two-Dimensional Computer Design	3
ART170	Three-Dimensional Computer Design	3
ART283	Computer Aided Graphic Arts II	3
ART289	Computer Illustration	3
MAE+++	Any MAE course	6
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM271	Advanced Non-Linear Effects and Compositing	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Computer Graphics.

**CERTIFICATE OF COMPLETION IN
DANCE TECHNOLOGY: 48 credits**

The Certificate of Completion in Dance Technology is designed for students who plan to enter the field of Motion Picture/Television Production specializing in the area of dance technology. Students will receive hands-on training in Motion Picture/Television Production, in media theory and in dance theory. Students will demonstrate this knowledge through the production of short dance films or videos focusing on dance techniques, computer techniques, makeup, costuming, music notation, movement notation, choreography for the camera and non-linear editing techniques.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 35 credits

ADA/ART177	Computer-Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
COM100	Introduction to Human Communication	3
DAH100	Introduction to Dance	3
DAN131	Ballet I (1) and	
DAN134	Ballet II (1) or	
DAN231	Ballet III (1) and	
DAN234	Ballet IV (1)	2
DAN132	Modern Dance I (1) and	
DAN135	Modern Dance II (1) or	
DAN232	Modern Dance III (1) and	
DAN235	Modern Dance IV (1)	2
DAN211	Dance Production II	3
DAN221	Rhythmic Theory for Dance I	2
DAN241	Dance Notation I	3
DAN264	Choreography I	2
DAN272	Dance Technology	2
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3

RESTRICTED ELECTIVES: 13 credits

DAN+++	Any Dance performance class in Ballet, Modern Dance, Modern Jazz Dance or Tap Dance	1-10
DAN267	Dance for Children	3
HUM/WST209	Women and Films	3
HUM/THE210	Contemporary Cinema	3
MAE+++	Any MAE course	6-12
PED101GL	Physical Activities: Dance Performance	1
PED102GL	Physical Activities: Dance Performance	1
PED201GL	Physical Activities: Dance Performance	1
PED202GL	Physical Activities: Dance Performance	1
TCM180AA	Television Production Techniques	4
TCM 213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM215	Cinematography	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4

TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro	4
TCM260	Film/Video Producing and Financing	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Dance Technology.

CERTIFICATE OF COMPLETION IN EDITING: 50 credits

The Certificate of Completion in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as Editors. Students will receive hands-on training in Motion Picture/Television Production, 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 PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 40 credits

ADA/ART177	Computer Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM243	Intro to Video Compositing and Title Animation	4
TCM271	Advanced Non-Linear Effects and Compositing	4
TCM280	Advanced Portfolio Non-Linear Editing	3
TCM282	Advanced Non-Linear Editing Techniques	4

RESTRICTED ELECTIVES: 10 credits

ADA/ART175	Electronic Publishing Design I	3
ART112	Two-Dimensional Design	3
ART169	Two-Dimensional Computer Design	3
ART170	Three-Dimensional Computer Design	3
ART181	Graphic Design I	3
ART289	Computer Illustration	3
HUM/THE210	Contemporary Cinema	3
HUM211AA	Foreign Films: Classics	3
MAE+++	Any MAE course	6
MTC191	Electronic Music I	3
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM215	Cinematography	3
TCM240	Advanced Television Production	3
TCM245	Advanced Motion Picture Production	3
TCM260	Film/Video Producing and Financing	3
TCM296xx	Any Cooperative Education module	1-4
TCM298AC	Special Projects	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Editing.

CERTIFICATE OF COMPLETION IN GRAPHIC DESIGN: 44 credits

The Certificate of Completion in Graphic Design is designed for students who plan to enter the field of Motion Picture/Television Production as Graphic Artists. Students will receive hands-on training in Motion Picture/Television Production, in art theory, in media theory and in computer-generated art including lay outs, illustrations, typeface, color principles, photographic manipulation and camera-ready graphic designs.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 34 credits

ADA105	Typography and Lettering	3
ADA/ART183	Computer Aided Graphic Arts I	3
ARH100	Introduction to Art	3
ART100	Introduction to Computer Graphic Art	1
ART112	Two-Dimensional Design	3
ART113	Color	3
ART181	Graphic Design I	3
ART291	Digital Prepress	3
COM100	Introduction to Human Communication	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3

RESTRICTED ELECTIVES: 10 credits

ADA/ART175	Electronic Publishing Design I	3
ADA/ART177	Computer Photographic Imaging	3
ART111	Drawing I	3
ART115	Three-Dimensional Design	3
ART169	Two-Dimensional Computer Design	3
ART184	Computer Animation	3
ART283	Computer Aided Graphic Arts II	3
ART289	Computer Illustration	3
MAE+++	Any MAE course	6-12
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM243	Intro to Video Compositing and Title Animation	4
TCM271	Advanced Non-Linear Effects and Compositing	4
TCM280	Advanced Portfolio Non-Linear Editing	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Graphic Design.

CERTIFICATE OF COMPLETION IN MEDIA ARTS TECHNOLOGY: 45 credits

The Certificate of Completion in Media Arts Technology is designed for students who plan to enter the field of Motion Picture/Television Production as Media Artists. Students will receive hands-on training in Motion Picture/Television Production, media theory, art theory and in computer-generated art including animation, illustration and photographic imaging. Students will demonstrate their knowledge by producing a variety of projects with visual imagery and audio design by using one type of medium or a combination of media and editing on the non-linear system.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 38 credits

ADA/ART177	Computer Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
ART184	Computer Animation	3
ART289	Computer Illustration	3
COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM241	Introduction to Non-Linear Editing (4) or	
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
TCM243	Intro to Video Compositing and Title Animation	4
TCM246	New Media Production	3

RESTRICTED ELECTIVES: 7 credits

ADA/ART175	Electronic Publishing Design I	3
ARH100	Introduction to Art	3
ART112	Two-Dimensional Design	3
ART169	Two-Dimensional Computer Design	3
ART170	Three-Dimensional Computer Design	3
ART181	Graphic Design I	3
MAE+++	Any MAE course	6
TCM111AA	Screenwriting I: The Short Film	3
TCM180AA	Television Production Techniques	4
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM215	Cinematography	3
TCM240	Advanced Television Production	3
TCM241xx	Any additional module	4
TCM245	Advanced Motion Picture Production	3
TCM271	Advanced Non-Linear Effects and Compositing	4
TCM282	Advanced Non-Linear Editing Techniques	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Media Arts Technology.

CERTIFICATE OF COMPLETION IN PRODUCTION: 47 credits

The Certificate of Completion in Production is designed for students who plan to enter the Production aspect of Motion Picture and Television. 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, practicing pre-production techniques, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound and editing the finished product. In addition, they will also study feature film theory and media theory.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 37 credits

COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
TCM111	Screenwriting I	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM215	Cinematography	3
TCM240	Advanced Television Production	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4) or	
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM245	Advanced Motion Picture Production	3
TCM260	Film Video Producing and Financing	3
TCM280	Advanced Portfolio Non-Linear Editing	3

RESTRICTED ELECTIVES: 10 credits

ADA/ART177	Computer Photographic Imaging	3
ART100	Introduction to Computer Art	1
HUM/THE210	Contemporary Cinema	3
HUM/WST209	Women and Films	3
HUM211AA	Foreign Films: Classics	3
MAE+++	Any MAE course	6
TCM111AA	Screenwriting I: The Short Film	3
TCM151	Broadcast Production	3
TCM211	Screenwriting II	3
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241xx	Any additional module	4
TCM296xx	Any Cooperative Education module	1-4
TCM298AC	Special Projects	3
THP112	Acting I	3
THP210	Acting: TV/Film	3
THP214	Directing: Theatre Techniques	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Production.

CERTIFICATE OF COMPLETION IN SCORING: 45 credits

The Certificate of Completion in Scoring is designed for students who plan to enter the field of Motion Picture/Television Production as Composers. Students will receive hands-on training in Motion Picture/Television Production, in media theory and in music theory including aural perception, sight singing and harmony. They will demonstrate this knowledge by producing, performing and recording music for film and video projects using MIDI, sound recording studios and editing on non-linear editing systems.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 37 credits

COM100	Introduction to Human Communication	3
HUM/THE210	Contemporary Cinema	3
MTC105	Music Theory I	3
MTC106	Aural Perception I	1
MTC155	Music Theory II	3
MTC156	Aural Perception II	1
MTC191	Electronic Music I	3
MTC192	Electronic Music II	3
MTC195	Studio Music Recording I	3
MUP+++	Any Music: Private Instruction	2
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM240	Advanced Television Production (3) or	
TCM245	Advanced Motion Picture Production (3)	3

RESTRICTED ELECTIVES: 8 credits

HUM/THE205	Introduction to Cinema	3
MAE+++	Any MAE course	6
MHL153	Rock Music and Culture	3
MTC101	Introduction to Music Theory	3
MUP+++	Any Class Piano	2
MUP+++	Any Music: Private Instruction	1-2
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241	Introduction to Non-Linear Editing (4) or	
TCM241AA	Introduction to Non-Linear Editing: AVID (4)	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM280	Advanced Portfolio Non-Linear Editing	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Scoring.

CERTIFICATE OF COMPLETION IN SCREENWRITING: 45 credits

The Certificate of Completion in Screenwriting is designed for students who plan to enter the field of Motion Picture/Television Production as Screenwriters. Students will receive hands-on training in Motion Picture/Television Production, in feature film and media theory. Students will also write a variety of screenplays for short films, feature films and television markets. Elements stressed include character development, plot and sub plot, story structure and marketing.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 36 credits

COM100	Introduction to Human Communication	3
HUM/THE205	Introduction to Cinema	3
HUM/THE210	Contemporary Cinema	3
TCM111	Screenwriting I	3
TCM111AA	Screenwriting I: The Short Film	3
TCM112	Writing the Situation Comedy	3
TCM134	Pre-Production for Motion Picture and Television	2

TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM211	Screenwriting II	3
TCM216	Screenwriting III	3
TCM218	Screenwriting IV	3

RESTRICTED ELECTIVES: 9 credits

ENG210	Creative Writing	3
ENH254	Literature and Film	3
ENH275	Modern Fiction	3
HUM/WST209	Women and Films	3
HUM211AA	Foreign Films: Classics	3
MAE+++	Any MAE course	6
TCM151	Broadcast Production	3
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM245	Advanced Motion Picture Production	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Screenwriting.

**CERTIFICATE OF COMPLETION IN
SOUND DESIGN: 48 credits**

The Certificate of Completion in Sound Design is designed for students who plan to enter the field of Motion Picture/Television Production as Sound Designers. Students will receive hands-on training in Motion Picture/Television Production, film sound theory, recording theory and media theory. Students will demonstrate their knowledge by producing sound tracks for short films and videos using MIDI, the recording studio and the non-linear editing systems.

PROGRAM PREREQUISITES: 5 credits

ART131	Photography I (3) and	
TCM100	Digital Multimedia (2) or	
	Permission of Program Director	5

REQUIRED COURSES: 39 credits

COM100	Introduction to Human Communication	3
HUM/THE210	Contemporary Cinema	3
MTC/TCM120	Intro to Sound Design for Film and Video	3
MTC/TCM220	Advanced Sound Design in Film and Video	3
MTC191	Electronic Music I	3
MTC195	Studio Music Recording I	3
MTC196	Studio Music Recording II	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2
TCM140	Modern Media Concepts	3
TCM240	Advanced Television Production (3) or	
TCM245	Advanced Motion Picture Production (3)	3
TCM241	Introduction to Non-Linear Editing (4) or	
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

RESTRICTED ELECTIVES: 9 credits

HUM/THE205	Introduction to Cinema	3
MAE+++	Any MAE course	6
MHL153	Rock Music and Culture	3
MTC105	Music Theory I	3
MTC106	Aural Perception I	1
MTC155	Music Theory II	3
MTC156	Aural Perception II	1
MTC192	Electronic Music II	3
MUC110	Music Business: Recording and Mass Media	3
MUP+++	Any Class Piano	2
MUP+++	Any Music: Private Instruction	1-2
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting	4
TCM214	Television Workshop	3
TCM241xx	Any additional module	4
TCM280	Advanced Portfolio Non-Linear Editing	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Sound Design.

NURSING SCIENCE

NUR

Health Sciences Division Office SB 132 (480) 423-6225

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

The MCCD Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, (212) 363-5555, ext. 153.

Also see page 146 for additional information regarding the Health Care Integrated Education Systems and information pertaining to credit by examination and the skills demonstration assessment.

Waiver of Licensure/Certification Guarantee: Admission or graduation from the MCCD Nursing Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college 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 convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111).

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

Health Requirements for all certificates and degrees in MCCD Nursing Program:

1. Immunizations
 - ☒ Annual negative TB skin test or documentation of TB disease-free status;
 - ☒ MMR (measles, mumps, rubella) documentation of two MMR vaccinations in lifetime, or proof of immunity;
 - ☒ Varicella (chickenpox) proof of positive immunity, or two vaccinations; and
 - ☒ Hepatitis B vaccine series. If beginning series, the first injection must begin before enrollment and the series completed within six months.
2. Health declaration form signed by licensed health care provider.
3. Negative urine drug screen.
4. CPR card for Health Care Provider.

Admission Requirements for all certificates and degrees in MCCD Nursing Program: High school diploma or GED, official college transcripts, Nursing Program Application; signed waiver form, CPR Health Care Provider card, and completed and signed Health Declaration Form.

CERTIFICATE OF COMPLETION IN

NURSE ASSISTING: 8 credits

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

REQUIRED COURSES: 8 credits

HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behavior in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication & Teamwork in Health Care Organizations (0.5) and	
HCC130AE	Legal and Ethical Issues in Health Care (0.5) and	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
NUR156	Nurse Assisting	2
NUR157	Nurse Assisting Lab	2

Grade of 'C' or better required for all courses in the Certificate of Completion in Nurse Assisting.

CERTIFICATE OF COMPLETION IN

PRACTICAL NURSING: 49.5-62.5 credits

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

PROGRAM PREREQUISITES: 25-38 credits

These requirements are effective for Fall 2001 and Spring 2002 ONLY.

Transcript evidence of a 2.0 (C) or better and Pass in P/Z graded courses in each of the following prerequisite courses unless otherwise indicated:

HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behavior in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) and	
HCC130AE	Legal and Ethical Issues in Health Care (0.5) and	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
NUR156	Nurse Assisting (2) and	
NUR157	Nurse Assisting Lab (2) or	
	Current CNA or ICAN Placement	0-4
BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	3-5
CHM130	Fundamental Chemistry (3) and	
CHM130LL	Fundamental Chemistry Lab (1) or	
	One year of high school chemistry	4
CRE101	Critical and Evaluative Reading I or	
	exempt by assessment	0-4
ENG101	First-Year Composition	3
MAT120/121/122	Intermediate Algebra or higher-level math course (3-5) or	
	<i>Transcript evidence of a 3.0 (B) or better in MAT102</i>	
	<i>completed before August 2001 (3)</i>	3-5

Transition Courses: (Recommended as Prerequisites)

BIO205	Microbiology	4
PSY101	Introduction to Psychology	3

Transition Courses: (Recommended as Corequisites)

FON241	Principles of Human Nutrition	3
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REQUIRED COURSES: 24.5 credits

HCR240	Human Pathophysiology (4) or	
HCR240AA	Human Pathophysiology I (2) and	
HCR240AB	Human Pathophysiology II (2)	4
NUR161	Nursing Process and Critical Thinking I	3
NUR163	Health Assessment and Health Promotion I	1

NUR167	Pharmacology and Medication Administration I	1
NUR169	Nursing Science I	3
NUR181	Nursing Process and Critical Thinking II	3
NUR185	Developing the Nurse's Role Seminar I	1
NUR187	Pharmacology and Medication Administration II	1.5
NUR189	Nursing Science II	4

Grade of 'C' or better required for all courses in the Certificate of Completion in Practical Nursing.

AAS IN NURSING: 74.5-87.5 credits

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, chronic and community-based health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

PROGRAM PREREQUISITES: 25-38 credits

These requirements are effective for Fall 2001 and Spring 2002 ONLY.

Transcript evidence of a 2.0 (C) or better and Pass in P/Z graded courses in each of the following prerequisite courses unless otherwise indicated:

HCC130	Fundamentals in Health Care Delivery (3) or	
HCC130AA	Health Care Today (0.5) and	
HCC130AB	Workplace Behavior in Health Care (0.5) and	
HCC130AC	Personal Wellness and Safety (0.5) and	
HCC130AD	Communication & Teamwork in Health Care Organizations (0.5) and	
HCC130AE	Legal and Ethical Issues in Health Care (0.5) and	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
BIO201	Human Anatomy and Physiology I	4
NUR156	Nurse Assisting (2) and	
NUR157	Nurse Assisting Lab (2) or	
	Current CNA or ICAN Placement	0-4
BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	3-5
CHM130	Fundamental Chemistry (3) and	
CHM130LL	Fundamental Chemistry Lab (1) or	
	One year of high school chemistry	4
CRE101	Critical and Evaluative Reading I or	
	Exempt by assessment	0-4
ENG101	First-Year Composition	3
MAT120/121/122	Intermediate Algebra or higher-level math course (3-5) or	
	<i>Transcript evidence of a 3.0 (B) or better in MAT102</i>	
	<i>completed before August 2001 (3)</i>	3-5

Transition Courses: (Recommended as Prerequisites)

BIO205	Microbiology	4
PSY101	Introduction to Psychology	3

Transition Courses: (Recommended as Corequisites)

FON241	Principles of Human Nutrition	3
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REQUIRED COURSES: 44.5 credits

HCR240	Human Pathophysiology (4) or	
HCR240AA	Human Pathophysiology I (2) and	
HCR240AB	Human Pathophysiology II (2)	4
NUR161	Nursing Process and Critical Thinking I	3
NUR163	Health Assessment and Health Promotion I	1
NUR167	Pharmacology and Medication Administration I	1
NUR169	Nursing Science I	3
NUR181	Nursing Process and Critical Thinking II	3
NUR185	Developing the Nurse's Role Seminar I	1
NUR187	Pharmacology and Medication Administration II	1.5
NUR189	Nursing Science II	4
NUR261	Nursing Process and Critical Thinking III	3
NUR263	Health Assessment and Health Promotion II	1
NUR267	Pharmacology and Medication Administration III	1
NUR269	Nursing Science III	5
NUR281	Nursing Process and Critical Thinking IV	3
NUR285	Developing the Nurse's Role II	1
NUR289	Nursing Science IV	6

GENERAL STUDIES (G.S.) REQUIREMENTS: 5 credits

CORE: 3 credits

First-Year Composition

Met by ENG101 in Program Prerequisites Area	0
ENG102 First-Year Composition	3

Oral Communication

Waived	0
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Critical Reading

Met by CRE101 in Program Prerequisites Area	0
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Mathematics

Met by MAT requirements in Program Prerequisites Area	0
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DISTRIBUTION: 2 credits

Humanities and Fine Arts

Any approved G. S. course in the Humanities and Fine Arts Area	2
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Natural Sciences

Met by BIO201 and BIO202 in Program Prerequisites Area	0
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Social and Behavioral Sciences

Met by PSY101 in Program Prerequisites Area	0
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Grade of 'C' or better is required for all courses in the AAS in Nursing.

UNIVERSITY TRANSFER STUDENTS

Students who are planning to earn the Bachelor of Science in Nursing degree may obtain their prerequisite courses at SCC. The following courses are suggested for meeting requirements for admission to a baccalaureate nursing program. Prospective students should check the catalog of the school to which they plan to transfer.

CAUTION: Frequent communication with a university advisor is the best safeguard when selecting first- and second-year courses. Requirements may change from year to year.

SUGGESTED COURSES:

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BIO205	Microbiology	4
CHM130	Fundamental Chemistry (3) and	
CHM130LL	Fundamental Chemistry Lab (1)	4
CHM230	Fundamental Organic Chemistry (3) and	
CHM230LL	Fundamental Organic Chemistry Lab (1)	4
ENG101	First-Year Composition or	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First-Year Composition or	
ENG108	First-Year Composition for ESL (3)	3
FON241	Principles of Human Nutrition	3
Humanities/Fine Arts Elective (See Advisor)		3
MAT150	College Algebra Concepts (5) or	
MAT151	College Algebra/Functions (4) or	
MAT152	College Algebra (3)	3-5
PSY101	Introduction to Psychology	3
PSY240	Developmental Psychology	3

OFFICE AUTOMATION SYSTEMS

OAS

Business Division Office	AP 246	(480) 423-6253
Program Director, Pat Serrano	CM 416	(480) 423-6264

The two-year AAS in Office Automation Systems is designed to prepare students for positions as administrative assistants and executive secretaries. The Certificate of Completion in Office Automation Systems is composed of two semesters of course work, emphasizing microcomputer operations using a variety of applications, and learning to function as a professional in the office of today.

The Certificate of Completion in Office Fundamentals is one semester in length, and designed to prepare students to perform satisfactory word processing applications and functions as an entry-level employee in a professional office.

Students who have completed courses in the skill areas prior to enrollment in the program may begin at a more advanced level and may substitute business electives after consulting with an advisor in the Office Automation Systems area.

A Certificate of Completion in Word Processing is also offered. See page 35 for the specific requirements.

CERTIFICATE OF COMPLETION IN

OFFICE FUNDAMENTALS: 15 credits

REQUIRED COURSES: 15 credits

BPC110	Computer Usage and Applications	3
BPC135	Any Word Processing module (OAS135)	2
CIS133AA	The Internet: Level I	1
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Office Fundamentals.

CERTIFICATE OF COMPLETION IN

OFFICE AUTOMATION SYSTEMS: 31 credits

REQUIRED COURSES: 31 credits

ACC111	Accounting Principles I	3
BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS114	Any Spreadsheet module	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
GBS151	Introduction to Business	3
GBS175	Professional Development	3
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
OAS296WC	Cooperative Education	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Office Automation Systems.

AAS IN OFFICE AUTOMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I	3
ACC115	Computerized Accounting	2
BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS114	Any Spreadsheet module	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
GBS151	Introduction to Business	3
GBS175	Professional Development	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
OAS296WC	Cooperative Education	3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM110	Interpersonal Communication	3
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Critical Reading

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

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

Humanities and Fine Arts

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

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

Any approved G. S. course in the Social/Behavioral Sciences Area	3
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Grade of 'C' or better required for all courses in the AAS in Office Automation Systems.

RETAIL FASHION

Business Division Office AP 246 (480) 423-6253

Formerly known as Retail Marketing and Management, this program has undergone significant modification starting with the 2001-2002 academic year (see **page 10 “Business”**). Students from previous catalogs may elect to follow the new curriculum; however, they will also be allowed to complete their existing degree.

CERTIFICATE OF COMPLETION IN RETAIL FASHION: 30 credits

Beginning with the 2001-2002 academic year, students can earn a Certificate of Completion in Retail Fashion. Please see **page 10, “Business”** for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Beginning with the 2001-2002 academic year, students can earn an AAS degree in business with a specialization in Retail Fashion. Please see **page 10, “Business”** for detailed information on the required coursework.

SPEECH-LANGUAGE PATHOLOGY SLP

Language/Communication Division Office LC 305 (480) 423-6459
Program Director, Kathleen Moore LC 305 (480) 423-6462

The Speech-Language Pathology Program is designed to train students to work as speech pathology assistants under the supervision of a certified speech language pathologist. The coursework and practicum trains students to work with individuals with communication disorders, ages birth to 22. The certificate program's focus is preparing students to work in the public schools with a special emphasis on working with bilingual individuals with communication disorders. All credits earned in the Certificate program can be applied to the AAS degree. Scholarships are available for the 2001-2002 and 2002-2003 academic years for the certificate program through the *Traineeship Appointment for Bilingual Speech-Language Pathology Assistants*. Interested individuals should contact Kathleen Moore.

CERTIFICATE OF COMPLETION IN SPEECH-LANGUAGE PATHOLOGY: 25 credits

PROGRAM PREREQUISITES: 3 credits

CRE101 Critical and Evaluative Reading or
equivalent by assessment 3

REQUIRED COURSES: 25 credits

ENG101 First-Year Composition 3
MAT102 Mathematical Concepts/Applications 3
SLP104 Speech, Language, Hearing Development 3
SLP210 Speech and Hearing Anatomy and Physiology 2
SLP212 Language Disorders and Rehabilitation 3
SLP214 Speech Disorders and Rehabilitation 3
SLP216 Aural Rehabilitation 3
SLP230 Modifying Communicative Behaviors 2
SLP235AA Speech-Language Pathology Practicum 1
SLP235AB Speech-Language Pathology Practicum 2
SLP235AC Speech-Language Pathology Practicum 3

Grade of ‘C’ or better required for all courses in the Certificate of Completion in Speech-Language Pathology.

AAS IN SPEECH-LANGUAGE PATHOLOGY: 64-66 credits

PROGRAM PREREQUISITES: 3 credits

CRE101 Critical and Evaluative Reading or
equivalent by assessment 3

REQUIRED COURSES: 25 credits

ENG101 First-Year Composition 3
SLP104 Speech, Language, Hearing Development 3
SLP205 Introduction to Communication Disorders 3
SLP210 Speech and Hearing Anatomy and Physiology 2
SLP212 Language Disorders and Rehabilitation 3
SLP214 Speech Disorders and Rehabilitation 3
SLP216 Aural Rehabilitation 3
SLP230 Modifying Communicative Behaviors 2
SLP235AA Speech-Language Pathology Practicum (1) **and**
SLP235AB Speech-Language Pathology Practicum (2) **or**
SLP235AC Speech-Language Pathology Practicum (3) 3

RESTRICTED ELECTIVES: 13 credits

BIO201 Human Anatomy and Physiology I 4
COM263 Elements of Intercultural Communication 3
ENG213 Introduction to the Study of Language 3
PHY111 General Physics I 4
PSY230 Introduction to Statistics 3
PSY240 Developmental Psychology 3
SLP298xx Special Projects 1-3
SOC101 Introduction to Sociology 3
SOC210 The Child in Society 3

Any foreign language sequence (i.e., SPA101 and SPA102 or

SPA101AA and SPA102AA) 6-8

FREE ELECTIVES: 7 credits

GENERAL STUDIES (G.S.) REQUIREMENTS: 19-21 credits

CORE: 9-11 credits

First-Year Composition

Met by ENG101 in Program Required Courses Area 0
ENG102 First-Year Composition 3

Oral Communication

COM100 Introduction to Human Communication (3) **or**
COM100AA(1), COM100AB(1) and COM100AC(1) 3

Critical Reading

Met by CRE101 in Program Prerequisites Area 0

Mathematics

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

DISTRIBUTION: 10 credits

Humanities and Fine Arts

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

Natural Sciences

BIO100 Biology Concepts (4) **or**
BIO156 Human Biology for Allied Health (4) 4

Social and Behavioral Sciences

PSY101 Introduction to Psychology (3) 3

Grade of ‘C’ or better required for all courses in the AAS in Speech-Language Pathology.

TEACHER CERTIFICATION PREPARATION EDU

Social/Behavioral Sciences Division Office ... SB 130 (480) 423-6206

The Social/Behavioral Sciences Division is scheduled to implement a Teacher Certification Program beginning Spring 2002. 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 new program, contact the Social/Behavioral Sciences Division at (480) 423-6206.

THEATRE ARTS

Performance Arts Office PA 133A (480) 423-6356
 Fine Arts Division Office MB 139 (480) 423-6328

The Theatre Arts curriculum includes study in the following areas: acting, dramatic literature, makeup, play production, theatre history, theatre technology and voice production. Students who enroll in this curriculum do so for both cultural and vocational purposes. Several plays are staged during the year utilizing both traditional and experimental forms. Auditions for these plays are open.

Suggested theatre courses include:

THE111	Introduction to Theatre	3
THE118	Playwriting	3
THE205	Introduction to Cinema (HUM105)	3
THE220	Modern Drama	3
THP112	Acting I	3
THP115	Theatre Make-up	3
THP120AA	Audition Techniques: Prepared Monologue	1
THP120AB	Audition Techniques: Cold Readings	1
THP201AA	Theatre Production I	3
THP210	Acting: TV/Film	3
THP211AA	Creative Drama: Improvisation	1
THP211AB	Creative Drama: Storytelling/Puppets	1
THP212	Acting II	3
THP213	Introduction to Technical Theatre	3
THP214	Directing: Theatre Techniques	3
THP216	Beginning Stage Lighting	3
THP241	Performance of Literature (COM241)	3
THP243	InterpreterOs Theatre (COM243)	3
THP271	Voice and Diction (COM271)	3
THP281	Production and Acting I	3
THP282	Production and Acting II	3

TRIBAL DEVELOPMENT

American Indian Program Office SB 118 (480) 423-6221
 Program Director, Manuel S. Pino SB 118 (480) 423-6221

The college, in recognition of its special relationship to the Indian community, offers an innovative program in Tribal Development. The program seeks to prepare individuals to assume positions of management and leadership within tribal communities.

The Associate in Applied Science requirements include courses unique to tribal management in addition to courses which provide a broad preparation in management and supervision. A Certificate of Completion in Tribal Development is also offered.

Tribal Development course descriptions are listed under the various prefixes throughout the catalog.

CERTIFICATE OF COMPLETION IN TRIBAL DEVELOPMENT: 28 credits

REQUIRED COURSES: 28 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing (MGT113)	3
AIS141	Sovereign Indian Nations (SOC141)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I (MGT201)	1
AIS202	Tribal Management Seminar II (MGT202)	1
CPD103BE	Personal Development for Native Americans	2
CRE101*	Critical and Evaluative Reading I	3
ENG101	First-Year Composition	3
GBS131	Business Calculations	3

*If the student obtains equivalency by assessment for CRE101, then the student will be required to take COM225 (Public Speaking) (3) to satisfy the 28-credit hour certificate requirement.

Grade of 'C' or better required for all courses in the Certificate of Completion in Tribal Development.

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AAS IN TRIBAL DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 31 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing (MGT113)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I (MGT201)	1
AIS202	Tribal Management Seminar II (MGT202)	1
CPD103BE	Personal Development for Native Americans	2
GBS131	Business Calculations	3
GBS151	Introduction to Business (3) or	
PAD103	Introduction to Public Administration (3)	3
MGT101	Techniques of Supervision (3) or	
MGT175	Business Organization and Management (3)	3
MGT276	Personnel/Human Resource Management	3
MGT296WC	Cooperative Education	3

RESTRICTED ELECTIVES: 8 credits

ACC111	Accounting Principles I (3) or	
ACC230	Uses of Accounting Information I (3)	3
AIS203	Fundamentals/Econ. Development/Indian Tribes (MGT203)	3
CIS105	Survey of Computer Information Systems	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
MGT296	Cooperative Education module (WB or WC)	2-3

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

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

COM225	Public Speaking	3
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Critical Reading

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

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

Humanities and Fine Arts

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

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

AIS141	Sovereign Indian Nations (SOC141)	3
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Grade of 'C' or better required for all courses in the AAS in Tribal Development.

WORD PROCESSING

Business Division Office AP 246 (480) 423-6253
 Program Director, Pat Serrano CM 416 (480) 423-6264

The Word Processing Program seeks to prepare individuals to assume productive positions in the field of word processing. Note: BPC course descriptions begin on page 48; CIS course descriptions begin on page 53; OAS course descriptions begin on page 96.

ALSO SEE: Office Automation Systems (OAS) and Office Fundamentals Programs, page 33.

CERTIFICATE OF COMPLETION IN WORD PROCESSING: 18 credits

REQUIRED COURSES: 18 credits

BPC/CIS121AB	MS-DOS Operating System (1) or	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC110	Computer Usage and Applications	3
BPC/OAS135	Any Word Processing module	2
BPC/OAS235	Any Advanced Word Processing module	2
CIS133AA	The Internet: Level I	1
OAS101	Computer Typing I: Keyboarding and Formatting	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3

Grade of 'C' or better required for all courses in the Certificate of Completion in Word Processing.

COURSE PREFIX LIST

Course
Descriptions

Course
Prefixes

ACC	Accounting	37	HIT	Health Information Technology	76
ADA	Advertising Arts	43	HRM	Hospitality & Tourism: Golf Management	78
AES	Aerospace Studies	40	HRM	Hospitality & Tourism: Hotel Management	78
AET	Aeronautics	40	HRM	Hospitality & Tourism: Restaurant Management	78
AGS	Agricultural Science	40	HUM	Humanities	79
AIS	American Indian Studies	41	IBS	International Business	81
AJS	Administration of Justice Studies	37	INT	Interior Design	80
ARH	Art Humanities	46	ITA	Italian Language	82
ART	Art: Computer	43	ITD	Infant/Toddler Development	79
ART	Art: Photographic	44	JPN	Japanese Language	82
ART	Art: Visual	44	JRN	Journalism	83
ASB	Cultural Anthropology	42	LAT	Latin Language	83
ASM	Physical Anthropology	42	LBS	Library Science	83
AST	Astronomy	46	MAE	Media Arts and Entertainment	88
BIO	Biology	46	MAT	Mathematics	85
BLT	Building Safety Technology	47	MCO	Mass Communications	85
BPC	Business – Personal Computers	48	MGT	Management	84
CAT	Complementary/Alternative Therapies	53	MHL	Music: History and Literature	92
CET	Civil Engineering Technology	52	MIS	Military Science	90
CHM	Chemistry	51	MKT	Marketing	85
CIS	Computer Information Systems	53	MST	Microsoft Networking Technology	89
CNT	Cisco Networking Technology	52	MTC	Music: Theory and Composition	92
COM	Communication Arts	52	MUC	Music: Commercial and Business	93
CPD	Counseling and Personal Development	58	MUE	Music: Education	93
CRE	Critical Reading	60	MUP	Music: Performance/Private Instruction	93
CSC	Computer Science	57	MYO	Mayo Radiography	87
CUL	Culinary Art	60	NCE	Nursing: Continuing Education	94
DAH	Dance Humanities	62	NUR	Nursing Science	94
DAN	Dance	61	OAS	Office Automation Systems	96
DFT	Architectural Technology (CAD)	42	PED	Physical Education	97
ECE	Engineering Science	66	PHI	Philosophy	97
ECH	Early Childhood Development	62	PHY	Physics	98
ECN	Economics	64	PIM	Pima Language	98
EDU	Education	64	POR	Portuguese Language	99
EMT	Emergency Medical Technology	65	POS	Political Science	98
ENG	English	66	PSY	Psychology	99
ENH	English Humanities	69	RDG	Reading	69, 100
EQS	Equine Science	70	REA	Real Estate	100
ESL	English As A Second Language	67	REC	Recreation	101
EUT	Electric Utility Technology	64	REL	Religious Studies	101
FON	Food and Nutrition	73	RUS	Russian Language	101
FRE	French Language	73	SBU	Society and Business	48
FSC	Fire Science Technology	71	SLG	American Sign Language	41
GBS	General Business	48	SLP	Speech-Language Pathology	103
GCU	Cultural Geography	74	SOC	Sociology	102
GER	German Language	75	SPA	Spanish Language	103
GLG	Geology	74	SWU	Social Work	102
GPH	Physical Geography	74	TCM	Motion Picture/Television Production	90
GTC	General Technology	73	TEC	Textiles and Clothing	104
HCC	Health Core Curriculum	75	THE	Theatre Arts	104
HCR	Health Care Related	75	THP	Theatre Performance and Production	105
HEB	Hebrew Language	77	WAC	Writing Across the Curriculum	106
HES	Health Science	76	WED	Wellness Education	106
HIS	History	77	WST	Women's Studies	106

ACCOUNTING ACC

Business Division Office AP 246 (480) 423-6253

ACC105 3 credits 3 periods

Payroll, Sales and Property Taxes

Tax reporting for payroll, sales and personal property. Prerequisites: None.

ACC110 3 credits 3 periods

Understanding and Using Accounting Systems (*Fastrack*)

Develops basic comprehension of the balance sheet, income statement and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll, receivables, payables, inventory, cash and credit card receipts. Prerequisites: None.

ACC111 3 credits 3 periods

Accounting Principles I

Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 3 credits 3 periods

Accounting Principles II

Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of 'C' or better or permission of department/division.

ACC115 2 credits 3 periods

Computerized Accounting

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107 or higher-level accounting course or permission of instructor. (**Note:** requires understanding of debits/credits.) (*Offered as an open-entry course.*)

ACC211 3 credits 3 periods

Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None. (*Offered only during the summer term.*)

ACC212 3 credits 3 periods

Managerial Accounting

Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of 'C' or better in (ACC111 and ACC112) or ACC211 and (CIS105 or permission of department/division).

ACC221 3 credits 3 periods

Tax Accounting

Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of department/division. (*Offered only during the Fall semester.*)

ACC230 3 credits 3 periods

Uses of Accounting Information I

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of 'C' or better in ACC111 or ACC211 or a grade of 'C' or better in (ENG101 and MAT151 and CRE101) or equivalent or satisfactory score on District placement exam.

ACC240 3 credits 3 periods

Uses of Accounting Information II

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

ADMINISTRATION OF JUSTICE STUDIES AJS

Applied Sciences Division Office .. AP 237B..... (480) 423-6599

AJS101 3 credits 3 periods

Introduction to Criminal Justice

An examination of the organization and jurisdiction of local, state and federal law enforcement, judicial and corrections systems; their history and philosophy; career opportunities and qualifying requirements, terminology and constitutional limitations of the system. Required in AJS curriculum. Prerequisites: None.

AJS107 3 credits 3 periods

Patrol Procedures

Specialized areas of the patrol function including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires and domestic disputes. Partially fulfills Arizona POST Board requirements for Proficiency Skills Academy attendance. 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.

AJS110 3 credits 3 periods

Law and Legal Review I

In-depth study of the Arizona laws governing arrest by peace officers, as well as an intensive study of the Arizona substantive criminal law code (ARS Title 13). Focuses on specific sections of ARS Title 4 and ARS Title 8, as they apply to peace officers in Arizona. Partially fulfills the Arizona POST Board requirements for Proficiency Skills Academy attendance. Prerequisites: None.

AJS111 3 credits 3 periods

Law and Legal Review II

Study of Arizona laws governing search and seizure, rules of evidence, juvenile laws and procedures and constitutional law pertaining to law enforcement officers. Course partially fulfills the Arizona POST Board requirement for Proficiency Skills Academy attendance. Prerequisites: None.

AJS112 3 credits 3 periods

Wellness for Law Enforcement Officers

The value of physical fitness in law enforcement and the basic elements of strength training, aerobic conditioning, flexibility, nutrition and back injury prevention. Prerequisites: AJS101, AJS109, AJS212, AJS230, AJS260, AJS270 and AJS275.

AJS119 3 credits 3 periods

Computer Applications in Justice Studies

Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None.

AJS123 3 credits 3 periods
Ethics and the Administration of Justice
 Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

AJS125 3 credits 3 periods
Criminal Justice Community Resources
 Probation, parole, community correctional centers (halfway houses), release programs and alternatives to incarceration. Emphasis on programs with consideration of personnel and fiscal management laws governing the operation of community service and treatment models and the services available to offenders who are not incarcerated. Prerequisites: None.

AJS131 3 credits 3 periods
Police Management Techniques I
 Planned for police officers aspiring to supervisory work. Police supervisory techniques for planning, organization, coordination, reporting, budgeting and handling related personnel problems. Prerequisites: None.

AJS132 3 credits 3 periods
Police Management Techniques II
 Continuation of AJS131. Management of police personnel including selections procedures, disciplinary practices, public relations, elements of supervision, service ratings, recruiting and probation and related personnel problems. Prerequisites: AJS131 or instructor's approval.

AJS145 3 credits 3 periods
Criminal Justice System Experiences
 Examines the purpose, organization, operation and employment opportunities of various criminal justice agencies including police departments, crime labs, morgues, courts, juvenile detention facilities, jails, prisons, parole boards and halfway houses. Includes tours of a variety of criminal justice facilities. Prerequisites: None.

AJS152 2 credits 2 periods
First Aid
 Methods for providing emergency medical care to victims of accidents or illness and related safeguards. Includes legal and civil issues, basic functions and major organs of the human body, injury management, resuscitation, movement and extrication of victims. Prerequisites: None.

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.)*

AJS158AB 1 credit 1 period
Concealed Weapons Recertification
 Legal provisions, safety precautions and restrictions covering the use of firearms and the firing of sidearms. Prerequisites: AJS151 or AJS155.

AJS198 0.5 credit 0.5 period
Special Topics in Administration of Justice
 Explores special topics related to the administration of justice. Focuses on examination and investigation of existing and innovative problem solving techniques within the criminal justice system. Prerequisites: None.

AJS200 3 credits 3 periods
Current Issues in Criminal Justice
 Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

AJS201 3 credits 3 periods
Rules of Evidence
 A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the 'hearsay' rule and its exceptions; the use of documentary evidence, written memoranda, photographs and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

AJS205 3 credits 3 periods
Criminal Justice Report Writing
 Characteristics of reports and field notes and the importance and uses of each. Form, style and procedures for writing various reports, including elements of composition, required substance, proper and improper conclusions and descriptions of persons and property. Prerequisites: None.

AJS206 3 credits 3 periods
Comparative Study of Criminal Justice
 A comparative study of international criminal justice systems. Reviews crime on the world scene and explores historical and cultural impact of justice systems on their societies. Prerequisites: None.

AJS208 3 credits 3 periods
Traffic Control
 Intensive study of Arizona substantive traffic law (ARS Title 28), traffic collision investigation techniques, impaired driver investigation, and enforcement procedures including the traffic citation process. Partially fulfills the Arizona POST Board requirements for Proficiency Skills Academy attendance. Prerequisites: None.

AJS209 3 credits 3 periods
Criminal Jurisdiction on Federal Land and Indian Reservations
 Jurisdiction of local and state law enforcement authorities over crimes committed on federal military reservations, National Parks, National Forests, Indian Reservations, federal buildings and other federal enclaves. Deals with the administration of justice on Indian Reservations, including the courts and police; jurisdictional problems and the various criminal justice agencies of the tribes, state and federal government. Prerequisites: None.

AJS210 3 credits 3 periods
Constitutional Law
 An examination of the U. S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. Prerequisites: None.

AJS211 3 credits 3 periods
Police Planning
 An analysis of the process of planning and a descriptive study of logical and systematic approaches to strategic, short-range, operational, organizational and tactical planning within a law enforcement organization. Prerequisites: None.

AJS212 3 credits 3 periods
Juvenile Justice Procedures
 Examines the history and development of juvenile justice theories, procedures and institutions. Prerequisites: None.

AJS213 3 credits 3 periods
Evidence Technology/Fingerprints
 Fingerprint identification, interpretation and classification. The fundamentals of fingerprinting and the problems in developing latent prints, preservation of evidence and the chain of evidence. Prerequisites: None.

AJS214	3 credits	3 periods	AJS258	3 credits	3 periods
Evidence Technology/Photography			Victimology and Crisis Management		
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.			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.		
AJS215	3 credits	3 periods	AJS259	3 credits	3 periods
Criminalistics: Physical Evidence			Psychology of Sexual Variation and Sexual Deviance		
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection and preservation of evidence. Discussion topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.			Considers various categories of sexually deviant behavior; their probable causes and society's attitude toward them. Prerequisites: PSY101, with a grade of 'C' or better, or permission of instructor.		
AJS216	3 credits	3 periods	AJS260	3 credits	3 periods
Criminalistics: Biological Evidence			Procedural Criminal Law		
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.			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.		
AJS217	3 credits	3 periods	AJS269AA/AB/AC	1-3 credits	5-15 periods
Court Procedures			Internship		
Study of procedures practiced by courts of general and original jurisdiction. Extensive use of mock and moot trial methods used to prepare students in legal research, case preparation and presentation and adversary hearings. Prerequisites: AJS260 or AJS290BN or permission of instructor.			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.		
AJS219	3 credits	3 periods	AJS270	3 credits	3 periods
Crime Scene Technology: Physical Evidence			Community Relations		
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.			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.		
AJS220	3 credits	3 periods	AJS275	3 credits	3 periods
Organized Crime			Criminal Investigation I		
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.			Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing and basic investigative techniques. Prerequisites: None.		
AJS225	3 credits	3 periods	AJS280	3 credits	3 periods
Criminology			Crime Laboratory		
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.			Practical experience in use of forensic laboratory equipment and chemical processes. Focuses on the technology and methodology of crime scene investigation. Students ride along with a professional crime scene investigator, view testimony by an expert witness and participate in a mock trial. Prerequisites: AJS213, AJS214, AJS216 and AJS219 or permission of instructor.		
AJS230	3 credits	3 periods	AJS282AA/AB/AC	1-3 credits	1-3 periods
The Police Function			Volunteerism for Administration of Justice: A Service Learning Experience		
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.			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.		
AJS240	3 credits	3 periods	AJS288AA	1 credit	1 period
The Correction Function			Community Policing		
Examines the history and development of correctional theories and institutions. Prerequisites: None.			Methods for incorporating community-oriented policing into the police environment. Prerequisites: None.		
AJS249	3 credits	3 periods			
Community Policing					
Examines the history, philosophy, implementation, administration, application, benefits and future of community policing. Prerequisites: None.					

AJS288AB 1 credit 1 period
Cultural Awareness for Police Supervisors
 Explores the complex issues of multiculturalism and the police in the United States, and the possible effects into the next century. Addresses the historical perspectives of the formation of the Anglo-Saxon Northern European culture along with the formation and structure of the 'police culture.' Aspects and responsibilities of leadership and supervision in a multicultural world. Understanding complex cultural communication and the challenge of community-based policing. Prerequisites: None.

AJS288AC 1 credit 1 period
Ethics and Professionalism
 Ethics defined; principles of ethics; professional demeanor and police integrity in law enforcement. Prerequisites: Certified police officer or permission of department.

AJS290AH 0.5 credit 0.5 period
Use of Force
 Examines issues related to the use of force by and against police officers. Explores police use of force decision-making options. Reviews recent changes in Arizona law relative to police officers. Prerequisites: Permission of Department.

AJS290BC 1 credit 1 period
Police Supervision
 Skills needed to be an effective frontline supervisor, including personnel relations, communication techniques and administrative policies and procedures. Prerequisites: None.

AJS290BN 1 credit 1 period
Courtroom Testimony Seminar
 Courtroom demeanor and protocol. Role and primary functions of witness and legal counsel. Prerequisites: None.

AJS290BS 1 credit 1 period
Stress in Law Enforcement
 Major stress that affect a police officer; effects of stress and methods for reducing stress. Prerequisites: None.

AJS290BW 1 credit 1 period
Communication in Criminal Justice
 Study of barriers to effective communication in the field of criminal justice. Development of effective intradepartmental and interdepartmental communication as well as communication with the community and within the courtroom. Prerequisites: None.

ADVERTISING ARTS

See **ART/ADVERTISING ART (ART/ADA)**, page 43.

AERONAUTICS **AET**

Applied Sciences Division Office .. AP 237B (480) 423-6599

AET101 5 credits 5 periods
Private Pilot Ground School, FAR Part 61
 Federal Aviation Regulation (FAR) Part 61 ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, airplane systems, airports, airspace, communications, federal aviation regulations, weather, navigation, airplane performance, flight planning and flight physiology. Prerequisites: None.

AET201 3 credits 3 periods
Instrument Ground School, FAR Part 61
 Federal Aviation Regulation (FAR) Part 61 ground school in preparation for the Federal Aviation Administration (FAA) instrument

rating written examination. Includes instrument, navigation and engine indication systems; airspace; Federal Aviation Regulations applicable to instrument flight; weather, air traffic control procedures; and charts and approach plates. Flight planning, operations and physiology. Prerequisites: FAA Private Pilot Certificate or permission of instructor.

AEROSPACE STUDIES **AES**

Applied Sciences Division Office .. AP 237B (480) 423-6599

Through an arrangement with Arizona State University at Tempe, Arizona, students at Scottsdale Community College can take freshman and sophomore year classes in ROTC. Students register for the classes at Scottsdale Community College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Air Force) Aerospace Studies. For further information, contact Air Force ROTC or (480) 965-3181.

AES101 2 credits 1 period
The Air Force Today I
 Introduction to the U. S. Air Force and Air Force Reserve Officer Training Corps. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: None.

AES103 2 credits 1 period
The Air Force Today II
 Continuation of AES101. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: AES101 or ASU Department of Aerospace Studies approval.

AES201 2 credits 1 period
Evolution of USAF Air and Space Power I
 A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC candidate. Featured topics include: Air Force heritage, Air Force leaders, Quality Air Force and introduction to ethics and values, introduction to leadership, group leadership problems and continuing application of communication skills. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. Prerequisites: AES103 or ASU Department of Aerospace Studies approval.

AES203 2 credits 1 period
Evolution of USAF Air and Space Power II
 Continuation of AES201 course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC candidate. Featured topics include: Air Force heritage, Air Force leaders, Quality Air Force, an introduction to ethics and values, introduction to leadership, group leadership problems and continuing application of communication skills. Leadership laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with their first opportunity for applied leadership experiences discussed in class. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

AGRICULTURAL SCIENCE **AGS**

Mathematics/Sciences Division PS 153 (480) 423-6111

ALSO SEE: Biology (BIO), page 46.

AGS187 3 credits 3 periods
Indoor Foliage Plants
 Environmental and nutritional requirements for foliage plants used for interior decoration. Includes identification, nomenclature and uses. Prerequisites: None.

AMERICAN INDIAN STUDIES AIS

American Indian Studies Office SB 118 (480) 423-6221
AIS Course Coordinator, Manuel F. Pino

American Indian Studies at Scottsdale Community College is an interdisciplinary opportunity to develop a wider scope of understanding of America's indigenous peoples, their traditions, struggles, and aspirations for sovereignty and self-determination. Coursework offers students an opportunity to fulfill general studies core requirements and a series of classes concentrating on the sovereign status of American Indians. These courses also relate to social relations, traditions, and culture of American Indians. Units of analysis include the historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions, treaty rights, environmental issues, public policy, economic development, and contemporary social problems.

AIS101 3 credits 3 periods

Survey of Native American Issues

Introduction to critical issues related to Native Americans. Examines political, economic and social issues. Focuses on contemporary issues and factors influencing American Indian communities. Prerequisites: None.

AIS105 3 credits 3 periods

Introduction to American Indian Studies

Introduction to political, economic and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact and the influence of western social systems on tribal nations. Prerequisites: None.

AIS112 3 credits 3 periods

American Indian Policy (SOC112)

Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

AIS113 3 credits 3 periods

Proposal Writing (MGT113)

Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue. Prerequisites: None.

AIS140 3 credits 3 periods

American Indian History (HIS140)

Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

AIS141 3 credits 3 periods

Sovereign Indian Nations (SOC141)

Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues and contemporary social problems. Prerequisites: None.

AIS160 3 credits 3 periods

American Indian Law (SOC160)

Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

AIS201 1 credit 1 period

Tribal Management Seminar I (MGT201)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: None.

AIS202 1 credit 1 period

Tribal Management Seminar II (MGT202)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: MGT201 or permission of instructor.

AIS203 3 credits 3 periods

Fundamentals of Economic Development for Indian Tribes (MGT203)

Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants. Prerequisites: ACC230 or permission of instructor.

AMERICAN SIGN LANGUAGE SLG

Language/Communication Division ..LC 305 (480) 423-6459

SLG101 4 credits 4 periods

American Sign Language I

Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a corequisite but not required.

SLG102 4 credits 4 periods

American Sign Language II

Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of 'C' or better, or permission of department/division. SLG110 suggested as a corequisite but not required.

SLG201 4 credits 4 periods

American Sign Language III

Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102, with a grade of 'C' or better, or permission of department/division. Suggested but not required: (ENG101 or ENG107) and (CRE101 or CRE111 or exemption by score on the reading placement test [ASSET]).

SLG202 4 credits 4 periods

American Sign Language IV

Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG103, SLG110 and SLG201, with a grade of 'C' or better, or permission of department/division. Suggested but not required: ENG101, SLG120, SLG200 and CRE101 or CRE111 or exemption by score on the reading placement test (ASSET).

ANTHROPOLOGY ASB and ASM

Social/Behavioral Sciences Division ... SB 130 (480) 423-6206

ASB102 3 credits 3 periods

Introduction to Cultural and Social Anthropology

Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB202 3 credits 3 periods

Ethnic Relations in the United States

Basic concepts and processes, including historic overview, of inter-ethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. Prerequisites: None.

ASB230 3 credits 3 periods

Principles of Archaeology

Introduction to archaeological methods and theory. Prerequisites: None.

ASB231 4 credits 8 periods

Introduction to Archaeological Field Methods

Excavation of an archaeological site; recording and interpreting data collected during the field experience. Overview of the cultures concerned; contemporary issues in archaeology. Prerequisites: None.

ASB245 3 credits 3 periods

Indians of the Southwest

Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. Prerequisites: None.

ASM101 3 credits 3 periods

Human Origins and the Development of Culture

Physical anthropology/archaeology. Human evolution and cultural change. Primates. Fossil hominids and their tools. Human variation and heredity. Environment and human biology. Prehistoric culture and society. Prerequisites: None.

ARCHITECTURAL TECHNOLOGY DFT

(Computer-Aided Drafting)

Applied Sciences Division Office .. AP 237B (480) 423-6599

DFT105 3 credits 6 periods

Computer-Aided Drafting I

Industrial use of Computer-Aided Drafting (CAD) equipment (hardware and software) in the areas of mechanical, electronic and construction drawings. Prerequisites: None.

DFT121 3 credits 6 periods

Introduction to Architectural Drafting

Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting instruments. Includes lettering, line

weights, dimensioning, multi-view projection, floor plans, elevations, construction details and portfolio development. Prerequisites: None.

DFT126 3 credits 3 periods

Building Trades Blueprint Reading

Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

DFT150 3 credits 6 periods

Architectural CAD I: Floor Plans and Elevations

CAD-based instruction directed to the creation of fully annotated plan and elevation views including dimensions, notes and symbols. Development of professional quality floor plans, exterior and interior elevations working from given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 recommended.

DFT151 3 credits 6 periods

Architectural CAD II: Site Plans and Sections

CAD-based instruction directed to the creation of fully annotated site plans and sectional views. Development of professional quality site plans, wall sections and building sections working from residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 recommended.

DFT200 3 credits 6 periods

Architectural CAD III: Structural Systems

CAD-based instruction for layout and completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 recommended.

DFT201 3 credits 6 periods

Architectural CAD IV: Mechanical and Electrical Systems

CAD-based instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 recommended.

DFT221 3 credits 6 periods

Architectural Rendering: Pen and Ink, Technical Techniques

Two- and three-dimensional drawing with shades/shadows, landscape, hardscape, finishes, human figures and architectural entourage in pencil and ink media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT222 3 credits 6 periods

Architectural Rendering: Color, Freehand Techniques

Emphasis on color rendering of two- and three-dimensional drawings using a variety of color media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT225 3 credits 6 periods

Architectural CAD V: Construction Details

Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: DFT151 and GTC124 or department permission.

DFT254AA 3 credits 6 periods

Computer Aided Drafting II: AutoCAD

Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use. Prerequisites: DFT105AA or DFT252AA, or equivalent, or departmental approval.

ART/ADVERTISING ART ART/ADA

Art Department Office AB 112 (480) 423-6344
Fine Arts Division Office MB 139 (480) 423-6238

The Art Department offers a full range of courses designed to meet the needs of students who wish to pursue the transfer-oriented Associate in Arts degree or the more general Associate in General Studies degree. Students who plan to transfer to a four-year college or university are urged to become familiar with the specific requirements of the transfer institution. For those who pursue the Associate in General Studies degree, recommended areas of emphasis are computer graphics, drawing, graphic design, painting, photography, sculpture and watercolor. Departmental faculty members are available for assistance with course selection and guidance.

Most art courses require out-of-pocket expenses of \$25 to \$150.

ADA Advertising Arts

ADA105 3 credits 4 periods

Typography and Lettering

Instruction in hand-lettering, including lettering for posters, show-cards and TV visuals. Study of typography including popular styles of type, classes of type, type-sizing, color-contrast in type and use of type with hand-lettering. Operation of typeset machinery. Prerequisites: None.

ADA109 3 credits 4 periods

Cartooning Methods

Production of cartoon drawing suitable for reproduction and submission to publishers. Introduction to greeting card design, editorial cartooning, comic strips and other uses of cartoons. Prerequisites: None.

ART Computer Arts

ART100 1 credit 2 periods

Introduction to Computer Graphic Art

Conceptualization, visualization and production of art using the computer. Prerequisites: None.

ART169 3 credits 6 periods

Two-Dimensional Computer Design

Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

ART170 3 credits 6 periods

Three-Dimensional Computer Design

Artistic manipulation of computer images. Emphasis on color and three-dimensional design in production of these images. Existing software used to generate three-dimensional art. Prerequisites: ART100, ART169 or permission of instructor.

ART175 3 credits 6 periods

Electronic Publishing Design I

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

Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART179AB 2 credits 4 periods

Electronic Presentation Design Part II

Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials. Prerequisites: ART179AA or permission of instructor.

ART183 3 credits 6 periods

Computer Aided Graphic Arts I

Graphic design use in microcomputer, black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. Prerequisites or Corequisites: ART100 or permission of instructor. (ART183 not offered every semester.)

ART184 3 credits 6 periods

Computer Animation

The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100 or ART111 or ART116 or permission of instructor.

ART190 3 credits 6 periods

Art of Web Site Design

Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Discussion of color, proportion and design emphasis. Producing Web sites using HyperText Markup Language (HTML), digital text and graphics to produce artistic form and content for the Web. Prerequisites: ART180AB or ART180AC or ART180AE or permission of instructor. (ART190 not offered every semester.)

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.

ART283 3 credits 6 periods

Computer-Aided Graphic Arts II

Advanced skill development of graphic design through use of micro-computer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183 or ART183 or permission of instructor.

ART285 3 credits 6 periods
Multipresentation Graphics
 Computer aided design and development of a company identity program; development of a videotape demonstrating market impact; preparation of a portfolio of completed art and graphics. Prerequisites: ART100, ART169 or permission of instructor.

ART289 3 credits 6 periods
Computer Illustration
 Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices. Prerequisites or Corequisites: ART100 or permission of instructor. (*ART289 offered Spring semester only.*)

ART291 3 credits 6 periods
Digital Prepress
 Introduction to multiple elements of digital prepress concepts and techniques using the microcomputer. Basic foundation in the use of trapping and stripping software for the desktop. Use of electronic page layout techniques including color separations, registration, spot colors, impositions, signatures, and output production devices. Emphasis on prepress concepts. Prerequisites: ART100 or permission of instructor.

ART Photographic Arts

The photography curriculum is designed for students who desire to specialize in photography, either in a two-year preprofessional program or in a college transfer program. Students interested in a college transfer program are urged to consult the catalog of the college to which they will transfer.

NOTE: Photography courses require additional out-of-pocket expenses of \$100 to \$150.

ART130 2 credits 2 periods
35MM Slide Techniques
 Fundamentals of 35MM slide photography. Includes camera operations, exposure techniques, color slide materials and theory of color photography. Prerequisites: None.

ART131 3 credits 6 periods
Photography I
 Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132 3 credits 6 periods
Photography II
 Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART133 3 credits 6 periods
Photography III
 Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor. ART111 and ART116 recommended but not required.

ART134 3 credits 6 periods
Photography IV
 Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: ART133 or permission of instructor.

ART138 3 credits 6 periods
Commercial Photography I
 Basic techniques of lighting, camera work and reproduction of commercial photography. Cooperation with commercial art community. Prerequisites: None.

ART139 3 credits 6 periods
Commercial Photography II
 Continuation of ART138. Advanced techniques with portfolio organization and presentation. Prerequisites: ART138.

ART140 2 credits 4 periods
Portrait Photography
 Insight into the profession of portrait photography. Application of the principles of design and fine art in lighting, composition and posing. Prerequisites: ART131 or permission of instructor.

ART234 3 credits 6 periods
Color Photography I
 Basic principles of color theory, camera and darkroom techniques, using positive materials. Prerequisites: ART131 or permission of instructor.

ART Visual Arts

ART110 1 credit 2 periods
Experimental Chinese Painting
 Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works. Prerequisites: None.

ART111 3 credits 6 periods
Drawing I
 Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 credits 3 periods
Two-Dimensional Design
 Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 credits 6 periods
Color
 Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

ART115 3 credits 6 periods
Three-Dimensional Design
 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 Drawing and Composition II Emphasis on composition and exploration of drawing media. Prerequisites: ART111.	3 credits	6 periods	ART216 Life Drawing III Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.	3 credits	6 periods
ART151 Sculpture I Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.	3 credits	6 periods	ART217 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.	3 credits	6 periods
ART152 Sculpture II Continuation of ART151 with emphasis on control of sculptural media. Prerequisites: ART151.	3 credits	6 periods	ART222 Drawing and Composition IV Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.	3 credits	6 periods
ART165 Watercolor Painting I Transparent and Gouache watercolor painting. Prerequisites: ART111 and ART112 or permission of instructor.	3 credits	6 periods	ART251 Sculpture III Continuation of ART152 with particular attention to individual problems and techniques. Prerequisites: ART152.	3 credits	6 periods
ART166 Watercolor Painting II Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.	3 credits	6 periods	ART252 Sculpture IV Advanced sculpture problems and professional practices. Prerequisites: ART251.	3 credits	6 periods
ART167 Painting I Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: ART111 and ART112 or permission of instructor.	3 credits	6 periods	ART255 Art Marketing Career goals, presentation of artist and art work (portfolio, resumé, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping and communication skills. Prerequisites: None. (<i>ART255 not offered every semester.</i>)	3 credits	3 periods
ART168 Painting II Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.	3 credits	6 periods	ART265 Watercolor Painting III Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.	3 credits	6 periods
ART171 Jewelry I Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering and lost wax technique. Prerequisites: None.	3 credits	6 periods	ART266 Watercolor Painting IV Advanced problems directed toward more personal expression. Prerequisites: ART265.	3 credits	6 periods
ART172 Jewelry II Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.	3 credits	6 periods	ART267 Painting III Development of materials and techniques of painting. Individual problem solving. Prerequisites: ART168 or permission of instructor.	3 credits	6 periods
ART181 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.	3 credits	6 periods	ART268 Painting IV Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of instructor.	3 credits	6 periods
ART182 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.	3 credits	6 periods	ART281 Graphic Design III Advanced course in designing with letter forms and type styles. Projects in creative use of lettering and type such as book covers, pamphlets, point of purchase, logo design and letterform used as shape for advertisement. Prerequisites: ART182 or permission of instructor.	3 credits	6 periods
ART211 Drawing and Composition III Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.	3 credits	6 periods			

ART282 3 credits 6 periods
Graphic Design IV
 Continuation of skill development reached in ART181, ART182 and ART281 with emphasis on new product development and advertising; creating design program for industry or major event; and preparing professional portfolio. Prerequisites: ART281 or permission of instructor.

ART290 3 credits 6 periods
Studio Art
 Studio course for art majors allowing continuation in a subject field. Prerequisites: All 100- and 200-level courses in subject matter area or permission of instructor.

ART295AA-JC 1-3 credits 2-6 periods
Art Workshop/Seminar
 Advanced-level workshop/seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate-level courses in specific field or permission of department/division chair.

ART HUMANITIES ARH

Art Department Office AB 112 (480) 423-6344
 Fine Arts Division Office MB 139 (480) 423-6328

ARH100 3 credits 3 periods
Introduction to Art
 Understanding and enjoyment of art through study of painting, sculpture, architecture and design. Prerequisites: None.

ARH101 3 credits 3 periods
Prehistoric Through Gothic Art
 History of art from prehistoric through medieval period. Prerequisites: None. (*ARH101 offered Fall semester only.*)

ARH102 3 credits 3 periods
Renaissance Through Contemporary Art
 History of art from Renaissance through contemporary period. Prerequisites: None. (*ARH102 offered Spring semester only.*)

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.

ASTRONOMY AST

Mathematics/Sciences Division PS 153 (480) 423-6111

The astronomy courses satisfy the natural sciences requirement for the Associate in Arts degree and most four-year curricula. AST111 and AST112 fulfill ASU's natural sciences requirement (SG, SQ) when they are taken with AST113 and AST114, respectively.

AST101 3 credits 3 periods
Survey of Astronomy
 Survey of astronomy for the nontechnical student. The history, content and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies and cosmology. Prerequisites: None.

AST102 1 credit 3 periods
Survey of Astronomy Laboratory
 Astronomical observations and exercises designed to familiarize students with the sky, telescopes and methods used in astronomy. Prerequisites: None. May accompany AST101.

NOTE: AST111 and AST112 are each a first course in astronomy. Either course can be taken alone or both can be taken in either order.

AST111 3 credits 3 periods
Introduction to Astronomy I
 Introduction to astronomy for the nonscience major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

AST112 3 credits 3 periods
Introduction to Astronomy II
 Introduction to astronomy for the nonscience major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent. (*AST112 offered Spring semester only.*)

AST113 1 credit 3 periods
Astronomy I Laboratory
 Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114 1 credit 3 periods
Astronomy II Laboratory
 Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112. (*AST114 offered Spring semester only.*)

BIOLOGY BIO

Mathematics/Sciences Division PS 153 (480) 423-6111

ALSO SEE: Agricultural Science (AGS), page 40, and Pre-Professional Programs, page 99.

The biology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as marine biology, wildlife biology, biological research, biology teacher or other professional biological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including one or two years of biology, a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor to select courses that should be taken to strengthen their science and mathematics background before pursuing the biology curriculum. Recommended courses to be taken in sequence are BIO181 and BIO182. Supporting courses include CHM151, CHM152 or CHM154, CHM230 or (CHM235 and CHM236), PHY111, PHY112, MAT151, MAT182 and MAT212. Consultation with the catalog of the college to which you plan to transfer may recommend a more rigorous math sequence as follows: MAT151, MAT182, MAT221, MAT231 and MAT241. In addition to the general education courses required for the Associate in Arts degree, BIO109, BIO205, BIO241 and BIO280 are suggested electives. Since there is some variation in specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly. Students that take BIO181 and BIO182 should plan to take both of these courses at SCC to ensure that no course information is missing. Students registering for any of the following courses should be aware that many of these courses require field trip activities at students' expense.

BIO100 4 credits 6 periods
Biology Concepts
 A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of

matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None.

BIO105 4 credits 6 periods
Environmental Biology
 Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO108 4 credits 6 periods
Plants and Society
 The study of plants in relation to humans as a source of food, fiber, drugs and other products; for aesthetic value, survival and energy. Prerequisites: None. Field trips may be required at students' expense.

BIO109 3 credits 3 periods
Natural History of the Southwest
 Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior and ecology. Field trips may be required at students' expense. Prerequisites: None.

BIO110 1 credit 3 periods
Laboratory for Natural History of the Southwest
 Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Weekend field trips required at students' expense. Prerequisites or Corequisites: BIO109 or permission of instructor.

BIO149 1-4 credits 7-28 days
Field Biology
 Field expeditions designed to study natural history of selected geographical locations. Field observations of behavior, distribution and adaptations of organisms within natural communities emphasized. May be repeated for up to four hours elective credit. Prerequisites: None.

BIO156 4 credits 6 periods
Human Biology for Allied Health
 An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology and genetics. Prerequisites: None. One year high school chemistry or one semester of college-level chemistry recommended.

BIO181 4 credits 6 periods
General Biology (Majors) I
 Principles of structure and function of living things at molecular, cellular and organismic levels of organization. Field trips may be required at students' expense. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry is strongly recommended.

BIO182 4 credits 6 periods
General Biology (Majors) II
 Additional principles of structure and function of living things at molecular, cellular and organismic and higher levels of organization. Field trips may be required at students' expense. Prerequisites: BIO181 or permission of instructor.

BIO183 4 credits 6 periods
Marine Biology
 A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO201 4 credits 6 periods
Human Anatomy and Physiology I
 Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system

and nervous system. Prerequisites: BIO156 or BIO181 or equivalent or permission of instructor.

BIO202 4 credits 6 periods
Human Anatomy and Physiology II
 Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems; and fluid and electrolyte balance. Prerequisites: BIO201 or permission of instructor.

BIO205 4 credits 6 periods
Microbiology
 Study of microorganisms and their relationship to health, ecology and related fields. Prerequisites: BIO156 or BIO181 or equivalent or permission of instructor. NOTE: One semester of college-level chemistry recommended.

BIO241 4 credits 6 periods
Human Genetics
 An introduction to the basic concepts of human heredity and cytogenetics including Mendelian, molecular and population genetics. Prerequisites: BIO100 or BIO181 or equivalent or permission of instructor.

BIO254 4 credits 6 periods
Entomology
 Form, activities and classification of insects. Prerequisites: One semester of college-level biology or equivalent or permission of instructor.

BIO280 3 credits 3 periods
Animal Behavior
 A study of the genetics, physiology, ecology and evolutionary history of animal behavior. Prerequisites: BIO100 or BIO105 or BIO181 or equivalent or permission of instructor.

BUILDING SAFETY TECHNOLOGY — BLT
 Applied Sciences Division Office .. AP 237B..... (480) 423-6599

ALSO SEE: Civil Engineering Technology (CET), page 52, and General Technology (GTC), page 73.

BLT120 3 credits 3 periods
Techniques of Building Inspection
 Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction. Prerequisites: None.

BLT121 3 credits 3 periods
Electrical Codes
 Principles of safe electrical installations and proper inspection procedures. Topics include conduit installation, transformer service, raceways, control circuits, grounding and bonding; hazardous occupancies and the National Electrical Code. Prerequisites: None.

BLT124 3 credits 3 periods
Designing for the Americans with Disabilities Act (ADA)
 In-depth analysis of federal standards described in the Americans with Disabilities Act (ADA). Reviews the state of Arizona's enforcement document (AzDAAG). Focuses on helping designers, architects and building officials create barrier-free buildings and facilities. Prerequisites: None.

BLT127 3 credits 3 periods
Plumbing Codes
 Code requirements and construction practices. Topics include underground and above-ground plumbing, venting and finish plumbing. Prerequisites: None.

BLT128 3 credits 3 periods
Mechanical Codes
 Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation and controls. Prerequisites: None.

BLT129 3 credits 3 periods
Materials of Construction
 Fundamental characteristics of modern construction materials and the effective use of these materials in construction. Prerequisites: None.

BLT140 3 credits 3 periods
Environmentally Responsible Building
 An overview of environmentally responsible building and a historical survey of building methodologies. Introduces design concepts and strategies related to the mitigation of environmental impacts. Examines building processes, environmental issues and the interdependent nature of our built environment. Topics include human impacts, climate and geography, sustainability, renewable energies, water use and energy, resource efficiency, building materials, indoor air quality and waste reduction. Prerequisites: None.

BLT263 3 credits 3 periods
Building Codes
 Designed specifically to acquaint students with safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry and concrete, fire resistance of building construction, fire resistant materials and ratings and occupancy requirements. Prerequisites: None.

BUSINESS (Fastrack)

Business Division Office AP 246 (480) 423-6253

For course descriptions in the Business (Fastrack) Program, see:
 ACC110 - page 37;
 GBS120 and 200 - below;
 IBS201 - page 82;
 MGT109, 126, 127, 179 and 206 - pages 84;
 MKT210 - page 85.

BUSINESS GBS and SBU

Business Division Office AP 246 (480) 423-6253

GBS Business

GBS120 3 credits 3 periods
Workplace Communication Skills (Fastrack)
 Reviews planning, organization, development and evaluation of written and oral communication in business settings, including informative and persuasive messages. Prerequisites: None.

GBS131 3 credits 3 periods
Business Calculations
 Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount and markups. Prerequisites: None.

GBS151 3 credits 3 periods
Introduction to Business
 Characteristics and activities of current, local, national and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS200 3 credits 3 periods
Understanding the Business Environment (Fastrack)
 Provides an overview of the major external factors and issues affecting the contemporary business environment. Prerequisites: None.

GBS205 3 credits 3 periods
Legal, Ethical, and Regulatory Issues in Business
 Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220 3 credits 3 periods
Quantitative Methods in Business
 Business applications of quantitative optimization methods in operations management decisions. Prerequisites: Grade of 'C' or better in MAT150, MAT151 or MAT152 or equivalent or satisfactory score on district placement exam. NOTE: Course can be substituted for Finite Math, MAT172, (for business majors only).

GBS221 3 credits 3 periods
Business Statistics
 Business applications of descriptive and inferential statistics, measurement of relationships and statistical process management. Prerequisites: Grade of 'C' or better in GBS220 or MAT172.

GBS233 3 credits 3 periods
Business Communication
 Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107, with grade of 'C' or better, or permission of department/division.

GBS261 3 credits 3 periods
Investments I
 Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.

SBU Society and Business

SBU200 3 credits 3 periods
Society and Business
 The study of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of business responses. Prerequisites: None.

BUSINESS-PERSONAL COMPUTERS BPC

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Cisco Network Technology (CNT), page 52;
 Computer Information Systems (CIS), page 53;
 Microsoft Networking Technology (MST), page 89;
 Office Automation Systems (OAS), page 96.

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 as an open-entry course.)*

BPC101AA 1 credit 2 periods
Introduction to Microcomputers I: IBM
 Microcomputer software applications for the IBM personal computer, including electronic spreadsheet and word processing, keyboarding review and a desktop environment. Prerequisites: None. *(Offered in both open-entry and lecture format.)*

BPC101BA 1 credit 1 period
Introduction to Microcomputers II: IBM
 Microcomputer software applications for the IBM personal computer, including database management, computer graphics, electronic spreadsheet and word processing and operating system commands. Prerequisites: BPC101AA. *(Offered in both open-entry and lecture format.)*

BPC101AB	1 credit	2 periods	BPC104BD	0.5 credit	0.5 period
Introduction to Microcomputers I: Macintosh			Using Excel: Level II		
Microcomputer software applications for the Macintosh personal computer, including electronic spreadsheet and word processing, keyboarding review and a desktop environment. Prerequisites: None. <i>(Offered in both open-entry and lecture format.)</i>			Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs. Prerequisites: BPC104AD or permission of instructor.		
BPC101BB	1 credit	1 period	BPC104CD	0.5 credit	0.5 period
Introduction to Microcomputers II: Macintosh			Using Excel: Level III		
Microcomputer software applications for the Macintosh personal computer, including database management, computer graphics, electronic spreadsheet, word processing and operating system commands. Prerequisites: BPC101AB. <i>(Offered in both open-entry and lecture format.)</i>			Use of Excel to produce worksheets utilizing macros for template development and automation of repetitious tasks, and worksheet methods for the storage and management of data. Prerequisites: BPC104BD or permission of instructor.		
BPC102AA	0.5 credit	0.5 period	BPC106AH	0.5 credit	0.5 period
Using MS-DOS: Level I			MS Outlook: Level I		
Introduction to the basic commands and functions of the MS-DOS personal computer operating system. Prerequisites: None.			Messaging and word processing functions of a Microsoft Outlook electronic work state. Prerequisites: None.		
BPC102AD	0.5 credit	0.5 period	BPC106BH	0.5 credit	0.5 period
Using Windows: Level I			MS Outlook: Level II		
Basic commands and methods associated with the Windows operating system. Prerequisites: None.			Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of instructor.		
BPC103AD	0.5 credit	0.5 period	BPC107AH	0.5 credit	0.5 period
Using WordPerfect: Level I			Using ACCESS: Level I		
Use of WordPerfect to create, manipulate and print documents on a microcomputer. Prerequisites: None.			Use of ACCESS to create, edit and selectively report data. Prerequisites: None.		
BPC103BD	0.5 credit	0.5 period	BPC107BH	0.5 credit	0.5 period
Using WordPerfect: Level II			Using ACCESS: Level II		
Advanced concepts and skill development using WordPerfect to format, layout and design quality documents. Prerequisites: BPC102AD and BPC103AD or permission of department.			Use of ACCESS commands to manipulate data files, generate data entry screens, generate complex reports with multiple level totals, transport data between a computer database program and other programs. Creation and use of command files. Prerequisites: BPC107AH or permission of instructor.		
BPC103CD	0.5 credit	0.5 period	BPC110	3 credits	4 periods
Using WordPerfect: Level III			Computer Usage and Applications		
Concentrated emphasis on concepts and skill development using word processing software to produce professional quality documents utilizing efficiency tools of WordPerfect including macros, merge processing and table formatting. Prerequisites: BPC103BD or permission of department.			Exploration of computer operations and uses. Specific applications to business-personal computers. Prerequisites: None. NOTE: Includes extensive hands-on exercises with current industry-standard word processing, spread sheet and database software packages.		
BPC103AK	0.5 credit	0.5 period	BPC111AA	1 credit	1.7 periods
Using Word: Level I			Computer Keyboarding I (OAS111AA)		
Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.			Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. <i>(Offered as an open-entry course.)</i>		
BPC103BK	0.5 credit	0.5 period	BPC111AB	1 credit	1.7 periods
Using Word: Level II			Computer Keyboarding II (OAS111AB)		
Advanced concepts and skill development using Word to format, layout and design quality documents. Prerequisites: BPC102AD and BPC103AK or permission of department.			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. <i>(Offered as an open-entry course.)</i>		
BPC103CK	0.5 credit	0.5 period	BPC114AE	1 credit	2 periods
Using Word: Level III			Excel: Level I (CIS114AE)		
Concentrated emphasis on concepts and skill development using word processing software to produce professional quality documents utilizing efficiency tools of Word including macros, merge processing and table formatting. Prerequisites: BPC103BK or permission of department.			Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None. <i>(Offered as an open-entry course.)</i>		
BPC104AD	0.5 credit	0.5 period			
Using Excel: Level I					
Use of Excel to create, edit, save and print worksheets. Prerequisites: None.					

BPC114BE 1 credit 2 periods
Excel: Level II (CIS114BE)
 Additional Excel spreadsheet techniques, including macro programming, database searching, extraction and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor. *(Offered as an open-entry course.)*

BPC115AA 1 credit 2 periods
Personal Finance Software: Quicken - Level I
 Introduction to the basic features of Quicken, a computerized personal finance software program. Prerequisites: None.

BPC117AM 1 credit 2 periods
Database Management: Microsoft Access - Level I (CIS117AM)
 Introduction to the basic elements of a current version of the Microsoft Access database management program for casual and beginning users. Prerequisites: None. *(Offered as an open-entry course.)*

BPC117BM 1 credit 2 periods
Database Management: Microsoft Access - Level II (CIS117BM)
 Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.

BPC118AB 1 credit 2 periods
PowerPoint: Level I (CIS118AB)
 Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None. *(Offered in both open-entry and lecture format.)*

BPC118BB 1 credit 2 periods
PowerPoint: Level II (CIS118BB)
 Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

BPC121AB 1 credit 2 periods
MS-DOS Operating System (CIS121AB)
 The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories and editor. Prerequisites: None.

BPC121AE 1 credit 2 periods
Windows Operating System: Level I (CIS121AE)
 Specific topics include booting and shutting down the computer, navigating the desktop, start button features, task bar status and receiving online help/support. Exploring and managing folders and files, running programs and learning about Wordpad and Paint application programs. Prerequisites: None. *(Offered as an open-entry course.)*

BPC125 1 credit 1 period
Microcomputer Set Up and Maintenance
 How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.) Trouble shoot (identify and repair or have repaired) microcomputer problems. Prerequisites: CIS105 or BPC/CIS121AB or BPC/CIS121AC or BPC/CIS121AE or BPC/CIS121AF or BPC110 or permission of instructor.

BPC128 1 credit 2 periods
Introduction to Desktop Publishing
 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.

BPC133AA 1 credit 2 periods
The Internet/World Wide Web: Level I
 Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication tools. Prerequisites: None. *(Offered as an open-entry course.)*

BPC133BA 1 credit 1 period
The Internet/World Wide Web: Level II
 Exploration of additional Internet/WWW resources. Hands-on experience with a variety of resource discovery and information retrieval tools. Prerequisites: BPC/CIS133AA. *(Offered as an open-entry course.)*

BPC135DK 2 credits 2 periods
Word Processing: Word (OAS135DK)
 Using Word word processing software to create and name files, edit text, format and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor. *(Offered in both open-entry and lecture format.)*

BPC138AA 3 credits 4 periods
Windows Desktop Design and Publishing
 Use of Windows based microcomputers and appropriate commercial software package to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements and printing alternatives. Prerequisites: CIS105 or BPC110 or permission of instructor. *(Offered as an open-entry course.)*

BPC138AB 3 credits 4 periods
Macintosh Desktop Design and Publishing
 Use of Macintosh based microcomputers and appropriate commercial software package to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements and printing alternatives. Prerequisites: CIS105 or BPC110 or permission of instructor. *(Offered in both open-entry and lecture format.)*

BPC170 3 credits 4 periods
Microcomputer Maintenance I: A + Prep
 Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 and BPC121AB or permission of instructor.

BPC171 1 credit 2 periods
Recycling Used Computer Technology
 Use of hardware maintenance knowledge and skills to refurbish used computers. May be repeated for a total of three (3) credits. Prerequisites: BPC170 or permission of instructor.

BPC210 3 credits 4 periods
Advanced Computer Usage and Applications
 Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC110 or permission of instructor.

BPC235DK 2 credits 2 periods
Advanced Word Processing: Word (OAS235DK)
 Using Word word processing software to create and name files, edit text, format and print a variety of documents. Prerequisites: BPC/OAS135DK or permission of instructor. *(Offered as an open-entry course.)*

BPC238AB 3 credits 4 periods
Macintosh Advanced Desktop Publication
 Advanced use of Macintosh microcomputers and commercial software

packages to compose and print textual and graphic materials of high quality. Includes review of fundamental desktop techniques and concepts, alternative treatment of copy, use of complex graphics programs, typographical manipulation, color separating, exploration of alternative layout programs, preparation of larger-scale and unusual publications and additional printing alternatives. Prerequisites: BPC138AB or permission of instructor. (*Offered as an open-entry course.*)

BPC270 3 credits 4 periods

Microcomputer Maintenance II

Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. Prerequisites: BPC170, with grade of 'C' or better, or permission of instructor.

CHEMISTRY **CHM**

Mathematics/Sciences Division PS 153 (480) 423-6111

The chemistry curriculum recommended for students who plan to become majors in chemistry, biology, pre-medical, pre-dental or pre-pharmacy is CHM151, 154, 235 and 236. Students with insufficient chemistry background should enroll in CHM130. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM151, CHM152

CHM107 3 credits 3 periods

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Sciences requirement. Prerequisites: None.

CHM107LL 1 credit 3 periods

Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

CHM130 3 credits 3 periods

Fundamental Chemistry

Elements of general chemistry for all students. Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others. Serves to prepare the student for CHM151 or CHM230. Prerequisites: Grade of 'C' or better in CHM090 or MAT091 or MAT092 or MAT102 or satisfactory score on math placement exam.

CHM130LL 1 credit 3 periods

Fundamental Chemistry Laboratory

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM151 3 credits 3 periods

General Chemistry I

A detailed study of the principles of chemistry. Designed for science majors and students in preprofessional curricula. Completion of CHM151LL is required to meet the Natural Sciences requirement. Prerequisites: CHM130 and CHM130LL or one year of high school chemistry, with a grade of 'C' or better, and completion of Intermediate Algebra or equivalent.

CHM151LL 1 credit 3 periods

General Chemistry I Laboratory

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM151.

CHM152 3 credits 3 periods

General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry and other selected topics. Prepares students for all sophomore chemistry courses. Completion of CHM151LL is required to meet the Natural Sciences requirement. Prerequisites: CHM151 and CHM151LL.

CHM152LL 1 credit 3 periods

General Chemistry II Laboratory

Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152 or equivalent.

CHM154 3 credits 3 periods

General Chemistry II with Qualitative Analysis

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Completion of CHM154LL is required to meet the Natural Sciences requirement. Prerequisites: CHM151 and CHM151LL.

CHM154LL 2 credits 6 periods

General Chemistry II with Qualitative Laboratory

Laboratory experience in support of CHM154. Includes qualitative analysis. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM154.

CHM220 3 credits 3 periods

Analytical Chemistry

Principles and methods of chemical analysis. Prerequisites: CHM152 and CHM152LL or CHM154 and CHM154LL. (*CHM220 offered Fall semester only.*)

CHM220LL 2 credits 6 periods

Analytical Chemistry Lab

Laboratory experience in support of CHM220. Prerequisites: CHM152LL or CHM154LL or equivalent. Prerequisites or Corequisites: CHM220. (*CHM220LL offered Fall semester only.*)

CHM230 3 credits 3 periods

Fundamental Organic Chemistry

Chemistry of representative groups of organic compounds, emphasizing biological applications. Course content designed to meet the needs of students in agriculture, home economics, nursing, pre-physician assistant, and physical education among others. Prerequisites: (CHM130 and CHM130LL) or (CHM151 and CHM151LL).

CHM230LL 1 credit 4 periods

Fundamental Organic Chemistry Laboratory

Laboratory experience in support of CHM230. Prerequisites: CHM130LL or CHM151LL or equivalent. Prerequisites or Corequisites: CHM230.

CHM235 3 credits 3 periods

General Organic Chemistry I

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL or CHM154 and CHM154LL.

CHM235LL 1 credit 4 periods

General Organic Chemistry I Laboratory

Laboratory experience in support of CHM235. Prerequisites: CHM152LL or CHM154LL or equivalent. Prerequisites or Corequisites: CHM235.

CHM236 3 credits 3 periods

General Organic Chemistry IIA

Study of chemistry of carbon-containing compounds continued. Structural

determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL.

CHM236LL 1 credit 4 periods

General Organic Chemistry IIA Laboratory

Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CISCO NETWORK TECHNOLOGY CNT

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 48;
Computer Information Systems (CIS), page 53;
Microsoft Networking Technology (MST), page 89;
Office Automation Systems (OAS), page 96.

CNT140 4 credits 6 periods

Cisco Networking Fundamentals

Emphasis on the OSI model and industry standards. Includes network topologies, IP addressing, subnet masks, basic network design and cable installation. Preparation for Cisco certification examination. Prerequisites: None.

CNT150 3 credits 6 periods

Cisco Networking Router Technologies

Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CNT160 3 credits 4 periods

Cisco Advanced Routing and Switching

Development of knowledge and skills to configure advanced routing protocols, Local Areas Networks (LANs) and LAN switching. Design and management of advanced networks. Preparation for Cisco certification examination. Prerequisites: CNT 150 or permission of instructor. Corequisites: CNT170.

CNT170 3 credits 4 periods

Cisco Project-Based Learning

Development of knowledge and skills to design and configure advanced wide area network (WAN) projects using Cisco IOS command set. Preparation for Cisco certification examination. Prerequisites: CNT150 or permission of instructor. Corequisites: CNT160.

CNT200 4 credits 5 periods

Cisco Networking Advance Routing Configuration

Development of knowledge and skills to manage Internet Protocol (IP) traffic and access, Design Wide Area Networks (WANs), explain scalable internetworks and Quality of Service (QoS), Configure advanced routing protocols and advanced IP addressing. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites or Corequisites: CNT170 or CCNA industry certification or permission of instructor.

CIVIL ENGINEERING TECHNOLOGY CET

Applied Sciences Division Office .. AP 237B (480) 423-6599

ALSO SEE: Building Safety Technology (BLT), page 47, and
General Technology (GTC), page 73.

CET104 3 credits 3 periods

Community Planning and Development

Provides a comprehensive overview of the urban planning and development process. Introduces planning theories, methodologies and strategies with practical applications from local and other urban communities. Topics include municipal planning, land use and zoning, circulation, water and waste water management, storm drainage and public utility services. Examines the economic

development process, environmental and legal issues and focuses on the interdependent nature of development. Prerequisites: None.

COMMUNICATION ARTS COM

Communication Arts Dept. Office PA 133A (480) 423-6076
Fine Arts Division Office MB 139 (480) 423-6328

Speech communication classes include both theory and practice in a variety of communication situations (group, interpersonal, public) and settings (cultural, organizational, performance). Many college programs require specific communication courses. To assure they meet the unique communication requirements of their major, students should check with an advisor before selecting a communication course.

COM100 3 credits 3 periods

Introduction to Human Communication

Theory and practice of communication skills in public, small group and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM102 1 credit 1 period

Group Discussion in the Workplace

Concept of a decision-making group; role requirements in group discussion; characteristics and responsibilities of small-group leaders; tools for problem solving in a group; presenting proposals to management. Prerequisites: None.

COM110 3 credits 3 periods

Interpersonal Communication

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM120 3 credits 3 periods

American English Speech Production

Analysis of American speech production problems due to accents produced by another language, correction of misarticulated American speech sounds, critical listening to sound production, understanding American English speech patterns, practicing American idioms and expressions and preparing and delivering group and individual speech presentations. Prerequisites: None.

COM125 3 credits 3 periods

Presentational Speaking

Techniques for developing oral presentations which include visual media. Principles of verbal message development and related visual design stressed. Techniques of managing the presentational environment including question and answer periods and the operation of common equipment. Prerequisites: None.

COM207 3 credits 3 periods

Introduction to Communication Inquiry

Bases of inquiry into human communication, including introduction to notions of theory, philosophy, problems and approaches to the study of communication. Required for communication major status at ASU. Prerequisites: ENG101 or ENG107 or equivalent and COM100 or equivalent or permission of instructor.

COM225 3 credits 3 periods

Public Speaking

Designed to improve one's self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student's ability to present his/her ideas in an organized, time-constrained format. To improve critical thinking skills and enhance student's ability to express himself or herself objectively, subjectively and creatively. Prerequisites: ENG101 or ENG107 or equivalent.

COM230 3 credits 3 periods
Small Group Communication
 Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making and information sharing. Prerequisites: ENG101 or ENG107 or equivalent.

COM241 3 credits 3 periods
Performance of Literature (THP241)
 The study, analysis and preparation of prose, poetry and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

COM250 3 credits 3 periods
Introduction to Organizational Communication
 Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: COM207. **(COM250 not offered every semester.)**

COM251 3 credits 3 periods
Interviewing
 Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive and employee-related situations. Prerequisites: None.

COM259 3 credits 3 periods
Communication in Business and Professions
 Interpersonal, group and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM260 3 credits 3 periods
Communication of Sex and Sexual Identity
 Communication of personal, interpersonal and cultural messages about sexuality. Prerequisites: COM100 and permission of instructor. **Course Note: Students must be 18 years or older.**

COM263 3 credits 3 periods
Elements of Intercultural Communication
 Basic concepts, principles and skills for improving oral communication between persons from different minority, racial, ethnic and cultural backgrounds. Prerequisites: None.

COM271 3 credits 3 periods
Voice and Diction (THP271)
 Exercises and techniques to free the voice and improve projection, resonance and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM281 3 credits 3 periods
Communication Activities
 Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations to service organizations and/or competition at other colleges and universities. Prerequisites: None. **(COM281 not offered every semester.)**

COM298 - SPECIAL PROJECTS: Information about COM298 courses can be found on page 103.



COMPLEMENTARY AND ALTERNATIVE THERAPIES CAT

Health Sciences Division Office SB 132 (480) 423-6225
ALSO SEE: Wellness Education (WED), page 106.

CAT140 2 credits 2 periods
Introduction to Energy Therapy (WED140)
 Provides an overview of the many different types of healing modalities used to maintain health and prevent illness encompassed within the concept of Energy Therapy. Reviews a variety of therapies and explores energy therapy from a consumer's point of view. Specific modalities discussed and demonstrated. Prerequisites: None.

CAT142 1 credit 1 period
Therapeutic Touch: Level I (WED142)
 Provides an overview of Therapeutic Touch (TT) as a contemporary interpretation of several ancient healing practices that are based on learned skills for directing and balancing the human energy field via the practitioners' hands. Focuses on relaxation centering techniques, energy exercises, scanning assessments, treatment and individual practice. Prerequisites: None.

CAT242 1 credit 1 period
Therapeutic Touch: Level II (WED242)
 Experience in specific Therapeutic Touch (TT) exercises and practice at the intermediate-level. Includes healing processes for the client and practitioner. Prerequisites: CAT/WED142 and current TT practice.

COMPUTER INFORMATION SYSTEMS CIS

Business Division Office AP 246 (480) 423-6253
ALSO SEE: Business Personal Computers (BPC), page 48;
 Cisco Network Technology (CNT), page 52;
 Microsoft Networking Technology (MST), page 89.

CIS100 0.5 credit 0.5 period
Internet: A Tool for Learning
 Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 1 credit 1 period
Customer Service/Technical Support
 Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS103 2 credits 3 periods
Using Help Desk Software
 Help desk software applications for tracking calls, querying data, recording macros and generating reports. Prerequisites: CIS105 or permission of instructor.

CIS105 3 credits 4 periods
Survey of Computer Information Systems
 Overview of computer information systems, fundamental computer concepts and programming techniques. Hands-on experience with selected business software and one programming language. Prerequisites: None.

CIS109 1 credit 2 periods
LAN Operations and Concepts
 Overview of basic local area networking concepts. Introduction to industry language, computer network hardware, LAN operating systems and data communication basics. Prerequisites: BPC/CIS121AB or (BPC102AA and BPC102BA) or CIS105 or BPC110 or permission of instructor.

Continued next page...

CIS114AE	1 credit	2 periods
Excel: Level I (BPC114AE) Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None.		
CIS114BE	1 credit	2 periods
Excel: Level II (BPC114BE) Additional Excel spreadsheet techniques, including macro programming, database searching, extraction and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor.		
CIS115	3 credits	4 periods
Managing Computer Projects Fundamentals of project implementation, development and management. Includes project plan, budget, initiation, evaluation and review. Also covers project manager responsibilities as well as software development issues and prototyping techniques. Prerequisites: CIS105 or permission of instructor.		
CIS117BM	1 credit	2 periods
Database Management: MS Access-Level II (BPC117BM) Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.		
CIS117DM	3 credits	5 periods
Microsoft Access: Database Management (BPC117DM) Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Combines the contents of BPC/CIS117AA and BPC/CIS117BA and BPC/CIS117CA. Prerequisites: None.		
CIS118AB	1 credit	2 periods
PowerPoint: Level I (BPC118AB) Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.		
CIS118BB	1 credit	2 periods
PowerPoint: Level II (BPC118BB) Use of PowerPoint software to add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.		
CIS119DO	3 credits	4 periods
Introduction to Oracle: SQL and PL/SQL Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database. Creating PL/SQL blocks of application code that can be shared by multiple forms, reports and data management applications. Prerequisites: CIS105 or permission of instructor.		
CIS119DP	3 credits	4 periods
Oracle: Database Management Develops a conceptual understanding of the Oracle database architecture and reinforces learning with structured hands-on practices. Designed to give the Oracle database administrator (DBA) a firm foundation in basic administrative tasks. Prerequisites: [(CIS119DO or CIS126AC) or previous UNIX operating system experience] or permission of instructor.		
CIS120DC	3 credits	5 periods
Computer Graphics: Macromedia Flash Provides students with the ability to use Macromedia Flash 5.0 graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation and editing of Flash animation graphics. Prerequisites: None.		

CIS120AF (formerly CIS120FA)	1 credit	2 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 for graphics design, and image correction. Prerequisites: None. (<i>Offered as an open-entry course.</i>)		
CIS121AB	1 credit	2 periods
MS-DOS Operating System (BPC121AB) The use of the MS-DOS operating system: basic concepts, internal and external commands, subdirectories and editor. Prerequisites: None.		
CIS121AC	1 credit	2 periods
UNIX Operating System: Single User (BPC121AC) The use of the UNIX operating system: basic concepts, built-in command files and directories, editors, UNIX Shell command lines and information processing. Prerequisites: None.		
CIS121AE	1 credit	2 periods
Windows Operating System: Level I (BPC121AE) Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.		
CIS122AC	1 credit	2 periods
UNIX Operating System: Multi-User The use of the UNIX operating system on a midrange or mainframe computer; basic concepts, commands, file organization and management and task management. Prerequisites: None.		
CIS126DA	3 credits	4 periods
UNIX Operating System Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.		
CIS133AA	1 credit	2 periods
The Internet: Level I Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.		
CIS133BA	1 credit	1 period
The Internet: Level II Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools. Prerequisites: BPC/CIS133AA.		
CIS133CA	1 credit	1 period
The Internet: Level III Independent exploration of the Internet. Prerequisites: BPC/CIS133BA or permission of instructor.		
CIS133DA	3 credits	4 periods
The Internet/World Wide Web (BPC133DA) Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery and information retrieval tools. Web page development also included. Prerequisites: None.		
CIS150	3 credits	4 periods
Programming Fundamentals Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105 or permission of instructor.		

CIS155 Pascal Programming I Concepts of problem solving, algorithm design, structured programming, fundamental algorithms and techniques and computer systems concepts; social and ethical responsibility. Pascal language on a timesharing system and/or microcomputer. Prerequisites: CIS105 and (MAT150 or MAT151 or MAT152 or equivalent) or permission of instructor.	3 credits	4 periods	CIS167AA C++ Object-Oriented Programming Key object-oriented programming concepts in C++; hands-on experience developing C++ programs. Includes language constructs and extensions. Prerequisites: (CIS123AA or previous Windows Operating System experience) and CIS162AA or permission of instructor.	3 credits	4 periods
CIS157 RPG Programming I Programming in RPG for preparation of business reports. Hands-on computer experience. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods	CIS167AB Windows Programming Using Visual C++ and MFC Visual C++ development environment; Microsoft Foundation Class (MFC) and Application Framework (AFX) architecture. Creating advanced Windows applications using Visual C++, MFC, ActiveX and AFX. Prerequisites: CIS162AB or permission of instructor.	3 credits	4 periods
CIS158 COBOL Programming I Programming in structured COBOL for preparation of business reports. Hands-on computer experience. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods	CIS169 Introduction to Visual Basic for Applications Introduction to Visual Basic for Applications (VBA) using Microsoft Office environments. Includes Dynamic Data structures, VBA class modules and error trapping and handling. Creation of customized office applications and network shares as well as multimedia techniques also covered. Prerequisites: CIS159 or permission of instructor.	3 credits	4 periods
CIS159 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.	3 credits	4 periods	CIS183AA Microsoft Works Utilization of the Microsoft Works integrated software program. Utilizing electronic spreadsheet, word processing, data base, telecommunication, and graphics components to solve business problems. Prerequisites: None.	3 credits	4 periods
CIS162 C Programming I Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures and unions, and disk file operations. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods	CIS190 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.	3 credits	4 periods
CIS162AB 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.	3 credits	4 periods	CIS191 Novell NetWare System Administration Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II and III network management tasks. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods
CIS162AC Visual C++ : Level I Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structure, and unions, and disk file operations. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods	CIS191DL Microsoft Windows NT System Administration Knowledge and skills required to administer or manage a Microsoft Windows NT local area network operating system. NT network management tasks. Prerequisites: CIS105 or permission of instructor.	3 credits	4 periods
CIS163AA 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.	3 credits	4 periods	CIS192 Microsoft Windows NT Workstation Knowledge and skills necessary to configure, customize, optimize and troubleshoot Windows NT, as well as to integrate networks. Prerequisites or Corequisites: CIS190.	3 credits	4 periods
CIS164AG 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.	2 credits	3 periods	CIS193 Microsoft Windows NT Server Knowledge and skills to plan, install, configure, customize and integrate networks with Windows NT Server operating system. Prerequisites or Corequisites: CIS192.	3 credits	4 periods
CIS166 Web Scripting/Programming Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: (CIS233 or CIS126DA and prior programming experience/coursework) or permission of instructor.	3 credits	4 periods	CIS194 MS Windows NT Server in the Enterprise Installation of Windows NT server. Emphasis on how to plan and set up domains and implement trust relationships. Practice in creating	3 credits	4 periods

and administering user and group accounts by determining group policies. Focuses on troubleshooting problems that prevent users from logging on to the network, the management of network resources and setting up and administering permissions for files and folders. Prerequisites: CIS193.

CIS195 2 credits 3 periods
Administering MS Windows as a Network Client

Installation of Windows. Emphasis on how to configure the system to meet the requirements of specific users, identify and correct problems, discuss networking, remotely manage a workstation in a network, implement security, manage printing and implement message services. Prerequisites: CIS190.

CIS217AM 3 credits 4 periods

Advanced Microsoft Access: Database Management (BPC217AM)

Basic database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (BPC/CIS117DM or BPC/CIS117CM) and CIS159.

CIS219DO 1 credit 2 periods

Oracle: Extended Data Retrieval with SQL

Retrieve data using advanced techniques such as set operators and hierarchical retrieval. Focuses on writing SQL and SQL *Plus script files. Prerequisites: CIS119DP or permission of instructor.

CIS224 3 credits 4 periods

Project Management Microsoft Project 4.0 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 3 periods

Business Systems Analysis and Design

Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS225AB 3 credits 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: CIS105 and (CIS123AA or previous Windows 95/NT operating system experience) 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: CIS133DA and (CIS126DA or CIS223) or permission of instructor.

CIS226AB 3 credits 4 periods

Internet/Intranet Server Administration: Windows

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Windows server environment. Includes coverage of security issues. Prerequisites: CIS133DA and CIS191DL or permission of instructor.

CIS226AC 3 credits 4 periods

Internet/Intranet Server Administration: Novell NetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Novell NetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS226AD 3 credits 4 periods

Internet/Intranet Server Administration: IntranetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in an IntranetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS233AA 1 credit 2 periods

The Internet Web Publishing I

Introduction to designing and creating pages on the Internet's World Wide Web using the hypertext markup language (HTML). Hands-on experience authoring HTML and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233BA 1 credit 1 period

The Internet Web Publishing II

Advanced hypertext markup language (HTML), including tables, forms, image maps, gateway scripts and multimedia. Hands-on experience designing advanced Web presentations. Prerequisites: BPC/CIS233AA or permission of instructor.

CIS233CA 1 credit 1 period

The Internet Web Publishing III

Introduction to Web server access, security and design issues. Covers emerging issues in web publishing. Prerequisites: BPC/CIS233BA or permission of instructor.

CIS233DA 3 credits 4 periods

The Internet Web Publishing

Design and creation of presentations on the Internet's World Wide Web with the Web's hypertext markup language (HTML). Hands-on experience authoring HTML and preparing web documents. Covers emerging issues in Web publishing. Prerequisites: BPC/CIS133BA or BPC/CIS133DA or permission of instructor.

CIS234 2 credits 3 periods

XML Application Development

The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: CIS233DA and (CIS117DM or CIS119DO) or permission of the instructor.

CIS235 3 credits 4 periods

e-Commerce

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS233DA.

CIS240 3 credits 3 periods

Local Area Network Planning and Design

Analysis of the needs and requirements for a local area network. Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Includes current and future issues, needs analysis, cost estimation, selection of connectivity and network components and issues relating to access, security and support. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS242 1 credit 2 periods
Local Area Network Installation
 Installation of a local area network (LAN). Emphasis on LAN product overview and requirements, preinstallation procedures and testing, installation, administration, use and problem resolution of a local area network product. Includes installation of hardware and network operating system, configuration of security parameters and user accounts. Installation of applications software, testing of network and applications, console operations problem resolution and use of the network. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS245 3 credits 4 periods
Novell NetWare Advanced System Administration
 NetWare network management and monitoring skills. Topics related to server and client management and network performance. CIS191.

CIS250 3 credits 4 periods
Management Information Systems
 Business organization, control, and communication; database concepts; systems design; and computer systems. Prerequisites: CIS225.

CIS258 3 credits 4 periods
COBOL Programming II
 Advanced COBOL concepts and file maintenance techniques. Hands-on computer experience. Prerequisites: CIS158.

CIS259 3 credits 4 periods
Visual Basic Programming II
 Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262 3 credits 4 periods
C Programming II
 Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency and advanced debugging techniques. Prerequisites: CIS162 or permission of instructor.

CIS262AC 3 credits 4 periods
Visual C++ : Level II
 Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency and advanced debugging techniques. Prerequisites: CIS162AC or permission of instructor.

CIS263AA 3 credits 4 periods
Java Programming: Level II
 Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS266 4 credits 5 periods
Network Service and Support
 Troubleshooting, servicing and supporting computer networks. Hands-on experience in supporting, expanding, servicing, diagnosing and troubleshooting networked computers of multiple architectures and configurations. Use of diagnostic equipment, common troubleshooting procedures and documentation necessary to maintain networks. Prerequisites: (CIS191 or CIS191DB or CIS191DC or CIS191DD) and CIS242 or permission of instructor.

CIS268 3 credits 4 periods
Microsoft Visual InterDev for Web Developers
 Provides students the skills necessary to take full advantage of Visual InterDev to develop Web sites that support their organization's business goals. Prerequisites: (CIS133DA and CIS233DA) or permission of the instructor.

CIS270 3 credits 4 periods
Data Communications
 Exploration of data communication and network technologies, security, functionality, specifications of various protocols, industry standards, media types and access methods. Local, metropolitan, enterprise and wide area networks discussed. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS275AG 3 credits 4 periods
Mastering Visual Basic 6 Development
 Creating database applications using components. Covers design, optimization and deployment of applications using Microsoft Visual Basic 6.0. Includes use of visual data access tools, class modules, ActiveX controls and data objects, and Component Object Model (COM) components. Creating Internet applications also covered. Prerequisites: CIS159 or permission of instructor.

CIS277AA 3 credits 4 periods
Windows CE Programming for Visual Basic
 Extensive hands-on experience developing Windows CE applications using the Microsoft Windows CE Toolkit for Visual Basic. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS259 or previous Windows Operating System experience or permission of instructor.

CIS277AB 3 credits 4 periods
Windows CE Programming for Visual C++
 Extensive hands-on experience developing Windows CE applications using MFCs and the Win32 API. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS163AB or previous Windows Operating System experience or permission of instructor.

CIS277AC 3 credits 4 periods
Windows CE Programming for Java
 Extensive hands-on experience developing Windows CE applications using Visual J++ and the Microsoft SDK for Java. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS163AA or CIS163AB or previous Windows Operating System experience or permission of instructor.

CIS280 3 credits 4 periods
Current Topics in Computing
 Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AA-AC 1-3 credits 6-18 periods
Computer Information Systems Internship
 Work experience in business or industry. Prerequisites: Permission of instructor.

COMPUTER SCIENCE CSC

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

CSC110AB 4 credits 4 periods
Introduction to Computer Science (Java)
 Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering majors. Prerequisites: MAT120 or MAT121 or MAT122.

CSC185 3 credits 3 periods
World Wide Web and Introductory Internet Programming
 Organization of and access to information on the Internet. Design, creation and publication of interactive web pages with HTML,

Continued next page...

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. Students will learn and practice strategies to reduce stress. Prerequisites: None.

CPD102AS 2 credits 2 periods

Conflict Resolution

Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. Prerequisites: None.

CPD102AT 2 credits 2 periods

Building Self-Esteem

Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems and goals. Prerequisites: None.

CPD103BA 2 credits 2 periods

Women in Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change and exploring educational/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD103BB 2 credits 2 periods

Men in Transition

Designed to assist men who are experiencing life transitions. Emphasis on assessing potential, increasing self-confidence, managing change, exploring educational/career options and exploring men's roles in a changing society. Prerequisites: None.

CPD103BC 2 credits 2 periods

Personal Development for Black/African Americans

Designed to help Black/African American students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BD 2 credits 2 periods

Personal Development for Chicanos/Mexicans/Hispanics/Latinos

Designed to help Chicano/Mexican/Hispanic/Latino students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BE 2 credits 2 periods

Personal Development for Native Americans

Designed to help Native American students develop an awareness of their own identities and personal strengths to enhance personal, social, vocational and educational decisions. Special emphasis on problems encountered as a racial group. Prerequisites: None.

CPD103BH 2 credits 2 periods

Male-Female Communication

Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

CPD103BL 2 credits 2 periods

Dynamics of Leadership

Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate competitive behaviors, problem-solving skills and techniques of leadership. Prerequisites: None.

CPD103BN 2 credits 2 periods

Living Well with Chronic Illness

Designed to assist individuals with a chronic illness or condition to regain a sense of control and purpose in their lives. Focuses on overcoming fears and self-limiting attitudes and behaviors, identifying personal strengths and assets, developing goals, and connecting with campus and community resources for support and life enrichment. Prerequisites: None.

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

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

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

Education and Career Planning

Emphasis on increasing student success through educational and career planning. Prerequisites: None.

CPD160 3 credits 3 periods

Introduction to Multiculturalism

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.

CPD195AA 0.5 credit 0.5 period

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting and enhancing personal development. Prerequisites: None.

CPD195AB 1 credit 1 period

Special Topics: Counseling and Personal Development

Introduction to current topics and contemporary issues related to promoting personal development. Focuses on a variety of techniques and strategies to improve personal and interpersonal effectiveness. Prerequisites: None.

Continued next page...

CPD202AA 2 credits 2 periods
Assertiveness Training II
 Designed to provide additional practice in assertiveness. Focuses on assisting students to apply and refine assertiveness skills in response to a variety of interpersonal situations. Prerequisites: CPD102AA or permission of instructor.

CRITICAL READING **CRE**

Language/Communication Division ..LC 305 (480) 423-6459

ALSO SEE: Reading (RDG), page 100.

CRE101 3 credits 3 periods
Critical and Evaluative Reading I

Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis and evaluation through written discourse. Prerequisites: ENG101 and [reading placement test score of 41 or higher (ASSET) or grade of 'C' or better in RDG091 or permission of instructor].

CRE111 3 credits 3 periods
Critical Reading for Business and Industry

Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading Asset test score or grade of 'C' or better in RDG091 or permission of instructor.

CULINARY ARTS **CUL**

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Hospitality and Tourism/Hotel, Golf and Restaurant Management (HRM), page 78.

CUL110 2 credits 2 periods
Food Service Nutrition

Study of basic nutrition concepts with an emphasis on the nutritional concerns of restaurants and other types of food service operations. Focuses on nutrients in foods, the relationships to other nutrients and the planning of well-balanced menus throughout the life cycle. Prerequisites: None.

CUL115 1 credit 1 period
Food Service Sanitation and Safety

Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Prerequisites: None.

CUL120 2 credits 4.5 periods
Stewarding

Focuses on stewarding as an important kitchen support service. Students will gain hands-on experience in dish and pot washing, cleaning and care of equipment, kitchen cleanup and the principles and practices of purchasing and receiving. Prerequisites: None. Corequisites: CUL130, CUL150, CUL160 and CUL170.

CUL126 1 credit 1 period
Applied Mathematics for Food Service

Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and yield analysis. Overview of systems for purchasing, storage, production control and budgeting. Prerequisites: None.

CUL130 3 credits 6 periods
Hot Foods I

Studies all facets of hot foods; including vegetable preparation, stocks, sauces, soups and line work for an American-style grill. Emphasis on techniques, taste, speed, organization, communication,

teamwork and the development of professional knife skills. Reviews ingredients, production and plating techniques unique to grill kitchens. Prerequisites: None. Corequisites: CUL120, CUL150, CUL160 and CUL170.

CUL140 2 credits 2 periods
Culinary Principles I

Historical background of culinary work. Emphasis on principles and terminology used in contemporary kitchens. Includes food history, tools and equipment, food preparation, food tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables and menu usage. Prerequisites: None.

CUL150 2 credits 3 periods
Garde Manger I

Provides a foundation in Garde Manger. Includes equipment, sanitation and safety, production, salads, emulsified and non-emulsified dressings, sandwiches, cold sauces, salad condiments, knife skills, cleaning of salad greens and spice and herb identification. Studies culinary terms and presentation techniques. Teaches cooking techniques such as poaching, sauté and grilling in the context of Garde Manger work. Prerequisites: None. Corequisites: CUL120, CUL130, CUL160 and CUL170.

CUL160 3 credits 6 periods
Bakery and Pastry Production I

Theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis on rapid, high-quality hand production of doughs, creams, fillings, cookies and breads. Prerequisites: None. Corequisites: CUL120, CUL130, CUL150 and CUL170.

CUL170 2 credits 4 periods
Dining Room Operations I

Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette and writing and presenting guest checks. Emphasis on customer accommodations. Prerequisites: None. Corequisites: CUL120, CUL130, CUL150 and CUL160.

CUL180 3 credits 3 periods
Food In History

Focuses on the history of foodstuffs, the story of cuisine and the social history of eating. Includes the relationship between people and what they eat, between particular foods and social behavior and between dietary habits, customs and methods of cooking. Prerequisites: None.

CUL190 3 credits 3 periods
Catering Operations I

Studies theory and practice of planning and executing catering functions; includes initial customer contact and follow-up, room setup and scheduling, menu and incidental planning event execution and breakdown, billing and post-event follow-up. Prerequisites: None.

CUL210 2 credits 2 periods
Menu Planning and Facilities Design

Principles and techniques of menu planning and restaurant design for food service operations. Includes applications for health care institutions, commercial kitchens and industrial facilities. Studies building codes and examines the relationships among equipment, staff and customers in the design of a facility. Prerequisites: None.

CUL230 3 credits 7 periods
Hot Foods II

Hot food preparation and service in a contemporary American kitchen. Focuses on modern adaptation of classical preparation skills. Emphasis on local foods, organization, communication, teamwork and developing plating skills. Prerequisites: CUL130. Corequisites: CUL250, CUL 260 and CUL270.

ECH126AC 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.	1 credit	2 periods	young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.
ECH126AD Play Lab-Primary Participant observation within a laboratory play environment with children 6-8 years of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None.	1 credit	2 periods	ECH272 Science for the Young Child Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.
ECH127 Play and Creative Expression Examines theory, research and practices relating to play and creative expression in early childhood. Includes practical constraints and alternative perspectives. Prerequisites: None. Corequisites: ECH126AA or ECH126AB or ECH126AC or ECH126AD or permission of instructor.	2 periods	2 periods	ECH273 Math for the Young Child Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.
ECH176 Child Development (CFS176) Study of human development from the prenatal stage through adolescence, with consideration of parent and adult roles in the life experience of the growing child. Independent observation of children and personal investigation into child-related issues in contemporary America. Prerequisites: None.	3 credits	3 periods	ECH274 Books and Verse for the Young Child Introduction to verse, storytelling, books and bookmaking for infants, toddlers and preschoolers. Information as well as storybooks considered. Prerequisites: None.
ECH214 Preschool Education Considers all aspects of the preschool curriculum. Philosophy, principles, problems and evaluation in the integrated experience program. Classroom planning and organization. Participation in a preschool program and practice guiding children in learning experiences. Prerequisites: None.	3 credits	3 periods	ECH275 Literacy Development and the Young Child Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing and reading in the home and classroom. Prerequisites: None.
ECH215 Democracy and Diversity in Early Childhood Explores the child's emerging awareness of self and others. Examines adult roles in the development of attitudes and skills essential for participation in a pluralistic/democratic society. Pre/Corequisites: None.	2 credits	2 periods	ECH276 Musical Beginnings Considers responses to sound, rhythm and melody from infancy through early childhood. Management and planning for listening, singing, moving and creating rhythms and music with young children. Prerequisites: None.
ECH236 Learning Materials for Young Children Design aspects of traditional early childhood play materials examined for teaching/learning potential. Includes design, production and field-testing of teacher-made devices. Prerequisites: None.	1 credit	1 period	ECH279 Early Childhood Curriculum Development An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. May be repeated for a total of four (4) credits. Prerequisites: None.
ECH237 Media for Young Children Media production for and with young children. Emphasis on utilization for instruction. Prerequisites: None.	1 credit	1 period	ECH280 Food Experiences with Young Children A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None.
ECH238 Computers in Early Childhood Comparison of computers as a teaching device with traditional early childhood learning materials. Hands-on experience with child/computer interaction and software evaluation. Prerequisites: None.	1 credit	1 period	ECH282 Discipline/Guidance of Child Groups Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.
ECH270 Observing Young Children Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.	1 credit	1 period	ECH283 Physical Well-Being of the Young Child Ensuring the physical health and safety of young children through age-appropriate environments, routines and learning experiences. Prerequisites: None.
ECH271 Arranging the Environment Exploration of the influence of the environment on the behavior of	1 credit	1 period	ECH285 Assistant Teaching in Early Childhood Settings I Supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites: CFS176 or ECH176 and permission of instructor.

Continued next page...

ECH286 2 credits 3 periods
Assistant Teaching in Early Childhood Settings II
 Continued supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites or Corequisites: ECH285 and permission of instructor.

ECH287 1 credit 1 period
Professional Development in Early Childhood Education
 Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None.

ECH288 1 credit 1 period
Community Resources and Referral
 Survey of current community agencies, resources and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up. Prerequisites: None.

ECH290 1 credit 1 period
Early Childhood Small Business Internship
 Supervised participation in a program serving young children and their families. Involves assisting and observing the administrative and management roles and responsibilities in the program. Minimum of 30 hours of on-site, supervised participation in a state licensed early childhood facility. Prerequisites: MGT127 and MGT253 and a minimum of 6 credits of ECH courses and permission of instructor.

ECONOMICS ECN

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

ECN111 3 credits 3 periods
Macroeconomic Principles
 A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN112 3 credits 3 periods
Microeconomic Principles
 Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues examined. Prerequisites: None.

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.

EDU221 3 credits 3 periods
Introduction to Education
 Overview of education and educational institutions in our society; including current issues, responsibilities and qualifications of educators.

Opportunity for students to assess their interest in this area. Includes minimum of 30 hours of field experience in elementary or secondary classroom environment. Prerequisites: None.

EDU222 3 credits 3 periods
Introduction to the Exceptional Learner
 Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None.

EDU230 3 credits 3 periods
Cultural Diversity in Education
 Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU250 3 credits 3 periods
Overview of the Community Colleges
 The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Meets Arizona community college course requirement for certification. Prerequisites: None.

ELECTRIC UTILITY TECHNOLOGY EUT

Applied Sciences Division Office .. AP 237B (480) 423-6599

EUT110 2 credits 2 periods
Introduction to Line Work
 Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on safety practices and procedures used in utility line work industry. Prerequisites: None. Corequisites: EUT112 and EUT115.

EUT112 4 credits 4 periods
Basic Electricity: AC and DC
 Reviews the basic principles of Alternating Current (AC) and Direct Current (DC) electricity. Examines the structure and function of AC and DC circuits including series, parallel and series-parallel circuits. Includes an overview of electric systems and their applications in the utility industry. Prerequisites: None. Corequisites: EUT110 and EUT115.

EUT115 6 credits 18 periods
Field Training I
 Practice in the basics of climbing and working on utility poles. Focuses on apparatus and equipment, using ropes and rigging equipment, installations of single and double cross arms, pole framing and setting, use of hand line and building single-phase lines. Prerequisites: None. Corequisites: EUT110 and EUT112.

EUT211 4 credits 4 periods
Electrical Apparatus
 Overview of transformers and how they operate. Reviews single and three-phase theory. Focuses on construction and hook-up of single-phase, open Y and Delta transformer connections. Presents an overview of surge arresters, including applications and installation. Prerequisites: EUT110, EUT112 and EUT115. Corequisites: EUT215.

EUT215 6 credits 18 periods
Field Training II
 Practice in the installation of electrical lines including transformers, reclosers, and service loops. Teaches rubber gloving, hot sticking techniques, and trenching of underground lines. Practice in the safe set-up and operation of equipment used in the line industry with a focus on the development of entry-level skills as drivers and operators. Includes procedures and practice in pole-top and bucket-truck rescues. Prerequisites: EUT110, EUT112 and EUT115. Corequisites: EUT211.

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132..... (480) 423-6225

EMT101 0.5 credit 0.5 period
CPR: Basic Cardiac Life Support (HLR101)

Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask and cardiac compression, stabilization of adult, infant and child victims with airway obstruction, respiratory and cardiac arrest. Prerequisites: None.

EMT104 8 credits 9.45 periods
Basic Emergency Medical Technology (FSC104)

Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Students must provide their own pocket mask, stethoscope, pen light and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS Training Program per Arizona Revised Statute and must have a current Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2000. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or equivalent. Proof of TB testing or chest x-ray with a negative result within six (6) months prior to application. Immunity to rubella (German Measles) and rubeola as specified in ARS 36-2202 and ARS 2204.

EMT200 2 credits 2.2 periods
Refresher Course for Certified Emergency Medical Technicians

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current basic EMT certification or permission of department.

EMT208 15 credits 19 periods
Intermediate Emergency Medical Technology

Designed to meet United States 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. Satisfactory completion of comprehensive written, oral and practical evaluation on all prerequisite courses required prior to selection for this course. Prerequisites: Current EMT-Basic Certification in the state of Arizona and one calendar year's field experience as an EMT-Basic, EMT235, EMT236 and EMT/FSC238. Current course in American Heart Association Health Care Provider or American Red Cross Professional Rescuer or National Safety Council Green Cross Professional Rescuer.

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 enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. Indications, therapeutic effect, contraindications, toxicology and side effects to medications. Prerequisites: EMT/FSC104 or permission of instructor. MAT082, or equivalency, preferred but not required.

EMT238 2 credits 2 periods
Vehicular Extrication and Patient Stabilization (FSC238)

Participative course designed for Emergency Medical Technicians (EMTs) and other prehospital care providers. Enhances the knowledge base of the EMT and incorporates new knowledge and skills necessary to access, extricate and care for victims of crash incidents. Provides exposure to scene management skills to include size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents integration of local emergency medical services (EMS) for patient assessment and management and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT Certification, current enrollment in an EMT-Basic program, nurse with emergency department experience or law enforcement personnel or permission of instructor.

EMT240 2 credits 2 periods
Advanced Cardiac Life Support

Didactic and psychomotor skills training and validation in techniques of Advanced Cardiac Life Support according to the 1994 Standards and Guidelines of the American Heart Association. Includes endotracheal intubation, ECG arrhythmia recognition, synchronized, unsynchronized and automated defibrillation, cardiovascular pharmacology and electronic pacemaker. For all health care-related professionals, clinical and prehospital. Prerequisites: Current American Red Cross or American Heart Association Basic Life Support Health Care Provider validation or National Safety Council Green Cross Professional Rescuer, EMT235, EMT236 or permission of instructor.

EMT242 1 credit 1 period
Pediatric Advanced Life Support

Didactic and psychomotor child education and training in techniques of Pediatric Advanced Life Support. Includes endotracheal intubation, defibrillation, arrhythmia recognition, pharmacology and intraosseous infusion. Required for American Heart Association Provider approval and validation. Prerequisites: Current course in American Heart Association Health Care Provider or American Red Cross Professional Rescuer or National Safety Council Green Cross Professional Rescuer, EMT235, EMT236 or permission of instructor.

EMT245 3 credits 3 periods
Trauma Management I

Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility and documentation. Prerequisites: Basic EMT Certification or nurse with emergency room experience or permission of department.

EMT246 4 credits 4 periods
Trauma Management II
 Designed to instruct advanced prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances advanced emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides advanced exposure to victim assessment, initial treatment, resuscitative skills, invasive techniques, electrical and pharmacologic interventions, stabilization, transportation of the victim to an emergency care facility and documentation. Prerequisites: Certified as a Basic EMT, Intermediate EMT, Paramedic or Arizona registered prehospital nurse or permission of instructor.

EMT272 24 credits 52 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: EMT235, EMT236, EMT/FSC238 and current course in American Heart Association Health Care Provider or American Red Cross Professional Rescuer or National Safety Council Green Cross Professional Rescuer. Comprehensive written, oral and practical evaluation on all prerequisite courses required prior to selection for this course. Student must have a valid Arizona Certification and be employed as an EMT for one full calendar year prior to registration in this course. (*Effective Spring 2002, credits and periods for EMT272 will change.*)

ENGINEERING SCIENCE ECE

Mathematics/Sciences Division PS 153 ... (480) 423-6111
 ECE Course Coordinator Keith Worth CM 413 ... (480) 423-6425

ECE101 3 credits 3 periods
Origins of Science and Engineering
 Introduction to the profession of engineering from a historical perspective. Evolution of engineering from its ancient roots in China, Europe and the Mideast to the development of engineering during the Renaissance and the 18th and 19th centuries in Europe and the growth of engineering in the United States from its French and British roots to current day practices. Includes electronic research methods. Prerequisites: None.

ECE102 2 credits 4 periods
Engineering Analysis Tools and Techniques
 Learning culture of engineering, engineering use of computer tools and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

ECE103 2 credits 4 periods
Engineering Problem Solving and Design
 Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering science as a profession. Prerequisites: ECE102, high school physics or PHY111.

ECE201 4 credits 3 periods
Electrical Network I
 Introduction to electrical networks. Component models, transient and steady state analysis. Prerequisites: ECE103. Prerequisites or Corequisites: MAT262 and PHY116.

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. 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 103.

ENGLISH ENG

Language/Communication Division ..LC 305 (480) 423-6459

ALSO SEE: Writing Across the Curriculum (WAC), page 106.

NOTE: For English as a Second Language (ESL) courses, please see page 67.

ENG061 3 credits 3 periods
Basic Writing Skills
 Emphasis on basic writing skills, including grammar and mechanics necessary to write clear and correct sentences in paragraphs. Prerequisites: Appropriate English placement test score or ENG056.

ENG071 3 credits 3 periods
Fundamentals of Writing
 Emphasis on the fundamentals of sentence, paragraph and multiparagraph structure. Prerequisites: Appropriate English placement test score or ENG056 or ENG061 or permission of department chair.

ENG100AA 1 credit 1 period
American-English Spelling System
 American-English spelling system rules, mnemonic devices. Prerequisites: Appropriate English placement test score or a grade of 'C' or better in ESL040 or (ESL040AA, ESL040AB and ESL040AC) or ENG071 or permission of instructor.

ENG100AC 1 credit 1 period
The Mechanics of Written English
 Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense and sentence patterns. Prerequisites: Appropriate English placement test score or grade of 'C' or better in ESL040 or (ESL040AA, ESL040AB and ESL040AC) or ENG071 or permission of instructor.

ENG100AD 1 credit 1 period
Grammar and Usage
 The social aspects of grammar and usage, including appropriate levels of formal and informal language. Prerequisites: Appropriate English placement test score or a grade of 'C' or better in ENG061 or ENG071.

ENG101 3 credits 3 periods
First-Year Composition
 Standard English writing skills. Emphasis on expository composition. Prerequisites: Appropriate English placement test score or a grade of 'C' or better in ENG071.

ENG102 3 credits 3 periods
First-Year Composition
 Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Prerequisites: ENG101 with a grade of 'C' or better.

ENG103 1 credit 1 period
Research Methods and Styles
 Discipline-specific methods and styles of research and preparation of a discipline-specific research paper. Prerequisites: ENG101 and ENG102 or permission of instructor.

ENG111 3 credits 3 periods
Technical Writing
 Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of 'C' or better or permission of instructor.

ENG161 3 credits 3 periods
Word Study
 Study of English word elements derived from many languages to increase the student's command of words. Prerequisites: None.

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. For English or English education majors and minors. 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 sociolinguistics. Prerequisites: ENG102 or ENG111 with a grade of 'C' or better or permission of instructor.

ENG215 3 credits 3 periods
Strategies of Academic Writing
 Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based. Prerequisites: A grade of 'C' or better in ENG102 or ENG111 or permission of instructor.

ENG217 3 credits 3 periods
Personal and Exploratory Writing
 Using writing to explore one's self and the world one lives in; emphasis on expository writing as a means of learning. Prerequisites: ENG101 and ENG102.

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

Language/Communication Division ..LC 305 (480) 423-6459

ESL Course Sequence Block Schedule

Developmental English Classes:

CELSA score: 0 - 14
ESL001BA **ESL002BA** **Basic ESL: Personal Health & Safety**
ESL001BB **ESL002BB** **Basic ESL: Services & Employment**
ESL001BC **ESL002BC** **Basic ESL: Shopping & Everyday Life**

Level I:

CELSA score: 15 - 25
ESL015 **Guided Practice** **ESL012** **Writing**
ESL011 **Listening & Speaking** **RDG009** **Reading**
ESL010 **Grammar**

Level II:

CELSA score: 26 - 36
ESL025 **Guided Practice** **ESL022** **Writing**
ESL021 **Listening & Speaking** **RDG010** **Reading**
ESL020 **Grammar**

Level III:

CELSA score: 37 - 49
ESL035 **Guided Practice** **ESL032** **Writing**
ESL031 **Listening & Speaking** **RDG011** **Reading**
ESL030 **Grammar**

Level IV:

CELSA score: 50 - 64
ESL045 **Guided Practice** **ESL042** **Writing**
ESL041 **Listening & Speaking** **RDG012** **Reading**
ESL040 **Grammar**

Transitional ESL classes:

CELSA score: 65 - 75 Take ASSET Test for placement
ESL067 **ENG108**
ESL077 **ENG109**
ENG107

ESL English As A Second Language

ESL001BA (formerly ENG005AA) 2 credits 2 periods
Basic ESL: Personal Health and Safety
 Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None.

ESL001BB (formerly ENG005AB) 2 credits 2 periods
Basic ESL: Services and Employment
 Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor.

ESL001BC (formerly ENG005AC) 2 credits 2 periods

Basic ESL: Shopping and Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BB or permission of instructor.

ESL002BA (formerly ENG006AA) 2 credits 2 periods

Basic ESL: Personal Health and Safety

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to personal health and safety when living in the United States. Continuing development of grammatical patterns. May be repeated for a total of four (4) credits. Prerequisites: ESL001 or ESL001AF or ESL001BC or permission of instructor.

ESL002BB (formerly ENG006AB) 2 credits 2 periods

Basic ESL: Services and Employment

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to services and employment when living in the United States. Continuing development of grammatical patterns. May be repeated for a total of four (4) credits. Prerequisites: ESL002BA or permission of instructor.

ESL002BC (formerly ENG006AC) 2 credits 2 periods

Basic ESL: Shopping and Everyday Life

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to shopping and everyday life when living in the United States. Continuing development of grammatical patterns. May be repeated for a total of four (4) credits. Prerequisites: ESL002BB or permission of instructor.

ESL015 (formerly ENG007AA) 1 credit 8 periods

Directed Practice in English for ESL I

Designed to provide students learning English as a second language the opportunity for the practice of English in a supervised setting. Practice listening, speaking, reading and writing skills in English using verbs, modifiers, prepositions and survival vocabulary. Prerequisites: Placement or permission of department. Corequisites: ESL011 or ESL010 or RDG009 or ESL012.

ESL025 (formerly ENG007AB) 1 credit 8 periods

Directed Practice in English for ESL II

Designed to provide students learning English as a second language the opportunity for the practice of English in a supervised setting. Practice listening, speaking, reading and writing skills in English using modals, auxiliary verbs, comparatives and superlatives, pronouns and everyday words. Prerequisites: Placement or permission of department or ESL011 or ESL010 or RDG009 or ESL012. Corequisites: ESL021 or ESL020 or RDG010 or ESL022.

ESL035 (formerly ENG007AC) 1 credit 8 periods

Directed Practice in English for ESL III

Designed to provide students learning English as a second language the opportunity for the practice of English in a supervised setting. Practice listening, speaking, reading and writing skills in English using passive voice, compound sentences, phrasal verbs and school and workplace vocabulary. Prerequisites: Placement or permission of department or ESL021 or ESL020 or RDG010 or ESL022. Corequisites: ESL031 or ESL030 or RDG011 or ESL032.

ESL045 (formerly ENG007AD) 1 credit 8 periods

Directed Practice in English for ESL IV

Designed to provide students learning English as a second language the opportunity for the practice of English in a supervised setting. Practice listening, speaking, reading and writing skills in English using complex sentences, conditional sentences and academic and technical vocabulary. Prerequisites: Placement or permission of department or ESL031 or ESL030 or RDG011 or ESL032. Corequisites: ESL041 or ESL040 or RDG012 or ESL042.

ESL011 (formerly ENG008AA) 3 credits 3 periods

English as a Second Language I - Listening and Speaking

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL021 (formerly ENG008AB) 3 credits 3 periods

English as a Second Language II - Listening and Speaking

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL031 (formerly ENG008AC) 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.

ESL041 (formerly ENG008AD) 3 credits 3 periods

English as a Second Language IV - Listening and Speaking

Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL010 (formerly ENG009) 3 credits 3 periods

English as a Second Language I: Grammar

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL020 (formerly ENG010) 3 credits 3 periods

English as a Second Language II: Grammar

Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or a grade of 'C' or better in ESL010 or (ESL010AA, ESL010AB and ESL010AC).

ESL030 (formerly ENG011) 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 'C' or better in ESL020 or (ESL020AA, ESL020AB and ESL020AC).

ESL040 (formerly ENG012) 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 'C' or better in ENG030 or (ESL030AA, ESL030AB and ESL030AC).

ESL012 (formerly ENG032) 3 credits 3 periods
ESL I - Writing with Oral Practice
 Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation and simple sentence structure. May be repeated for a maximum of six (6) credits. Prerequisites: Approximate ESL placement test score or permission of instructor.

ESL022 (formerly ENG033) 3 credits 3 periods
ESL II - Writing with Oral Practice
 Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: ESL012 or appropriate ESL placement test score.

ESL032 (formerly ENG034) 3 credits 3 periods
ESL III - Writing with Oral Practice
 Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: ESL022 or appropriate ESL placement test score.

ESL042 (formerly ENG035) 3 credits 3 periods
ESL IV - Writing with Oral Practice
 Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: ESL032 or appropriate ESL placement test score.

ESL051AA (formerly ENG050AA) 1 credit 1 period
Pronunciation Improvement for ESL Speakers: Vowels
 Individualized pronunciation practice and drills in English vowel sounds for English as a second language (ESL) speakers. May be repeated for a maximum of two (2) credits. Prerequisites: None.

ESL051AB (formerly ENG050AB) 1 credit 1 period
Pronunciation Improvement for ESL Speakers: Consonants
 Individualized pronunciation practice and drills in English consonant sounds for English as a second language (ESL) speakers. May be repeated for a maximum of two (2) credits. Prerequisites: None.

ESL051AC (formerly ENG050AC) 1 credit 1 period
Pronunciation Improvement for ESL Speakers: Word Stress and Intonation Patterns
 Individualized pronunciation practice and drills in English word stress and intonation patterns for English as a second language (ESL) speakers. May be repeated for a maximum of two (2) credits. Prerequisites: None.

ESL067 (formerly ENG067) 3 credits 3 periods
Basic Writing Skills for English as a Second Language
 Emphasis on basic writing skills in sentences and short paragraphs using correct, clear and idiomatic English. Prerequisites: Appropriate English or ESL placement score or ESL040 or ESL042 or permission of department chair.

ESL077 (formerly ENG077) 3 credits 3 periods
Fundamentals of Writing English as a Second Language
 Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate English or ESL placement score or ESL040 or ENG056 or ENG061 or ESL042 or permission of department chair.

ENG107 3 credits 3 periods
First-Year Composition for ESL
 Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on

expository composition. Prerequisites: Appropriate ESL or ASSET placement test score or a grade of 'C' or better in ESL040 or (ESL040AA, ESL040AB and ESL040AC) or ESL042 or ENG071 or ESL077.

ENG108 3 credits 3 periods
First-Year Composition for ESL
 Equivalent of ENG102 for students of English as a second language. Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Not open to students who have completed ENG101. Prerequisites: Grade of 'C' or better in ENG107.

ENG109 3 credits 3 periods
Business Writing for ESL
 ESL focus: Writing business letters and memos with an emphasis on persuasion and organization. Prerequisites: Appropriate ESL or ASSET placement test score or a grade of 'C' or better in (ENG107 or ENG108 or ENG101 or ENG102 or ENG111) or permission of instructor.

RDG Reading English As A Second Language

RDG009 3 credits 3 periods
Reading English as a Second Language I
 Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

RDG010 3 credits 3 periods
Reading English as a Second Language II
 Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of 'C' or better in RDG009 or permission of instructor.

RDG011 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 RDG010 or permission of instructor.

RDG012 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 RDG011 or permission of instructor.

ENGLISH HUMANITIES **ENH**

Language/Communication Division ..LC 305 (480) 423-6459

ENH110 3 credits 3 periods
Introduction to Literature
 Introduces students to literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story and novel. Prerequisites: None.

ENH113 3 credits 3 periods
Writers/Directors and Current Issues
 In-depth analysis of literary texts by contemporary writers/directors from throughout the world, including essayists, journalists, playwrights, novelists, directors, short story writers and/or poets. Examines

perspectives representing a variety of cultures. Critical responses to current issues of worldwide interest examined, including such topics as environment, technology, medicine, economics, politics, education, human rights, law and order. Prerequisites: None.

ENH130 3 credits 3 periods
American Detective Fiction

A study of American detective fiction as a literary genre and as a reflection of American culture through the writings of Ellery Queen and others. Prerequisites: None.

ENH201 3 credits 3 periods
World Literature Through the Renaissance

Includes a selection of the world's literary masterpieces in their cultural background, beginning with ancient Oriental and Occidental writings and concluding with Renaissance writings. Prerequisites: None.

ENH202 3 credits 3 periods
World Literature After the Renaissance

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

ENH214 3 credits 3 periods
Poetry Study

Involves reading, discussing and analyzing poetry of various forms and from selected periods. Prerequisites: None.

ENH221 3 credits 3 periods
Survey of English Literature Before 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: None.

ENH222 3 credits 3 periods
Survey of English Literature After 1800

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: None.

ENH230 3 credits 3 periods
Introduction to Shakespeare

Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare's influence through the centuries, noting parallels between the late 16th century and the late 20th century. Prerequisites: None.

ENH241 3 credits 3 periods
American Literature Before 1860

Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 3 credits 3 periods
American Literature After 1860

Includes literature written after 1860 in the United States. Prerequisites: None.

ENH250 3 credits 3 periods
Classical Backgrounds in Literature

Introduction to selected readings of Greek and Latin literature in translation and to the key elements as integral aspects of Western culture through successive ages. Prerequisites: None.

ENH251 3 credits 3 periods
Mythology

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the

English speaking people and compares those myths with myths from other cultures. Prerequisites: None.

ENH254 3 credits 3 periods
Literature and Film

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101 or ENG107 or equivalent.

ENH256 3 credits 3 periods
Shakespeare on Film

Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film. Prerequisites: None.

ENH259 3 credits 3 periods
American Indian Literature

Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

ENH260 3 credits 3 periods
Literature of the Southwest

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

ENH275 3 credits 3 periods
Modern Fiction

Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

ENH285 3 credits 3 periods
Contemporary Women Writers (WST285)

Explores twentieth century literature (short stories, essays, plays and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed or ethnic background. Prerequisites: None.

ENH291 3 credits 3 periods
Children's Literature (EDU291)

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

ENH292 3 credits 3 periods
Literature for Adolescents

Reviews selected literature written for adolescents. Develops and applies literary criteria for the evaluation of adolescent literature. Prerequisites: None.

EQUINE SCIENCE **EQS**

Applied Sciences Division Office .. AP 237B..... (480) 423-6599

EQS105 3 credits 3 periods
Principles of Equine Science

Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: None.

EQS120 3 credits 3 periods
Equine Anatomy and Physiology

Study of structure and function of the equine. Includes cell structure and anatomy and physiology of major systems with emphasis on skeletal, muscular and digestive systems. Prerequisites: None.

FSC104 8 credits 9.45 periods
Basic Emergency Medical Technology (EMT104)
 Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards and medical operations. IV monitoring, Sudden Infant Syndrome (SIDS), patient-assisted medication administration, semiautomatic external defibrillators and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Students must provide their own pocket mask, stethoscope, pen light and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS Training Program per Arizona Revised Statute and must have a current Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2000. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or equivalent. Proof of TB testing or chest x-ray with a negative result within six (6) months prior to application. Immunity to rubella (German Measles) and rubeola as specified in ARS 36-2202 and ARS 2204.

FSC105 3 credits 3 periods
Hazardous Materials/First Responder
 Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Prerequisites: None.

FSC106 3 credits 3 periods
Introduction to Fire Protection
 History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of firefighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

FSC108 3 credits 3 periods
Fundamentals of Fire Prevention
 Fundamentals of fire prevention. Includes techniques, procedures, regulations and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

FSC110 2 credits 2 periods
Wildland Firefighter
 Basic level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC113 3 credits 3 periods
Introduction to Fire Suppression
 Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic firefighting tactics and public relations as affected by fire suppression. Prerequisites: None.

FSC117 3 credits 3 periods
Fire Apparatus
 Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

FSC118 3 credits 3 periods
Fire Hydraulics
 Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables and discharge requirements for pumpers. Prerequisites: None.

FSC134 3 credits 3 periods
Fitness and Conditioning for Firefighters
 Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FSC202 3 credits 3 periods
Supervisory Training for Firefighters
 Administrative methods applied to the fire service, departmental organization and personnel management. Includes fire alarm signaling systems, fire service planning and relationships with other city departments. Prerequisites: None.

FSC204 3 credits 3 periods
Firefighting Tactics and Strategy
 Methods of coordinating personnel, equipment and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC208 3 credits 3 periods
Firefighter Safety and Building Construction
 Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113 or permission of instructor or equivalent.

FSC209 3 credits 3 periods
Fire Investigation
 Methods of determining point of fire origin, path of fire travel and fire cause. Includes recognizing and preserving evidence; interviewing witnesses, arson laws and types of arson fires; and court testimony, reports and records. Prerequisites: None.

FSC211 3 credits 3 periods
Fundamentals of Flammable Hazardous Materials
 Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies and laws at federal, state and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes. Prerequisites: FSC105.

FSC212 3 credits 3 periods
Dangerous and Explosive Hazardous Materials
 The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals and the measures taken to protect responders, the community and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances. Prerequisites: FSC211.

FSC214 3 credits 3 periods
Human Resource Management in Fire Service
 Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. Prerequisites: FSC202 or four years in the fire service.

FITNESS AND WELLNESS CENTER

See PHYSICAL EDUCATION (PED), page 98.

FOOD AND NUTRITION FON

Health Sciences Division Office SB 132 (480) 423-6225

FON100 3 credits 3 periods
Introductory Nutrition

Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the life cycle, methods for evaluating credibility of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for pre-dietetics or selected other pre-professional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON241 3 credits 3 periods

Principles of Human Nutrition

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of 'C' or better or CHM130 and CHM130LL or BIO100 or BIO156 or BIO181 or approval of instructor.

FOREIGN LANGUAGES

Language/Communication Division ..LC 305 (480) 423-6459

The foreign language conversation courses (115, 116, 225, 226) qualify as general elective credit. Courses numbered 201 and 202 qualify as a global awareness requirement or for fulfillment of the foreign language requirement at the state universities. Courses numbered 265 and 266 qualify as a global awareness and humanities requirement. These language courses are offered:

French (FRE) - see below	Latin (LAT) - see page 83
German (GER) - see page 75	Pima (PIM) - see page 98
Hebrew (HEB) - see page 77	Portuguese (POR) - see page 99
Italian (ITA) - see page 82	Russian (RUS) - see page 101
Japanese (JPN) - see page 82	Spanish (SPA) - see page 103

ALSO OFFERED: American Sign Language (SLG), page 41.

FRENCH LANGUAGE FRE

Language/Communication Division ..LC 305 (480) 423-6459

FRE101AA 4 credits 5 periods
Elementary French I

Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture; practice of listening, speaking, reading and writing skills. Prerequisites: None.

FRE102AA 4 credits 5 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.

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.

GENERAL TECHNOLOGY GTC

Applied Sciences Division Office .. AP 237B (480) 423-6599

ALSO SEE: Building Safety Technology (BLT), page 47, and Civil Engineering Technology (CET), page 52.

GTC124 3 credits 3 periods

Methods and Materials of Construction

Modern methods of construction and materials for residential, multiple and commercial building, including the four types of structures used: wood, concrete, steel and masonry. Methods of assembly and how different materials can be used to create desired designs. Requirements of most recent building codes and the F.H.A. standards. Prerequisites: None.

GEOGRAPHY **GCU and GPH**

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

The cultural geography courses (GCU), which provide social/behavioral science credit, are listed first, followed by the physical geography courses (GPH), which provide natural science credit.

GCU **Cultural Geography**

GCU102 3 credits 3 periods
Introduction to Human Geography

Systematic study of human use of the earth. Spatial organization of economic, social, political and perceptual environments. Prerequisites: None.

GCU120 1 credit 1 period
Arizona's Water Issues

History and development of Arizona's arid-land water use: sources, distribution, methods of use, floods, droughts, water law and environmental concerns. Prerequisites: None.

GCU121 3 credits 3 periods
World Geography: 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: Western Hemisphere

Description and analysis of variations in social, economic and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America and Anglo America. Prerequisites: None.

GCU130AA 1 credit 1 period
Global Issues: Great Decisions

Geographic survey of selected United States foreign policy issues relating to Europe, the former Soviet Union, Africa and Latin and Anglo America. Prerequisites: None.

GCU194 3 credits 3 periods
Special Topics in Cultural Geography

Detailed study of specific regions, topics, or current issues in cultural geography. Topics may include origins, diffusion, and division of cultural areas. Examines cultural patterns and spatial organization which may include population, religion, economic, social and political characteristics. Studies interrelationships between humans and the physical environment (i.e. environmental ecosystems, physical processes and natural resources). Prerequisites: None.

GCU221 3 credits 3 periods
Arizona Geography

The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

GPH **Physical Geography**

GPH111 4 credits 6 periods
Introduction to Physical Geography

Spatial and functional relationships among climates, landforms, soils, water and plants. Prerequisites: None.

GPH194 3 credits 3 periods
Special Topics in Physical Geography

Detailed study of specific regions, topics, or current issues in physical geography. Emphasis on relationships within and between the atmosphere, lithosphere, hydrosphere, biosphere, and how humans relate

to their environment. Topics may include environmental ecosystems, physical processes (i.e., weather, climate, geomorphology, oceanography), natural resources and the impacts of human population (i.e., pollution, politics, religion, economic activities). Prerequisites: None.

GPH210 3 credits 3 periods
Physical Environment

Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: None.

GPH211 3 credits 3 periods
Landform Processes

Geographic characteristics of landforms and earth-surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. Prerequisites: ENG101, ENG107 or equivalent.

GPH212 3 credits 3 periods
Introduction to Meteorology I

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

GPH214 1 credit 3 periods
Introduction to Meteorology I Lab

Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GEOLOGY **GLG**

Mathematics/Sciences Division PS 153 (480) 423-6111

The geology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as paleontology, petroleum geology, geological research, geology teacher or other professional geological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor as to what courses should be taken to strengthen their science and mathematics background before pursuing the geology curriculum. Recommended courses to be taken during the first two years are GLG100 and GLG100LL or GLG101 and GLG103. GLG102 and GLG104 are also recommended. Supporting courses include CHM151, CHM152, CHM154, PHY111, PHY112, MAT122 or MAT152. Consultation with the catalog of the college to which the student plans to transfer may recommend a more rigorous math sequence as follows: MAT152, MAT182, MAT221 and MAT231. Since there is some variation in the specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly.

GLG101 3 credits 3 periods
Introduction to Geology I - Physical Lecture

A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102 3 credits 3 periods
Introduction to Geology II - Historical Lecture

Outlines the origin and history of the earth with emphasis on North America—its dynamic, geographic and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103 1 credit 3 periods
Introduction to Geology I - Physical Lab

May accompany GLG101. Study of common rock-forming minerals, rocks and maps. Prerequisites: None.

GLG104 1 credit 3 periods
Introduction to Geology II - Historical Lab

May accompany GLG102. Study of geological structures and rocks,

HCC109 0.5 credit 0.5 period
CPR for the Health Care Provider
 Current standards for one and two rescuer Cardiopulmonary Resuscitation (CPR) and obstructed airway procedures on the adult, infant and pediatric victim. Successful completion will qualify student for an American Heart Association CPR card for health care provider. Prerequisites: None.

HCC130 3 credits 3 periods
Fundamentals in Health Care Delivery
 Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate team work in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote team work. Focus on intercultural communication strategies. Prerequisites: None.

HCC140 2 credits 2 periods
Medical Terminology for Health Care Workers
 Introduction to medical terms used in health care. Body systems approach to common terms related to structures, function, diseases, procedures and diagnostic tests. Building and analyzing terms using word parts. Selected medical abbreviations and symbols. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109. May be taken concurrently with Level II program pathway courses.

HCC142 1 credit 1 period
Medical Terminology for Specialty Areas
 Medical terminology used with special care populations and in special services. Includes obstetric, pediatric, mental health, diagnostic imaging, oncology and surgery terms. Use of word parts, term spelling and pronunciation. Prerequisites: HCC140.

HCC145 3 credits 3 periods
Medical Terminology for Health Care Workers
 Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC151 0.5 credit 0.5 period
Legal and Ethical Issues in Health Care
 Basic legal terminology utilized in the health care setting. The basic legal concepts related to health care employment. Identification of ethical guidelines to include client privacy and rights, as well as the process of ethical decision making. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCC153 0.5 credit 0.5 period
Decision Making in the Health Care Setting
 Principles of the decision-making process using the nine-step format and application of the process. Description and application of process improvement and its relationship to the decision-making model. Prerequisites: HCC101, HCC103, HCC105, HCC107 and HCC109.

HCC161 0.75 credit 3 periods
Basic Venipuncture Practicum
 Application of fundamental phlebotomy techniques in a clinical setting. OSHA guidelines to include infection control, personal safety and first aid. Specimen handling and processing. Venous collection procedures performed on clients. Prerequisites: HCC160.

HCC164 0.5 credit 0.5 period
Pharmacology for Allied Health
 Chemical, generic, and trade names for drugs. Use of drug references. Pharmacological principles of drugs. Routes of drug administration. Federal and Arizona regulations. Classification of drugs. Abbreviations and symbols for drug measurement, administration and prescription. Prerequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or equivalent.

HCC204 3 periods 3 periods
Clinical Pathophysiology
 Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease. Prerequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or equivalent, and (BIO160 or BIO162AB or BIO201).

HCC208 1 credit 1 period
Health Care Leadership
 Introduction to concepts and skills required of health care leaders. Discussion of leadership styles and conflict management. Application of motivation, delegation, and communication techniques to teamwork and leadership. Prerequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF) or equivalent.

HEALTH INFORMATION TECHNOLOGY HIT

Health Sciences Division Office SB 132 (480) 423-6225

HIT170 3 credits 3 periods
Medical Terminology for Allied Health
 Basic tools for building a medical vocabulary and acquainting the student with medical terms as they pertain to anatomy, physiology and diseases. Prerequisites: None.

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 life style. Explores current topics of interest such as stress management, nutrition, fitness and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HES126 2 credits 2 periods
Women's Health Issues
 Develops awareness of health issues related to women. Examines diseases common to women. Explores predisposing and precipitating factors affecting health and reviews current treatment of disease. Focuses on the development of behaviors that promote a healthy and productive life. Prerequisites: None.

HES154 3 credits 3 periods
First Aid/Cardiopulmonary Resuscitation
 Standard first aid and personal safety, including cardiopulmonary resuscitation, BLS. Designed to train community members in emergency care for the ill and injured, mouth-to-mouth resuscitation, CPR and stabilization of victims with airway obstruction. Prerequisites: None. **PLEASE NOTE:** American Heart Association CPR Certification included.

HES201 3 credits 3 periods
Substance Abuse and Behavior
 Principles and factual bases of drug use and abuse. Physiological and sociopsychological 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.

HEBREW LANGUAGE **HEB**

Language/Communication Division ..LC 305 (480) 423-6459

HEB101 4 credits 4 periods
Elementary Hebrew I
 Introduction to basic grammar, pronunciation and vocabulary of the Hebrew language. Emphasis on language skills in listening, speaking, reading and writing. Study of Hebrew-speaking culture. Prerequisites: None.

HEB102 4 credits 4 periods
Elementary Hebrew II
 Continued in-depth study of grammar and vocabulary with emphasis on speaking skills. Continued study of Hebrew-speaking culture. Prerequisites: HEB101 or equivalent or departmental approval.

HEB115 3 credits 3 periods
Beginning Hebrew Conversation I
 Conversational Hebrew. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Hebrew. Designed for students seeking to speak and understand basic Hebrew with little emphasis on grammar. Prerequisites: None.

HEB201 4 credits 4 periods
Intermediate Hebrew I
 Intensive review of essential Hebrew grammar with emphasis on vocabulary building and development of reading, writing and speaking skills. Study of Hebrew-speaking culture. Prerequisites: HEB102 or equivalent or departmental approval.

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 1870
 The political, economic and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104 3 credits 3 periods
United States History 1870 to Present
 The political, economic and social development of United States from Reconstruction period up to present time. Prerequisites: None.

HIS105 3 credits 3 periods
Arizona History
 The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National period, the U. S. federal territorial years and Arizona's political and economic development during the twentieth century. Prerequisites: None. **(HIS105 not offered every semester.)**

HIS106 3 credits 3 periods
Southwest History
 Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS107 3 credits 3 periods
Selected Issues in United States History
 Survey of selected major issues in history of United States from early times to present. Prerequisites: None.

HIS140 3 credits 3 periods
American Indian History (AIS140)
 Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

HIS145 3 credits 3 periods
History of Mexico
 Survey of the political, economic and social forces which have shaped the development of Mexico from pre-Colombian times to the present. Prerequisites: None. **(HIS145 not offered every semester.)**

HIS173 3 credits 3 periods
United States Military History
 Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

HIS201 3 credits 3 periods
History of Women in America
 Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None. **(HIS201 not offered every semester.)**

HIS203 3 credits 3 periods
African-American History I
 History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None. **(HIS203 not offered every semester.)**

HIS251 3 credits 3 periods
History of England to 1700
 History of England to 1660. Analysis of the major political, cultural, social, and intellectual, 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.

HIS273 3 credits 3 periods
United States Experience in Vietnam 1945-1975
 Survey of the United States experience in Vietnam, 1945-1975, in view of political, economic and social forces of the Cold War. Prerequisites: None.

HIS275 3 credits 3 periods
Soviet Union and Slavic World
 Survey of the principal political, military, economic, social and cultural developments in the Soviet Union from the Communist seizure of power in 1917 to the present. Includes a brief review of the geography, politics and culture of pre-1917 Russia as a background. Prerequisites: None. (*HIS275 not offered every semester.*)

HOSPITALITY AND TOURISM HRM **Hotel, Golf and Restaurant Management**

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Culinary Arts (CUL), page 60, and Recreation (REC), page 101.

HRM110 3 credits 3 periods
Introduction to Hospitality Management
 Fundamental overview of hotel, restaurant and tourism segments of hospitality industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains career component to help students make informed career decisions. Prerequisites: None.

HRM120 3 credits 3 periods
Hotel Facility Management
 Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance and safety. Examines basic systems for hotel facility management record keeping. Prerequisites: None.

HRM130 3 credits 3 periods
Guest Services Management
 Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure guest satisfaction and efficient operations. Prerequisites: None.

HRM140 3 credits 3 periods
Food Production Concepts
 Concepts related to preparation of hot foods, pantry and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering and inventory. Prerequisites: None.

HRM220 3 credits 3 periods
Hospitality Managerial Accounting
 Study of financial statement analysis, asset management, ratio analysis, analytical techniques and investment decision making. Emphasis on planning, budgeting and management decisions. Prerequisites: ACC111 or ACC230.

HRM230 3 credits 3 periods
Beverage Management
 Identification, production, purchasing and service of spirits, wine and beer products. Marketing, menu development and cost controls of a beverage operation. Special emphasis on staffing, training and legal regulations for beverage sales. Prerequisites: None.

HRM235 3 credits 3 periods
Club Management
 Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs. Prerequisites: HRM110.

HRM240 3 credits 3 periods
Commercial Food Production
 Application of food preparation principles, procedures and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens. Prerequisites: HRM110 and HRM140.

HRM250 3 credits 3 periods
Hospitality Information Systems
 Use of computer systems to generate information needed for management of lodging and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: HRM110 and CIS105 or permission of instructor.

HRM260 3 credits 3 periods
Hospitality Human Resource Management
 Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: HRM110.

HRM270 3 credits 3 periods
Hospitality Marketing
 Essential skills of defining a service market, developing a market plan and directing personnel to follow marketing plan. Emphasis on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market. Prerequisites: None.

HRM275 3 credits 3 periods
Restaurant Management
 Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation and legal regulations in the restaurant industry. Prerequisites: None.

HRM280 3 credits 3 periods
Hotel and Restaurant Law
 Examines legal aspects of hotel and restaurant management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: HRM110.

HRM285 3 credits 3 periods
Gaming Management (GAM285)
 History, development, and management of casinos and gaming. Emphasis on environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations. Prerequisites: None.

HUMANITIES

HUM

Communication Arts Office LC 305 (480) 423-6076
Fine Arts Division Office MB 139 (480) 423-6328

HUM105AB 1 credit 1 period

Cultural Perspectives: Native American Ideas/Values

An interdisciplinary examination of the history, arts, ideas and values of Native Americans and their contribution to life in the United States. Prerequisites: None. (*HUM105AB not offered every semester.*)

HUM190AA-AI 1 credit 1 period

Honors Forum

Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Admission to the College Honors Program or permission of instructor.

HUM205 3 credits 3 periods

Introduction to Cinema (THE205)

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM209 3 credits 3 periods

Women and Films (WST209)

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

HUM210 3 credits 3 periods

Contemporary Cinema (THE210)

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM211AA 3 credits 3 periods

Foreign Films: Classics

Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None.

HUM250 3 credits 3 periods

Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101. (*HUM250 offered Fall semester only.*)

HUM251 3 credits 3 periods

Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music and philosophy from the Renaissance to modern period, including western and non-western cultures. Prerequisites: ENG101. (*HUM250 offered Spring semester only.*)

HUM260 3 credits 3 periods

Intercultural Perspectives

Cultural, literary and artistic expressions of Native, Hispanic and African Americans. Includes traditional and modern work and contribution to American civilization. Prerequisites: None. (*HUM260 not offered every semester.*)

INFANT/TODDLER DEVELOPMENT ITD

Social/Behavioral Sciences Division ... SB 130 (480) 423-6206

ALSO SEE: Early Childhood Development (ECH), page 62.

ITD183 1 credit 1 period

Infant/Toddler Learning Materials (ECH183)

Safety and design features of commercial, homemade and household

learning materials for children from birth through 30 months of age. Focus on matching items with children's developmental levels. Prerequisites: None.

ITD201 2 credits 2 periods

Attachment and Relationships

Explores the roots of human relationships in the attachment process. Considers how children become skilled at interaction with adults and peers in varied social contexts. Includes perspectives of Mahler, Erikson and Magda Gerber. Prerequisites: None.

ITD202 2 credits 2 periods

Cognition and Communication

Examines how thinking emerges in the sensorimotor period and how language is acquired. Considers the role of people and environments in facilitating cognition, communication and language. Prerequisites: None.

ITD203 2 credits 2 periods

Health, Safety and Routines in Group Care

Standards for health/safety and the importance of routines for the overall development of infants and toddlers in group care. Examines current regulations and proposed standards and the rationales supporting them. Prerequisites: None.

ITD204 1 credit 1 period

Supporting Family Development

Practical and professional ways to foster communication with family members and relationships within families of infants and toddlers. Considers sensitivity to contemporary family differences and respect for confidentiality. Prerequisites: None.

ITD205 1 credit 1 period

Emerging Individuality

An overview of the range of differences among infants and toddlers as they develop in the first three years of life. Includes consideration of physical variation, temperaments and multiple intelligences. Prerequisites: None.

ITD206 1 credit 1 period

Developmental Milestones: Birth to Age Three

An overview of major developmental milestones in the first three years of life. Motor, self-help, cognitive, communicative, social and emotional behaviors examined. Prerequisites: None.

ITD260 1 credit 2 periods

Reflective Case Study

An extended relationship with an infant or toddler and their primary caregiver in the child's own home setting. Weekly visits with the child and family members, reflective journal keeping and regular class meetings with fellow students and instructor. May be repeated for up to four credits. Prerequisites: Current enrollment in Infant/Toddler Program; must have completed at least five program credit hours and permission of instructor.

ITD261 2 credits 2 periods

Infant/Toddler Practicum

Supervised participation in a program serving children under three years of age. May include licensed family day care, center-based care, parent-child programs or home-visitor programs. Minimum of 50 hours of supervised participation. May not be a site where student is already employed. Prerequisites: Current enrollment in program and completion of 7 credits in ITD certificate courses and permission of the instructor.

INTERIOR DESIGN INT

Applied Sciences Division Office .. AP 237B..... (480) 423-6599

INT105 3 credits 3 periods**Introduction to Interior Design**

Introductory survey of all aspects of room design. Taste and consumerism in the purchase of home furnishings. Principles of room design for creating your own surroundings. Open to interior design majors and all interested students. Prerequisites: None.

INT115 3 credits 3 periods**Historical Architecture and Furniture**

Development of furniture and architecture from antiquity to the Industrial Revolution. Emphasis placed on stylistic development of furniture and its designers. Prerequisites: None.

INT120 3 credits 3 periods**Twentieth Century Architecture and Furniture**

Twentieth century development of architecture and furniture from the Industrial Revolution to present times. Emphasis on contemporary architects and designers along with future trends in design. Prerequisites: None.

INT145 (formerly INT230) 3 credits 6 periods**Drawing and Rendering**

Basic freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: DFT121.

INT150 3 credits 6 periods**Color and Design**

Color lab and lecture regarding theories and application of color. Historical development of colors and designs. Development of design skills with possible application to manufacturing. Light and its affect on coloring. Prerequisites: None.

INT160 3 credits 3 periods**Fabrics for Interiors**

Composition and design characteristics of fiber and fabrics. History of fabric and fabric use. Uses and commercial sale of fabrics. Prerequisites: None.

INT170 3 credits 6 periods**Interior Materials**

Practical training in writing specifications for all permanent aspects of an interior. Includes information on evaluation of quality and estimation of flooring, wall covering, finish materials and architectural components. Emphasis on building a resource file for a variety of goods and services related to the field of interior design. Prerequisites: INT105. Prerequisite or Corequisite: INT160.

INT175 3 credits 6 periods**Custom Design**

Techniques of design and manufacture of case goods and upholstery with an overview of woods, glass, metal, stone, plastics and other closely related products with related design features. Prerequisites: INT105 and DFT121.

INT190 3 credits 6 periods**Space Planning**

Study of space utilization as it relates to people and furnishings in living and working environments. Prerequisites: INT105 and DFT121.

INT210 3 credits 3 periods**Interior Sales and Marketing**

Techniques used in personal selling as related to residential interior design. Examines role of salesperson vs. client and client's behavior

relating to sales. Includes applicable federal, state and city codes. Prerequisites: INT105.

INT225 3 credits 3 periods**History of Decorative Arts**

Development of classic forms, floor coverings, walls, textiles, glass, crystal and wood and their relationship to contemporary items. Critical appraisal of currently available artistic furnishings. Prerequisites: INT115.

INT240 3 credits 6 periods**Kitchen and Bath Design**

Studio course explores kitchen and bath design. Focuses on research and design skills with portfolio development. Prerequisites: INT190 and (DFT105 or DFT105AA or DFT252AA).

INT245 (formerly INT250) 3 credits 6 periods**Color Rendering**

Advanced development of rendering and drafting techniques. Detailed drawings preparing for the manufacturing of a designed item, shop and isometric drawings and color renderings. Portfolio presentation for Interior Design majors. Prerequisites: INT145 and INT190 or instructor approval.

INT260AB 1.5 credits 1.5 periods**ADA Compliance**

A study of the rules set forth by the Americans with Disabilities ACT (ADA) and how those rules impact the role of the interior designer. Prerequisites: INT105 and DFT121 or departmental approval.

INT260AC 1.5 credits 1.5 periods**Interior Building Codes**

A study of how interior building codes impact the designer or interior environments. Prerequisites: INT105 and DFT121 or departmental approval.

INT265 3 credits 3 periods**Residential Systems Design**

Advanced study of residential plumbing, electrical, lighting, acoustics and heating/ventilating/air conditioning (HVAC) systems. Includes theory of design systems as related to interior design professional. Prerequisites: DFT121 and INT170 or permission of department.

INT266 1 credit 2 periods**Current Topics in Interior Design**

Presentation of current topics related to the interior design industry. Emphasis on practical applications of historical, technical, business, social or creative aspects of the field. Includes demonstration or in-depth description and may involve hands-on experience. May be repeated with change of topic. Prerequisites: Permission of program director.

NOTE: This course is taught as preparation for the NCIDQ exam.**INT270** 3 credits 6 periods**Commercial/Contract Design**

Design of business and commercial interiors. Prerequisite or Corequisite: INT190.

INT271AC 3 credits 15 periods**Interior Design Internship**

Interior design work experience in a business or industry. Required to work 240 hours. Supervised and evaluated by a coordinator. Prerequisites: Departmental approval.

INT274AA 1 credit 5 periods**Interior Design Study Tour**

A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to

enhance knowledge about this multi-faceted career. Prerequisites: Departmental approval.

INT280 3 credits 3 periods

Design Business Procedures

Legal and accounting procedures for design businesses, including contracts, professional ethics and professional image. Prerequisites: INT105. **COURSE NOTE:** INT210 suggested but not required.

INTERNATIONAL BUSINESS IBS

Business Division Office AP 246 (480) 423-6253

IBS101 3 credits 3 periods

Introduction to International Business

A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

IBS102 2 credits 2 periods

International Marketing

Focuses on how to plan and implement international marketing strategies through application of several concepts: international marketing research, market evaluation; cultural, economic and political environments; product, price, promotion and distribution strategies; and implementation. Prerequisites: None.

IBS103 2 credits 2 periods

Cultural Awareness for International Trade

The importance of cultural sensitivity on business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society. Focuses on all regions of the world: North America, Latin America, Europe, Pacific Rim, Middle East and Eastern/Western Europe. Prerequisites: None.

IBS104 1 credit 1 period

International Finance

The development of foreign exchange and international banking is examined. Methods of export financing, including both short- and medium-term credit and an in-depth review of application to and administration of government loan programs are covered. Important factors in country risk analysis are discussed. Prerequisites: None.

IBS105 2 credits 2 periods

International Law

Introduction to the legal aspects and ramifications of international trade topics including multinational enterprises, sovereignty, technology transfer, arbitration, negotiation and diplomacy. Prerequisites: None.

IBS108 2 credits 2 periods

Basics of Import/Export Operations

An overview of the steps involved in importing and exporting a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination, basic laws affecting imports, currency exchange and letters of credit. Practical advice about storage and transportation of shipments after they have cleared customs. Other topics will include marketing, organization, regulations, terms of sale, documentation, shipment and financing involved with international enterprises, sovereignty, technology transfer, arbitration, negotiation and diplomacy. Prerequisites: None.

IBS109 3 credits 3 periods

Cultural Dimension for International Trade

The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history,

religion, politics, customs and cross-cultural communications on society. Prerequisites: None.

IBS110 1 credit 1 period

International Payments and Collections

Sources of export financing and various methods of payment and their uses reviewed. Emphasis on methods of structuring, negotiating and processing letters of credit. Prerequisites: None.

IBS111 1 credit 1 period

Risk Management and Loss Control

Covers transportation and delivery alternatives focused on risk and loss reduction with emphasis on: pro-formas, invoices, estimated shipping, insurance methods, INCO terms (International Terms of Sale), container transportation options; inland, air and ocean freight services, best and fastest way to ship, export packing. Prerequisites: None.

IBS112 1 credit 1 period

Export Licensing and Regulations

Examines U. S. requirements for export clearance, licensing and foreign market entry requirements. Topics included are the Commerce Control List (CCL) and Export Control Commodity Numbering (ECCN), validated licenses, applications, the Special Comprehensive License, license exceptions, the general prohibitions, re-exports, international import requirements, shipping tolerances and services of the Bureau of Export Administration (BXA). Covers governmental requirements regarding the export of all types of commodities and technical data, specifically: how to determine ECCN number and how to prepare license application forms including backup materials, preparing export documents and record keeping requirements. Additional emphasis includes: commodity classification and commodity jurisdiction. Prerequisites: None.

IBS113 1 credit 1 period

U. S. Customs/Duties

Presents an overview of the requirements of importing into the United States. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination. Overview of special customs issues. Prerequisites: None.

IBS114 1 credit 1 period

International Transportation and Distribution Systems

International transportation and distribution options in export and import operations, including air freight, shipping, freight forwarders and distributors in competitive markets. Emphasis on selection, management and evaluation of overseas distributors and agents. INCO shipping terms, standard carrier containers; inland, air and ocean freight services; packing strategies and costs. Prerequisites: None.

IBS121 2 credits 2 periods

Export Marketing Case Studies

Individual case studies of actual companies performing export business with detailed analysis of Maricopa County, United States, foreign and transnational companies. Prerequisites: None.

IBS122 3 credits 3 periods

International Internship

To enhance each international intern's opportunity for success in the field of international business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in international business. Prerequisites: Be employed or volunteer in the field of international business and have completed 8-12 hours of classroom study in the IBS curriculum or equivalent. (Five hours per week per 1.0 unit of work experience.) Evidence of a minimum of 150 hours of work time and preparation of internship reports.

IBS150 2 credits 2 periods
Mexico, Central and South America: International Business Environment
 Introductory course which gives tips on trading with Latin America, including Mexico and the countries in the Caribbean Basin Initiative (CBI). Course includes cultural, social and geographic overviews of the region in addition to business issues. Key focus on small to medium sized firms as importer/exporter to and from the region. Prerequisites: None.

IBS151 2 credits 2 periods
Western Europe: International Business Environment
 Defining new trading realities of European community trading bloc. Emphasis on preparing U. S. companies for successful trading with European countries and its trading partners. Prerequisites: None.

IBS152 2 credits 2 periods
Japan: International Business Environment
 Impact of the Japanese culture on business practice. Guidelines are provided to help business people with some basic cultural differences between the United States and Japan. Prerequisites: None.

IBS153 2 credits 2 periods
Central and Eastern European: International Business Environment
 Analysis and assessment of economic relations of Eastern Europe with emphasis on foreign trade planning and management, countertrade, East-West business psychology and NATO country embargo policies and controls. Prerequisites: None.

IBS154 2 credits 2 periods
Pacific Rim Countries: International Business Environment
 Examines the importance of the Pacific Rim within the scope of worldwide trade. Emphasis is on cultural/social customs, language and business practices. Class will focus on key East Asian and South-east Asian countries and countries. Objective is to gain an understanding of the key factors involved in doing business successfully in Asia. Prerequisites: None.

IBS201 3 credits 3 periods
International Studies for Business
 Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts to real-world business situations through case studies and experiential exercises. Prerequisites: None.

ITALIAN LANGUAGE ITA

Language/Communication Division ..LC 305 (480) 423-6459

ITA101AA 4 credits 5 periods
Elementary Italian I
 Basic grammar, pronunciation and vocabulary of the Italian language. Includes the study of Italian culture. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

ITA102AA 4 credits 5 periods
Elementary Italian II
 Continued study of grammar and vocabulary along with the study of Italian culture. Emphasis on speaking, reading and writing skills. Prerequisites: ITA101 or equivalent.

ITA115 3 credits 3 periods
Beginning Italian Conversation I
 Conversational Italian. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Italian. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

ITA116 3 credits 3 periods
Beginning Italian Conversation II
 A continuation of ITA115. Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

ITA201 4 credits 4 periods
Intermediate Italian I
 Review of essential grammar of the Italian language and study of the Italian culture. Continued practice and development of reading, writing and speaking skills. Prerequisites: ITA102 or equivalent or departmental approval.

ITA202 4 credits 4 periods
Intermediate Italian II
 Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201 or equivalent or departmental approval.

JAPANESE LANGUAGE JPN

Language/Communication Division ..LC 305 (480) 423-6459

JPN101 5 credits 6 periods
Elementary Japanese I
 Basic grammar, pronunciation and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 5 credits 6 periods
Elementary Japanese II
 Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or departmental approval.

JPN115 3 credits 3 periods
Beginning Japanese Conversation I
 Conversational Japanese. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities. Prerequisites: None.

JPN116 3 credits 3 periods
Beginning Japanese Conversation II
 Continuation of conversational Japanese for survival in everyday business and social situations. Expansion of vocabulary and sentence structure through aural/oral practice. Practice in reading and writing Kana. Prerequisites: JPN115.

JPN201 5 credits 6 periods
Intermediate Japanese I
 Expansion of sentence structure through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or equivalent.

JPN202 5 credits 6 periods
Intermediate Japanese II
 Extensive review of Japanese grammar; development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN201 or equivalent.

JPN225 3 credits 3 periods
Intermediate Japanese Conversation
 Continued development of skills in conversational Japanese for effective communication and study of the Japanese culture. Includes the introduction to intermediate Japanese conversation, basic structural approach to Japanese grammar, Japanese writing system and civilization. Prerequisites: JPN116 or departmental approval.

JOURNALISM JRN

Language/Communication Division .. LC 305 (480) 423-6459

JRN125 3 credits 3 periods

Photo Editing

Basic techniques of photo composition and editing for media reproduction. Use of cropping tools and proportion wheel. Reading contact prints and negatives. Organizing photo staff, darkroom and assignments. Effect of color vs. black and white. Basic techniques of photo essay, photo page and photo story. Prerequisites: None.

JRN133 3 credits 3 periods

Development of Small Publications

Design, plan and write newsletters, brochures and advertisements. Desktop computer production and paste-up techniques. Prerequisites: None. Computer experience and (BPC138AA or BPC138AB) suggested.

JRN135 2 credits 4 periods

Practicum: Writing/Events Planning

News value determination, press release feature writing, news gathering techniques, event planning. Prerequisites: MCO110 or MCO120. Corequisites: JRN134.

JRN140 3 credits 3 periods

Print Media Sales

Sales methods and techniques used by newspaper and magazine salespersons including advertising sales presentations, campaigns, designs, layouts and pasteup ads. Prerequisites: None.

JRN201 3 credits 3 periods

News Writing

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.

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: MCO120 and 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.

JRN220 3 credits 3 periods

Managing Promotional Campaigns

Planning, organizing and conducting promotional campaigns for real or imaginary events. Includes targeting markets and determining budgets. Prerequisites: (JRN201 and JRN215 and MKT101 and MKT271) or (documented full-time employment in the communications field and permission of instructor). **NOTE: For current students only.**

JRN221 3 credits 3 periods

Publicizing and Promoting Persons and Events

Various methods of publicizing and promoting persons and events. Analysis of well-known advertising and public relations campaigns. Includes developing a publicity or advertising campaign. Prerequisites: JRN220. **NOTE: For current students only.**

JRN234 (formerly JRN134) 3 credits 3 periods

Feature Writing

Emphasis on crafting stylized stories for publications. Includes

research, interviewing, writing techniques, editing and professional concerns. Prerequisites: JRN201.

JRN236 3 credits 5 periods

Advanced Practicum: Public Relations

Off-campus public relations experience integrating skills developed in previous courses. Students placed in community public relations job sites. Writing media releases, designing and producing promotional materials, planning events, script writing and developing presentations. Prerequisites: BPC128, JRN133, JRN134, JRN201, JRN215, JRN235, MCO120 and MKT101. **NOTE: For current students only.**

LATIN LANGUAGE LAT

Language/Communication Division .. LC 305 (480) 423-6459

LAT101 4 credits 4 periods

Elementary Latin I

Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English. Prerequisites: None.

LAT102 4 credits 4 periods

Elementary Latin II

Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin. Prerequisites: LAT101 or permission of instructor.

LIBRARY SCIENCE LBS

Library Division Office LB 162 (480) 423-6434

LBS101 2 credits 2 periods

Library Resource Concepts/Skills

Information access skills for print and electronic resources. Use of libraries and their structure, tools and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS220 1 credit 1 period

Information Literacy and the Internet

Exploration of the Internet as an informational resource. Development of basic information literacy skills. Prerequisites: None.

LBS220AA 0.5 credit 0.5 period

Information Literacy and the Internet for Business

Identification, exploration and evaluation of informational resources related to business. Development of basic search strategy skills. Prerequisites: None.

LBS220BA 0.5 credit 0.5 period

Information Literacy and the Internet for Humanities

Identification, exploration and evaluation of informational resources related to humanities. Development of basic search strategy skills. Prerequisites: None.

LBS220CA 0.5 credit 0.5 period

Information Literacy and the Internet for the Sciences

Identification, exploration and evaluation of informational resources related to the sciences. Development of basic search strategy skills. Prerequisites: None.

LBS220DA 0.5 credit 0.5 period

Information Literacy and the Internet for Educators

Identification, exploration and evaluation of informational resources used by educators. Development of basic search strategy skills. Prerequisites: None.

LBS220EA 0.5 credit 0.5 period
Information Literacy and the Internet for Foreign Languages
 Identification, exploration and evaluation of informational resources related to the foreign languages. Development of basic search strategy skills. Prerequisites: None.

LBS220FA 0.5 credit 0.5 period
Information Literacy and the Internet for Medical Fields
 Identification, exploration and evaluation of informational resources related to the medical fields. Development of basic search strategy skills. Prerequisites: None.

MANAGEMENT **MGT**

Business Division Office AP 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Accounting, Business, Business (Fastrack), Hospitality and Tourism/Hotel Management, Hospitality and Tourism/Restaurant Management, International Business, Office Automation Systems, and Retail Fashion.

MGT101 3 credits 3 periods

Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT109 3 credits 3 periods

Development of Professional Skills and Standards (Fastrack)

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management and human relations. Prerequisites: None.

MGT113 3 credits 3 periods

Proposal Writing (AIS113)

Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue. Prerequisites: None.

MGT126 3 credits 3 periods

Customer Service Skills and Strategies (Fastrack)

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes and systems within the organization and how to integrate these areas into a total quality delivery program.

MGT127 3 credits 3 periods

Managing and Leading for Competitive Advantage (Fastrack)

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. Prerequisites: None.

MGT172 1 credit 1 period

Organizations, Paradigms and Change

Examines the nature of organizations, paradigms and change as organizations manage for excellence. Focuses on current practices and future trends in total quality management. Includes ethics and the future of organizations in a global economy. Prerequisites: None.

MGT175 3 credits 3 periods

Business Organization and Management

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading and controlling. Emphasizes continual improvement, ethics and social responsibility. Prerequisites: None.

MGT179 3 credits 3 periods

Utilizing the Human Resources Department (Fastrack)

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None.

MGT201 1 credit 1 period

Tribal Management Seminar I (AIS201)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: None.

MGT202 1 credit 1 period

Tribal Management Seminar II (AIS202)

Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: MGT201 or permission of instructor.

MGT203 3 credits 3 periods

Fundamentals of Economic Development for Indian Tribes (AIS203)

Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants. Prerequisites: ACC230 or permission of instructor.

MGT206 3 credits 3 periods

Business Research Project (Fastrack)

Reviews basic principles and techniques for conducting research. Includes criteria for evaluation of research. Involves an in-depth analysis of a selected topic related to contemporary business. Focuses on selection of topic, research design, collection and analysis of data and preparation and presentation of a research project. Prerequisites: Completion of a minimum of 15 credits in the Business 'Fastrack' Program with a grade of 'C' or better.

MGT251 3 credits 3 periods

Human Relations in Business

Analysis of motivation, leadership, communications and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested but not required.

MGT253 3 credits 3 periods

Owning and Operating a Small Business

Starting, organizing and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

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 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Business, Hospitality and Tourism/Hotel Management, Hospitality and Tourism/Restaurant Management, and Retail Fashion.

MKT101 3 credits 3 periods

Introduction to Public Relations

Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT109 3 credits 3 periods

Introduction to Fashion Merchandising

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

An examination of the principles of design including line, color, balance and texture as they relate to the display of merchandise. Participation in displays, field trips and individual projects. Prerequisites: None.

MKT200 3 credits 3 periods

Retail Buying

Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any BPC/CIS spreadsheet course recommended.

MKT210 3 credits 3 periods

Applied Marketing Strategies (*Fastrack*)

Examines the principles and terminology utilized in the marketing function and their value and application in the day-to-day operation of a business. Focuses on marketing planning, market segmentation, positioning, targeting and aspects of international marketing. Reviews product development, pricing, promotion and distribution and explores careers in marketing. Prerequisites: None.

MKT268 3 credits 3 periods

Merchandising

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

MKT271 3 credits 3 periods

Principles of Marketing

An analysis of the marketing process and environment with regard to the product, pricing, distribution and communication in order to satisfy buyer needs. Prerequisites: None.

MKT274AA 1 credit 5 periods

Fashion Merchandising Study Tour

A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. Prerequisites: Department approval.

MASS COMMUNICATION **MCO**

Language/Communication Division ..LC 305 (480) 423-6459

MCO120 3 credits 3 periods

Media and Society

Study of historical and contemporary roles of media and its pervasiveness in society as it relates to politics, education and culture. Prerequisites: ENG101 or ENG107 or equivalent.

MCO220 3 credits 3 periods

Cultural Diversity and the Media

Images of the diverse cultures and gender issues within the U. S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U. S. race relations and racial change. Roles, contributions and challenges of the minority press in the United States. Prerequisites: ENG101 or ENG107 or equivalent.

MATHEMATICS **MAT**

Mathematics/Sciences Division PS 153 (480) 423-6111

Mathematics Value Statement

Rapid change and growing complexity characterize our world. In this context, the ability to think critically is an increasingly important skill.

As a discipline that encompasses many forms of reasoning, mathematics is in a position to foster critical thinking and other higher-order thinking skills.

Students become critical thinkers in mathematics not only through the acquisition of course-specific knowledge and skills, but also through the development of skills in problem solving, decision making, and communication. Accordingly, all mathematics courses in the Maricopa Community Colleges District are designed to help develop the following:

To foster critical thinking, students interpret evidence, identify arguments pro and con, analyze and evaluate alternative points of view, reach conclusions, justify results and procedures, and explain assumptions and reasons.

When solving problems, students identify the problem to be solved, determine the strategy(ies) to solve the problem, apply the selected strategy(ies), judge the correctness and appropriateness of the solution, and interpret and communicate the solution.

When making decisions, students identify the various options that could be used, select an appropriate or reasonable option(s), justify the option(s) selected, and verify the reasonableness or validity of their conclusions. To develop effective communication skills, students use mathematical language and vocabulary; explain a problem-solving or decision-making process in an understandable and logical sequence; use a variety of resources, materials, or methods; and interpret and respond to mathematical communication received from others.

MAT065 1 credit 1 period

Graphing Calculator

Computations and graphing using a graphing calculator. Prerequisites: None.

MAT081 4 credits 4 periods

Basic Arithmetic

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT082 3 credits 3 periods

Basic Arithmetic

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT090 5 credits 5 periods

Developmental Algebra

Beginning algebra from a developmental perspective. Intended for those who have never, or not recently, taken algebra in high school. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of 'C' or better in MAT082 or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT091 4 credits 4 periods
Algebra/Anxiety Reduction
 Standard first course in algebra, for students who haven't had algebra or for those needing a review of first-year algebra, supplemented by instruction in anxiety reducing techniques, math study skills, test taking techniques. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of 'C' or better in MAT082 or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT092 3 credits 3 periods
Introductory Algebra
 Basic axioms of algebra, linear equations in one and two variables, operations on polynomials, rational expressions, graphing of linear equations and the solving of linear equations. May receive credit for only one of the following: MAT090, MAT091 or MAT092. Prerequisites: Grade of 'C' or better in MAT082 or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT102 3 credits 3 periods
Mathematical Concepts/Applications
 A problem-solving approach to mathematics as it applies to life and the world of work. Development, demonstration and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics and geometry. Prerequisites: Grade of 'C' or better in MAT082, or equivalent, or satisfactory score on District placement exam.

MAT120 5 credits 5 periods
Intermediate Algebra
 Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of 'C' or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT121 4 credits 4 periods
Intermediate Algebra
 Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of 'C' or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT122 3 credits 3 periods
Intermediate Algebra
 Algebraic operations on radical and rational expressions and complex numbers; linear, quadratic, absolute value, radical, rational, exponential and logarithmic functions; linear, quadratic, rational and absolute value inequalities; systems of linear equations. May receive credit for only one of the following: MAT120, MAT121 or MAT122. Prerequisites: Grade of 'C' or better in MAT090, MAT091, MAT092, or equivalent, or a satisfactory score on the District placement exam.

MAT142 3 credits 3 periods
College Mathematics
 Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications rather than on manipulative skills. Appropriate for the student whose major does not require college algebra or precalculus. Prerequisites: Grade of 'C' or better in MAT120 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT150 5 credits 5 periods
College Algebra Concepts
 Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grade of 'C' or better in MAT120 or MAT121 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT151 4 credits 4 periods
College Algebra
 Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grade of 'C' or better in MAT120 or MAT121 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT152 3 credits 3 periods
College Algebra
 Relations and functions; polynomial functions; exponential and logarithmic functions; systems of equations and inequalities; matrices; sequences and series. May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187. Prerequisites: Grades of 'B' or better in MAT120, MAT121, MAT122, or equivalent, or a satisfactory score on the District placement exam.

MAT156 3 credits 3 periods
Theory of Elementary Mathematics
 Investigation and study of mathematical content with an emphasis on mathematical processes of reasoning and communication. Includes number systems, geometry, problem solving, algebra, measurement, elementary statistics and probability. Designed to meet the requirements for preservice elementary school teachers. Prerequisites: Grade of 'C' or better in MAT120 or MAT121 or MAT122, or equivalent, or satisfactory score on District placement exam.

MAT172 3 credits 3 periods
Finite Mathematics
 An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of 'C' or better in MAT150 or MAT151 or MAT152, or equivalent, or satisfactory score on District placement exam.

MAT182 3 credits 3 periods
Plane Trigonometry
 A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only 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 or MAT122, or equivalent, or satisfactory score on a placement test. Strongly recommended that students have some knowledge of trigonometry.

MAT212 3 credits 3 periods
Brief Calculus
 An introduction to the theory, techniques and applications of the differential and integral calculus of elementary functions with problems

of interest to students in business and the social sciences. Prerequisites: Grade of 'C' or better in MAT150 or MAT151 or MAT152, or equivalent, or satisfactory score on District placement exam.

MAT220 5 credits 5 periods

Analytic Geometry and Calculus I

Topics from analytic geometry with specific emphasis on inequalities and absolute value expressions, limits, continuity, the fundamental principles and formulae for differential and integral calculus along with their applications to geometry and mechanics, the mean value theorems and the fundamental theorem of calculus. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of 'C' or better in (MAT150 or MAT151 or MAT152) and MAT182 or MAT187, or equivalent, or satisfactory score on district placement exam.

MAT225 3 credits 3 periods

Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigen values. Emphasizes the development of computational skills. Prerequisites: Grade of 'C' or better in MAT212 or MAT220 or MAT221 or equivalent.

MAT227 3 credits 3 periods

Discrete Mathematical Structures

Introduction to lattices, graphs, Boolean algebras and groups. Emphasis on topics relevant to computer science. Prerequisites: Grade of 'C' or better in CSC100 and (MAT220 or MAT221 or equivalent) or permission of instructor.

MAT230 5 credits 5 periods

Analytic Geometry and Calculus II

Continuation of MAT220 including work on the elementary transcendental functions, techniques of integration, vector functions and infinite series. May receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of 'C' or better in MAT220 or MAT221 or equivalent.

MAT241 4 credits 4 periods

Calculus with Analytic Geometry III

Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of 'C' or better in MAT230 or MAT231.

MAT262 3 credits 3 periods

Differential Equations

Ordinary differential equations with applications including Laplace transforms with numerical methods. Prerequisites: Grade of 'C' or better in MAT230 or MAT231 or equivalent.

MAYO RADIOGRAPHY MYO

Health Sciences Division Office SB 132 (480) 423-6225

MYO115 3 credits 208 hours

Clinical Practicum I, II, III

Clinical rotations at Mayo Scottsdale. Includes 7 hours/week for 31 weeks. Prerequisites: None.

MYO134 0.6 credit 14 hours

Introduction to Radiography

Introduction to field of diagnostic radiography. Includes x-ray rooms, terminology, technique charts, radiation protection measures, exposure factors and functions, hospital structure and student's role in program. Emphasis on patient care and handling, including assessment of patient's mobility. Prerequisites: None.

MYO140 2 credits 20 hours

Methods of Patient Care for Radiographers

Designed to help the radiographic technologist acquire knowledge and skills necessary to fulfill technical responsibilities of radiographic examination while ensuring a safe, non-traumatic and caring experience for the patient. Emphasis on communication skills and specific care techniques in carrying out examinations for patients of all ages. Prerequisites: None.

MYO201 1.3 credits 19 hours

Gastrointestinal Radiography

Anatomy and positioning of the gastrointestinal systems and gall bladder/biliary ducts. Prerequisites: BIO201 and BIO202.

MYO202 2.6 credits 40 hours

Radiation Physics

Review of pertinent basic sciences taught in physics with emphasis on radiologic applications. Includes x-ray tubes, circuits and production and characteristics of radiation. Prerequisites: PHY101.

MYO203 2 credits 30 hours

Skeletal Radiography I

Radiographic positioning of the cervical spine, thoracic spine, lumbar spine and sacrum and coccyx. Includes normal radiographic anatomy as well as pathology and traumatic changes. Prerequisites: BIO201 and BIO202.

MYO204 1.3 credits 24 hours

Skull Radiography I

Routine radiography of the skull, sinuses and facial bones. Includes anatomic review, terminology and practicum on standard positioning and use of equipment. Prerequisites: BIO201 and BIO202.

MYO205 0.6 credit 14 hours

Upper Extremity Radiography I

Positioning instructions for all routine views of the upper extremity. Includes review of anatomy and methods to modify standard views for trauma. Prerequisites: BIO201 and BIO202.

MYO206 0.6 credit 17 hours

Lower Extremities

Positioning for routine and special views of the lower extremity. Prerequisites: BIO201 and BIO202.

MYO207 0.6 credit 7 hours

Chest Radiography

Review of anatomy of the chest. Includes projections and techniques routinely employed to display the anatomy. Prerequisites: BIO201 and BIO202.

MYO208 0.6 credit 13 hours

Film Processing

Requirements for the processing area, identified. Film handling and storage analyzed. Includes film, film holders, intensifying screens, automatic film processor and its chemicals, film artifacts and radiographic silver recovery. Prerequisites: None.

MYO209 1.3 credits 21 hours

Factor Analysis

Mathematical formulas and factors to solve or adjust any technique in radiography practice. Includes concepts used by radiographers everyday to determine and adjust technical factors while producing images. Prerequisites: MAT120 or MAT122 and PHY101.

MYO213 0.6 credit 11 hours

Medical Ethics

Principles of medical ethics used in radiographers' contacts with patients, co-workers, physicians and others in the medical institution.

Continued next page...

Includes ethical concepts such as moral responsibilities, values and attitudes. Patient rights, ethical aspects of problem solving, decision making, behavior, grooming, professionalism, confidentiality and legal considerations emphasized. Prerequisites: None.

MYO215 7 credits 560 hours
Clinical Practicum IV

Clinical rotations at Mayo, St. Mary's Charlton and CMB, Rochester. Includes 20-week clinical rotation. Prerequisites: MYO115.

MYO301 0.6 credit 14 hours
Mammography

Physical principles of mammography technique. Review of anatomy and physiology of the breast and positioning of the breast. Includes ultrasound, thermography, transillumination and xeroradiography. Prerequisites: PHY101 and MAT122.

MYO302 2 credits 40 hours
Principles of Exposure

Principles of x-ray production and the common x-ray exposure technique systems. Effect of scattered and secondary radiation on image quality and methods of control. Role of primary variables in radiography and effects on density, contrast and visibility of detail. Prerequisites: PHY101.

MYO303 0.6 credit 10 hours
Skeletal Radiography II

Anatomy and physiology of ribs and sternum. Radiographic pathology of the spine. Positioning for metastatic bone surveys, plus humeri, femurs and long bones and dialysis bone survey. Prerequisites: MYO203.

MYO304 0.6 credit 12 hours
Urography

Radiography of the kidneys, ureters and bladder. Includes hysterosal pingography. Prerequisites: BIO201 and BIO202.

MYO305 0.6 credit 10 hours
Upper Extremity Radiography II

Anatomy review and positioning of upper extremity including hand, wrist, forearm, humerus, scapula and clavicle. Prerequisites: MYO205.

MYO306 0.6 credit 10 hours
Principles of Hospital Practice

Features of equipment used and necessary modifications in routine techniques for use in hospital setting. Includes mobile radiography (portables, surgery, trauma anatomy/positioning techniques. Prerequisites: None.

MYO307 1.0 credits 24 hours
Radiation Protection/Radiobiology

Types and sources of radiation and interactions with matter. Includes high dose effects on biologic systems, low dose effects on populations and elements of radiation protection. Prerequisites: PHY101 and MYO209.

MYO308 0.6 credit 15 hours
Pediatric Radiography

Methods of handling and special features of techniques employed for examinations of the pediatric patient. Prerequisites: BIO201 and BIO202.

MYO309 2 credits 27 hours
Neuro/Cardio/Vascular Radiography

Overview of equipment used and procedures performed in a special procedures suite. Includes anatomic review. Special procedures covered are neuroradiography, cardioradiography and vascular radiography. Prerequisites: BIO201 and BIO202.

MYO311 1.3 credits 23 hours
Skull Radiography II

Anatomic review, terminology and practicum on standard positioning and use of equipment in skull radiography. Prerequisites: MYO204.

MYO315 8 credits 640 hours
Clinical Practicum V

Clinical rotations at Mayo, CMB, St. Mary's and Charlton, Rochester. Includes 23-week clinical rotation. Prerequisites: MYO115 and MYO215.

MYO402 2 credits 20 hours
Advanced Imaging

Radiographic quality and how geometric and photographic factors interact in production of a radiograph. Includes measurement of quality, imaging equipment and principles of tomography, stereo radiography, duplication and subtraction and automatic exposure control. Prerequisites: MYO202 and MYO302.

MYO405 0.6 credit 12 hours
Computed Tomography/Magnetic Resonance Imaging

Components, functions and basic operations of a CT unit. Principles of magnetic resonance imaging, including basic physics, safety factors, patient considerations and indications considered in the modality. Prerequisites: BIO201 and BIO202.

MYO406 0.6 credit 10 hours
Quality Control

Quality control concepts, measurements, interpretation and correcting actions. Prerequisites: None.

MYO409 2 credits 38 hours
Applied Radiography Topics

Preparation of a formal manuscript on a topic presented in the program curriculum. Prerequisites: BIO201, BIO202 and HIT170.

MYO415 9 credits 681 hours
Clinical Practicum VI

Clinical rotations at Mayo, CMB, St. Mary's and Charlton, Rochester. Includes 20-week clinical rotation. Prerequisites: MYO115, MYO215 and MYO315.

MEDIA ARTS AND ENTERTAINMENT MAE

MIAET Office MB 137 (480) 423-6332
 Fine Arts Division Office MB 139 (480) 423-6328

MAE220AA-AD is offered by The Maricopa Institute For Arts and Entertainment Technology. See page 23 for information about the MIAET Certificate of Completion.

MAE201 0.5 credit 1 period
Special Topics: Media Arts and Entertainment

Exploration of current topics, issues and activities related to one or more aspects of media arts and entertainment. Prerequisites: Permission of instructor.

MAE201AA/AB 1 or 3 credits 1 or 3 periods
Special Topics: Media Arts and Entertainment

Exploration of current topics, issues and activities related to one or more aspects of media arts and entertainment. Prerequisites: Permission of instructor.

MAE220AA-AD 6 credits 6 periods
Media Arts Ensemble I – IV

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including graphic art and animation, music composition and performance, film and video production, post-production, dance and the performing arts. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area(s) of specialization through practical experience and interaction with industry professionals. Prerequisites: Permission of the Division/Department.

MICROSOFT NETWORKING **MST** TECHNOLOGY

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 48;
Cisco Network Technology (CNT), page 52;
Computer Information Systems (CIS), page 53;
Office Automation Systems (OAS), page 96.

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. Course Note: Under the terms and conditions specified in the legal agreement between Microsoft Corporation and each AATP campus in the Maricopa Community College District, Microsoft requires that 'all instructors of Microsoft Official Curriculum and Microsoft Approved Study Guides pass the Microsoft Certified Professional exam in the product area of the courseware being delivered.'

MST145 3 credits 4 periods

Microsoft Client System Administration

Knowledge and skills necessary to install, configure, customize, optimize, maintain, and troubleshoot the Microsoft Windows client operating system in a Microsoft networking environment. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST140 or permission of instructor.

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: MST140 or permission of instructor. **NOTE:** Division will also accept CIS190 as a prerequisite in place of MST140.

MST152 4 credits 5 periods

Microsoft Windows Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows network operating system in a homogeneous, single-domain environment or workgroup. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST150 or permission of instructor.

MST154 3 credits 4 periods

Microsoft Windows Network Enterprise

Knowledge and skills necessary to plan, install, configure, customize, and integrate networks with Windows server operating system in a heterogeneous, multiple-domain environment. Preparation for Microsoft certification examination. Prerequisites: MST150 or permission of instructor. Corequisites: MST152 or permission of instructor.

MST155 3 credits 4 periods

Implementing Windows Network Infrastructure

Knowledge and skills necessary to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or corequisites: MST152 or permission of instructor.

MST157 3 credits 4 periods

Implementing Windows Directory Services

Knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor.

MST240 3 credits 4 periods

Microsoft Transmission Control Protocol/Internet Protocol (TCP/IP)

Knowledge and skills necessary to install, configure, use, and support TCP/IP on Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor.

MST241 3 credits 4 periods

Microsoft Internet Information Server (IIS)

Knowledge and skills required to configure and support an Internet or intranet site using Microsoft Internet Information Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST240 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: MST152 or permission of instructor.

MST243 3 credits 4 periods

Microsoft Systems Management Server (SMS)

Knowledge and skills required to install, configure, administer, and troubleshoot Microsoft Systems Management Server. Implementation of multiple Systems Management Server sites, collecting hardware and software inventory, distributing software to client computers, managing shared applications, and using remote control functions to diagnose and solve common problems. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor. Course Note: Under the terms and conditions specified in the legal agreement between Microsoft Corporation and each AATP campus in the Maricopa Community College District, Microsoft requires that 'all instructors of Microsoft Official Curriculum and Microsoft Approved Study Guides pass the Microsoft Certified Professional exam in the product area of the courseware being delivered.'

MST244 3 credits 4 periods

Microsoft SQL Server: Level I

Knowledge and skills required to install, configure, and administer Microsoft Structured Query Language (SQL) server. Preparation for Microsoft certification examination. Prerequisites: MST150 or MST152 or MST170 or permission of instructor.

MST246 2 credits 3 periods

Implementing Microsoft Internet Explorer

Strong foundation in the architecture and key features of Microsoft Internet Explorer. Set up, configure, use, and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Prerequisites: MST152 or permission of instructor. Recommend knowledge of HTML.

MST247 2 credits 3 periods

Microsoft Proxy Server

Knowledge and skills necessary to install, configure, and administer Microsoft Proxy Server. Preparation for Microsoft certification examination. Prerequisites: MST155 or MST240 or permission of instructor.

MST252 3 credits 4 periods

Microsoft Windows Network Upgrade

Evaluate differences between current version of Microsoft Windows network operating system and upgraded version. Intended for Microsoft network administrators seeking upgrade training. Prerequisites: MST152 or permission of instructor.

MST254 3 credits 4 periods

Microsoft SQL Server: Level II

Knowledge and skills required to implement database design using

Microsoft Structured Query Language (SQL) Server. Preparation for Microsoft certification examination. Prerequisites: MST244 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.

MILITARY SCIENCE MIS

Applied Sciences Division Office .. AP 237B..... (480) 423-6599

MIS101 3 credits 5 periods
Introduction to the Military

Overview of mission, organization and structure of the Army and its role in national defense; discussion of current military issues. Prerequisites: None.

MIS102 3 credits 5 periods
Land Navigation, First Aid and Survival

Introduction to military maps and land navigation; first aid, and lifesaving techniques; basic outdoor survival skills. Prerequisites: None.

MIS201 3 credits 5 periods
American Military History

A study of the role of military in American life during war and peace from colonial times to the present day. Prerequisites: None.

MIS202 3 credits 4.5 periods
Introduction to Leadership Dynamics

Introduction to interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: None.

MIS293 1 credit 3 periods
Ranger Fitness

Beginning instruction in adapted physical activities and a variety of sports: golf, scuba, karate, judo, handball, equitation, tennis, swimming, weight training, gymnastics and other activities. May be repeated for credit. Prerequisites: Must be concurrently enrolled in MIS101 or MIS102 or MIS201 or MIS202.

MOTION PICTURE/TELEVISION PRODUCTION TCM

Communication Arts Office LC 305 (480) 423-6076
 Fine Arts Division Office MB 139 (480) 423-6328

TCM100 2 credits 2 periods
Digital Multimedia

Introduction to the major components of a multimedia project. Prerequisites: None.

TCM101 3 credits 3 periods
Fundamentals of Radio and Television

History of American radio and television, government regulations, self-regulation of broadcasting, the relationship of networks and stations, the social and political aspects of radio and television

programming, the role of mass communications in America, the socioeconomic pressures on the medium and the responsibilities and purposes of mass communications. Prerequisites: None.

TCM111 3 credits 3 periods
Screenwriting I

Provides an introduction to screenwriting for feature films. Prerequisites: None.

TCM111AA 3 credits 3 periods
Screenwriting I: The Short Film

Provides an overview of screenwriting for short experimental films or videos. Focuses on writing for film and video festivals. Prerequisites: None.

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.*)

TCM120 3 credits 3 periods
Introduction to Sound Design for Film and Video (MTC120)

Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: None.

TCM131AA 4 credits 6 periods
Radio-Television Announcing

Theory and practice in the delivery of news and sports programs, commercials, on-the-scene reporting, interviewing and studio anchoring. Use of radio control room, television camcorders, video editing suites and teleprompting devices. Prerequisites: None.

TCM134 2 credits 3 periods
Pre-Production for Motion Picture and Television

Introduction to elements of pre-production for motion picture and television. Focuses on aesthetics, scriptwriting, budgeting and selecting cast and crew. Features pre-production meetings to establish style, location, art design, shot sheet/story board, sound design, shooting schedule and film stock/video tapes. Pre-production of one film project and one video project required. Prerequisites: None. Corequisites: TCM135, TCM136 and COM100 or permission of department.

TCM135 2 credits 3 periods
Production for Motion Picture and Television

Introduction to elements of production for motion picture and television. Focuses on directing, crew responsibilities, camera operation, lenses, lighting and sound recording. Production of one film shoot and one video shoot required. Prerequisites: None. Corequisites: TCM134, TCM136 and COM100 or permission of department.

TCM136 2 credits 3 periods
Post-Production for Motion Picture and Television

Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and marketing strategies. Post-production and marketing of one film and one video required. Prerequisites: None. Corequisites: TCM134, TCM135 and COM100 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 Broadcast Production	3 credits	7 periods	production teams to shoot for short pieces. Prerequisites: TCM135 or permission of instructor.
Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types. Prerequisites: None.			
TCM180AA Television Production Techniques	4 credits	6 periods	
Introduction to basic concepts of video production. Emphasis on operation of camcorders, microphones, lights, editing and post-production equipment. Prerequisites: TCM101 or permission of instructor.			
TCM211 Screenwriting II	3 credits	3 periods	
Advanced workshop in screenwriting for feature films and television. Prerequisites: TCM111 or permission of instructor.			
TCM213 Motion Picture Workshop	4 credits	4 periods	
Practical work and classes in film production. Prerequisites: TCM134, TCM135 and TCM136 or permission of instructor.			
TCM213AA Motion Picture Workshop: On-Location Shooting	4 credits	4 periods	
Practical work and classes in film production. Features on-location shooting. Prerequisites: TCM134, TCM135 and TCM136 or permission of instructor.			
TCM214 Television Workshop	3 credits	5 periods	
Practical work and classes in television production. Prerequisites: None.			
TCM215 Cinematography	3 credits	3 periods	
Intermediate workshop focusing on 16mm camera operation and lighting. Emphasis on the role of the cinematographer, camera operation and lens selection, interpreting the script, lighting, exposure meters, film stocks and the aesthetics of editing. Shoot one short 16mm project and crew on two additional projects. Prerequisites: TCM134 and TCM135 and TCM136 and ART131 or permission of instructor.			
TCM216 Screenwriting III	3 credits	3 periods	
Advanced workshop for writing the second act of an original screen/teleplay. Prerequisites: TCM211.			
TCM218 Screenwriting IV	3 credits	3 periods	
Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216.			
TCM220 Advanced Sound Design for Film and Video (MTC220)	3 credits	3 periods	
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.			
TCM235 Producing the News	3 credits	7 periods	
Study of and practical application in broadcast news writing, field and studio production techniques. Students work as television news crew to produce newscasts. Prerequisites: TCM180 or TCM180AA or permission of instructor.			
TCM240 Advanced Television Production	3 credits	3 periods	
Advanced workshop in television production. Emphasis on directing techniques, working with a crew, shooting and sound. Uses small			
TCM241 Introduction to Non-Linear Editing	4 credits	6 periods	
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.			
TCM241AA Introduction to Non-Linear Editing: AVID	4 credits	6 periods	
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.			
TCM241AB Introduction to Non-Linear Editing: Final Cut Pro	4 credits	6 periods	
Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.			
TCM242 Portfolio Non-Linear Editing	2 credits	2 periods	
Explores techniques and applications used in editing an individual project on a non-linear editing system. Prerequisites: TCM241 or TCM241AA or TCM241AB and independent footage.			
TCM243 Introduction to Video Compositing and Title Animation	4 credits	6 periods	
Introduction to computer-based video compositing and title animation. Prerequisites: ART177 and (TCM241 or TCM241AA or TCM241AB) or permission of instructor.			
TCM245 Advanced Motion Picture Production	3 credits	3 periods	
Advanced workshop in 16mm sync sound production. Uses small production teams to shoot and edit work prints for short pieces. Emphasizes directing techniques, working with a crew, shooting sync sound and grabbing sound and editing the work print with a dialogue track. Prerequisites: TCM215 or permission of instructor.			
TCM246 New Media Production	3 credits	5 periods	
Advanced workshop in 'New Media' production. Explores media through field trips, film, video and digital production and New Media installation. Prerequisites: TCM134 and TCM135 and TCM136.			
TCM251 Advanced Studio Production	3 credits	5 periods	
Advanced video production within a 'virtual reality' studio and in a 'real' studio environment. Prerequisites: TCM151.			
TCM260 Film/Video Producing and Financing	3 credits	3 periods	
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.			
TCM271 Advanced Non-Linear Effects and Compositing (AVID)	4 credits	6 periods	
Advanced non-linear techniques for effects and compositing creation. Prerequisites: TCM241 or TCM241AA or permission of instructor.			
TCM280 Advanced Portfolio Non-Linear Editing	3 credits	3 periods	
Explores techniques and advanced applications used in motion picture and television editing. Focuses on non-linear editing of an individual advanced project in preparation for entry into film festival competition. Prerequisites: (TCM241 or TCM241AA) and (TCM245 or TCM240) and independent footage.			

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TCM282 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: TCM242. *(TCM282 offered in the Spring semester only.)*

TCM298 - SPECIAL PROJECTS: Information about TCM298 courses can be found on page 103.

MUSIC

Music Department Office MB 137 (480) 423-6333
 Music Department Chair, John Burley (480) 423-6325
 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

MHL141 3 credits 3 periods
Appreciation and Literature of Music to 1800
 Study of primitive and medieval periods, folk music, Renaissance and Reformation and characteristics and styles of the Classic era. Prerequisites: None. *(MHL141 offered in the Fall semester only.)*

MHL142 3 credits 3 periods
Appreciation and Literature of Music 1800 to Present
 Study of the characteristics and styles of the music of the Romantic, Impressionistic and Contemporary periods. Prerequisites: None. *(MHL142 offered in the Spring semester only.)*

MHL145 3 credits 3 periods
American Jazz and Popular Music
 The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800s to present. Prerequisites: None.

MHL153 3 credits 3 periods
Rock Music and Culture
 History of rock music and how cultural, social, political and economic conditions have shaped its evolution. Prerequisites: None.

MTC Music: Theory & Composition

MTC101 3 credits 3 periods
Introduction to Music Theory
 Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC105 3 credits 3 periods
Music Theory I
 The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100 or MTC101 or permission of instructor. Corequisites: MTC106.

MTC106 1 credit 2 periods
Aural Perception I
 The development of listening and performing skills through dictation, sight singing and keyboard harmony. Corequisites: MTC105.

MTC120 3 credits 3 periods
Introduction to Sound Design for Film and Video (TCM120)
 Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: None.

MTC155 3 credits 3 periods
Music Theory II
 A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

MTC156 1 credit 2 periods
Aural Perception II
 A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC189 1 credit 2 periods
Introduction to The Electronic Music Lab
 Designed for the student with little or no experience in electronic music. Includes the various components of the electronic music lab, including synthesizers, MIDI (Musical Instrument Digital Interface), computers and audio systems. Prerequisites: None.

MTC190 3 credits 4 periods
Computer-Aided Music Notation
 Introduction to computer-aided music notation, culminating in editing and producing publication-quality music scores. Ability to read music notation required. Prerequisites: Permission of instructor.

MTC191 3 credits 4 periods
Electronic Music I
 An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers and other compatible MIDI instruments. Prerequisites: None.

MTC192 3 credits 4 periods
Electronic Music II
 Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: MTC191.

MTC195 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.

MTC195AA 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.

MTC196AA 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: MTC195.

MTC197 3 credits 3 periods

Live Sound Reinforcement I

Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement setups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

MTC198 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: MTC197.

MTC205 3 credits 3 periods

Music Theory III

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206. (*MTC205 not offered every semester.*)

MTC206 1 credit 2 periods

Aural Perception III

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205. (*MTC206 not offered every semester.*)

MTC220 3 credits 3 periods

Advanced Sound Design for Film and Video (TCM220)

Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: MTC/TCM120 or permission of instructor. (*MTC220 offered in the Spring semester only.*)

MTC255 3 credits 3 periods

Music Theory IV

A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256. (*MTC255 not offered every semester.*)

MTC256 1 credit 2 periods

Aural Perception IV

A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255. (*MTC256 not offered every semester.*)

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 103.

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, song writing, publishing, copyright procedures and business affairs, agents, artist management and concert production. Prerequisites: None. (*MUC109 offered in the Fall semester only.*)

MUC110 3 credits 3 periods

Music Business: Recording and Mass Media

Operation, scope and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music

in radio, telecommunications and film; and career options. Prerequisites: None. (*MUC110 offered in the Spring semester only.*)

MUE Music: Education

MUE237 2 credits 3 periods

Class Woodwinds I

Practical class with emphasis on techniques of playing and teaching woodwind instruments including embouchure, breath control, tone, mouthpiece selection and literature. Prerequisites: None.

MUP Music: Private Instruction

There is a special fee for non-music majors enrolling in private instruction of \$200 for 1 credit (1/2 hour lesson per week, per semester) or \$400 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, contra-bass, bass guitar, percussion and harp. May be repeated for credit.

MUP101 Private Instr. (1/2 hour lesson 1 credit) 1st Semester

MUP151 Private Instr. (1/2 hour lesson 1 credit) 2nd Semester

MUP201 Private Instr. (1/2 hour lesson 1 credit) 3rd Semester

MUP251 Private Instr. (1/2 hour lesson 1 credit) 4th Semester

MUP102 Private Instr. (1 hour lesson 2 credits) 1st Semester

MUP152 Private Instr. (1 hour lesson 2 credits) 2nd Semester

MUP202 Private Instr. (1 hour lesson 2 credits) 3rd Semester

MUP252 Private Instr. (1 hour lesson 2 credits) 4th Semester

MUP Music: Performance

MUP131 2 credits 3 periods

Class Piano I

Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132 2 credits 3 periods

Class Piano II

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133 2 credits 3 periods

Class Voice I

Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 2 credits 3 periods

Class Voice II

Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP150 1 credit 3 periods

Community Chorus

A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP153 2 credits 5 periods
A Cappella Choir
 A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled during the year including a concert tour. Auditions may be required. May be repeated for credit. Prerequisites: None.

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. (*MUP181 not offered every semester.*)

MUP182 1 credit 3 periods
Chamber Singers
 Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None. (*MUP182 not offered every semester.*)

MUP225 2 credits 3 periods
Class Guitar I
 Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style laying. Stresses development of efficient practicing 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. 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.

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
 Continuation of Class Voice III with additional emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.

MUP271 2 credits 5 periods
Musical Theatre Workshop
 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 103.

NURSING: CONTINUING EDUCATION NCE

Health Sciences Division Office SB 132 (480) 423-6225

The college offers selected continuing education courses designed to update the practicing nurse's skills and competencies, to upgrade those already employed as health care givers or to enhance knowledge gained in the basic nursing education program.

NCE214MM 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.

NURSING SCIENCE NUR

Health Sciences Division Office SB 132 (480) 423-6225

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

NUR156	2 credits	2 periods
Nurse Assisting		
Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. Prerequisites: None. Corequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF), HCC145AA or equivalent.		
NUR157	2 credits	6 periods
Nurse Assisting Lab		
Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical competency in the performance of selected nursing assisting skills and procedures through participation in the care of clients. Prerequisites: None. Corequisites: NUR156.		
NUR161	3 credits	3 periods
Nursing Process and Critical Thinking I		
Overview of nursing concepts and theories focusing on meeting basic human needs across the life span based on the wellness/illness continuum within the practical nurse scope of practice. Theoretical concepts focus on care of the well client, elder client and clients with selected alterations in health and psychological/mental health disorders. Emphasis on the role of the practical nurse in the nursing care plan utilizing established nursing diagnoses. Focus on the development of the critical thinking process related to nursing care of clients in acute care and community settings. Prerequisites: Admission to the nursing program.		
NUR163	1 credit	3 periods
Health Assessment and Health Promotion I		
Emphasis on basic health assessment and history skills and promotion of wellness by using holistic nursing assessments for well clients. Includes use of healthy life style strategies and primary prevention. Prerequisites: Admission to the nursing program.		
NUR167	1 credit	3 periods
Pharmacology and Medication Administration I		
Provides basic pharmacology knowledge and skills to administer medications. Emphasis placed on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Prerequisites: Admission to the nursing program.		
NUR169	3 credits	9 periods
Nursing Science I		
Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experience with individuals and families in a variety of acute and community settings. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individuals. Prerequisites: Admission to the nursing program.		
NUR181	3 credits	3 periods
Nursing Process and Critical Thinking II		
Focus on nursing concepts and theories to meet basic human needs across the life span based on the wellness/illness continuum. Emphasis on the nursing process related to pediatric and adult clients with selected alterations in health. Introduction to care of the well child-bearing client and childbearing family. Continuation of the role of the practical nurse in planning nursing care and applying established		

nursing diagnoses for clients. Emphasis on the utilization of critical thinking processes related to nursing care of clients in acute care and community settings. Prerequisites: NUR161, NUR163, NUR169 and (HCR240 or HCR240AA).

NUR185	1 credit	1 period
Developing the Nurse's Role I		

Overview of roles in nursing with emphasis on transition from nursing assistant to practical nurse. Includes introduction of the core values of the MCCD nursing programs, nursing history, standards, and scope of practice. Introduces concepts and skills required of the practical nurse, and application of communication techniques and delegation to team work and leadership. Prerequisites: NUR161, NUR163, NUR167, NUR169 and admission to the nursing program.

NUR187	1.5 credits	1.5 periods
Pharmacology and Medication Administration II		

Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Prerequisites: (HCR240 or HCR240AA), NUR161, NUR163, NUR167, and NUR169.

NUR189	4 credits	12 periods
Nursing Science II		

Continued application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients across the life span including clients with alterations in health. Provides experiences with individuals, families and small groups of clients in a variety of acute care and community settings. Application of nursing concepts and theories related to the development of care plans, client teaching and discharge planning. Prerequisites: NUR161, NUR163, NUR169 and (HCR240 or HCR240AA).

NUR261	3 credits	3 periods
Nursing Process and Critical Thinking III		

Focus on nursing concepts and theories to meet complex basic human needs across the life span based on the wellness/illness continuum in a variety of acute care and community settings. Emphasis on utilizing critical thinking skills to plan holistic care through the nursing process for groups of clients with selected acute and chronic alterations in health and psychiatric/mental health disorders. Prerequisites: NUR181, NUR185, NUR187, NUR189, (HCR240 or HCR240AB) or ICAN placement.

NUR263	1 credit	3 periods
Health Assessment and Health Promotion II		

Use of advanced, specialized and holistic assessments to restore optimal wellness for clients across the life span. Emphasis on active involvement and use of resources, risk reduction, prevention, and education strategies and programs for specific communities. Prerequisites: NUR163 or ICAN placement.

NUR267	1 credit	2 periods
Pharmacology and Medication Administration III		

Provides the knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and pain management. Includes an overview of medications used in emergency and critical care situations across the lifespan. Emphasis on pharmacokinetics, safe preparation and administration, monitoring and documentation of client responses. Prerequisites: NUR187 or NCE214OP or ICAN placement.

NUR269	5 credits	15 periods
Nursing Science III		

Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/

Continued next page...

mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the scope of the professional nurse. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of professional nursing concepts and theories related to health education/promotion for clients, families and small groups. Prerequisites: NUR181, NUR185, NUR187, NUR189, (HCR240 or HCR240AB or NCE214OP) or ICAN placement.

NUR281 3 credits 3 periods
Nursing Process and Critical Thinking IV

Emphasis on nursing concepts and theories to meet complex needs of the critically ill and high-risk clients with multiple system alterations in health. Includes high-risk perinatal, pediatric and adult clients in acute care and community settings. Focus on application of critical thinking skills to modify a holistic plan of care. Highlights the role of the professional nurse in health education/promotion, illness prevention and restorative care. Prerequisites: (NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.



NUR285 1 credit 1 period
Developing the Nurse's Role II

Emphasis on synthesis of previously learned concepts to generate a plan for lifelong, professional role development. Concepts include role transition, professional organizations, legal issues and licensure. Prerequisites: NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.

NUR289 6 credits 18 periods
Nursing Science IV

Culminating clinical practice course to provide learning experiences applying theoretical and clinical concepts of complex needs for pediatric, child-bearing and high-risk adults with multi-system alterations in health. Leadership, management and caregiver roles of the professional nurse with clients and their families in selected areas of nursing practice emphasized. Assignment of students to nurse preceptors with faculty guidance to focus on leadership/management and application of nursing process theories, concepts, issues and trends in caring for clients in a variety of acute and community health care settings. Prerequisites: (NUR261, NUR263, NUR267 and NUR269) or NCE214OP or ICAN placement.

NUR298AA/AB/AC 1-3 credits 1-3 periods
Special Projects (Honors)

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

OFFICE AUTOMATION SYSTEMS OAS

Business Division Office AP 246 (480) 423-6253

ALSO SEE: Business-Personal Computers (BPC), page 48.

OAS101AA 1 credit 1.7 periods

Computer Typing I: Keyboard Mastery

Incorporates correct touch typing principles. Prerequisites: None.

OAS108 3 credits 3 periods

Business English

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization and number style mechanics in a business context. Prerequisites: None. *(Offered as an open-entry course.)*

OAS111AA 1 credit 1.7 periods

Computer Keyboarding I (See BPC111AA)

(Offered as an open-entry course.)

OAS111AB 1 credit 1.7 periods

Computer Keyboarding II (See BPC111AB)

(Offered as an open-entry course.)

OAS118 1 credit 1.7 periods

10-Key by Touch

Touch system of numeric keys on ten-key pads. Prerequisites: None. *(Offered as an open-entry course.)*

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 as an open-entry course.)*

Descriptions for BPC courses listed below begin on page 48.

OAS135DK 2 credits 2 periods

Word Processing: Word (See BPC135DK)

(Offered as an open-entry course.)

OAS235DK 2 credits 2 periods

Adv. Word Processing: Word (See BPC235DK)

(Offered as an open-entry course.)

OPEN-ENTRY COMPUTER COURSES

Open-Entry Computer Lab BU 133 (480) 423-6268

Day and evening students may register for any open-entry class. Students wanting to register in an open-entry course must register in person in order to sign the open-entry contract. These courses are self-paced, but must be started within five days of the start date on the contract signed when the student registers. The course must be completed by the end date on the contract. It is the responsibility of the student to attend an orientation, after the first day of classes, at the room number indicated in the class schedule.

If you have a computer and the correct software at home, you may work outside the lab; however, you must fulfill the requirements as outlined in your orientation materials (such as handing in assignments, etc.) and keep your instructor informed of your progress as outlined in course syllabus. Refer to course number for specific course information.

PHILOSOPHY

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

ALSO SEE: Religious Studies (REL), page 101.

PHI101 3 credits 3 periods

Introduction to Philosophy

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI103 3 credits 3 periods

Introduction to Logic

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

PHI105 3 credits 3 periods

Introduction to Ethics

Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI106 3 credits 3 periods

Critical Thinking and Problem-Solving

Commonly used informal fallacies; examination of emotive and unclear uses of language, including sexism and loaded terms; and methods for analyzing extended arguments. Application to news media, advertising, political speeches, and textbooks. Prerequisites: ENG101 or ENG107 or equivalent.

PHI212 3 credits 3 periods

Applied Ethics

Philosophical consideration of such moral problems as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None.

PHI213 3 credits 3 periods

Medical and Bio-Ethics (REL213)

A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights, and biological experimentation. Prerequisites: None.

PHI234AA 3 credits 3 periods

Plato

The ideas of Plato and Socrates and their impact on western thought. Prerequisites: None.

PHI243 3 credits 3 periods

World Religions (REL243)

The development of various religions from the prehistoric to modern times. Political, economic, social, and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

PHI246 3 credits 3 periods

American Indian Euroamerican Comparative Worldviews (REL246)

Examination of American Indian worldviews and comparison of these worldviews with Euroamerican philosophical assumptions. Considerations of possibilities for mutual criticism and dialogue between American Indian and Euroamerican traditions. Prerequisites: None.

PHOTOGRAPHY

See **ART, PHOTOGRAPHIC**, page 44.

PHI PHYSICAL EDUCATION

PED

HPERD Division Office PE 149 (480) 423-6606

Students wishing to pursue a degree in physical education at a four-year institution should seek advisement through an advisor or the appropriate faculty member of the HPERD Department.

Physical Education Emphasis:

PED101	Physical Activities	1 credit	2 periods
PED102	Physical Activities	1 credit	2 periods
PED201	Physical Activities	1 credit	2 periods
PED202	Physical Activities	1 credit	2 periods

A variety of courses including individual, dual, team sports and leisure-time activities as listed in the schedule of classes are offered each semester. No prerequisites are required and may be repeated for credit. These activities include:

aerobics	fencing	modern jazz	taekwondo
aikido	football	mountain biking	tai chi
ballet	golf	racquetball	tap dance
basketball	inline skating	rock climbing	tennis
cheerleading	jogging	soccer	volleyball
cycling	karate	social dance	weight training
	modern dance		yoga

ALSO SEE: Dance (DAN), page 61;
Dance Humanities (DAH), page 62;
Health Science (HES), page 76;
Recreation (REC), page 101;
Wellness Education (WED), page 106.

PED107 1.5 credits 3 periods

Aerobic Cycling

Emphasis on body position, speed, endurance and distance in aerobic cycling. Builds stamina and takes participants to the next level of fitness. Group exercise format requires participants to complete a health history questionnaire and attend an orientation prior to participating in the first session. Prerequisites: None.

PED120AC 2 credits 4 periods

Special Emphasis Activities: Ballet

Intensive experience in the form and movements in ballet performance. May be repeated for a total of 8 credits. Prerequisites: None.

PED200 3 credits 3 periods

Introduction to Exercise Science and Physical Education

Introductory course for students considering or just beginning a course of study in exercise science and physical education. Overview of each of the disciplines, sub-disciplines, and professions in the cross-discipline field of exercise science/physical education, including historical and philosophical foundations. Course emphasizes the study of physical activity. Prerequisites: None.

PED210JX 1 credit 3 periods

Movement Analysis: Golf

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210PC 1 credit 3 periods

Movement Analysis: Physical Conditioning

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210WH 1 credit 3 periods

Movement Analysis: Tennis

Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED210WT 1 credit 3 periods
Movement Analysis: Volleyball
 Practical application of biomechanical, physiological, psychological and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

PED237 3 credits 3 periods
Physical Conditioning for Police Officers
 Overview of all aspects of fitness for current and prospective police officers. Includes mental aspects of performance for optimal achievement on agility tests; physical fitness and workout techniques related to performing specific police department tasks; individual conditioning strategies, nutritional guidelines and basic exercise principles. Emphasis on lifelong fitness and conditioning. Prerequisites: None.

PED265 3 credits 3 periods
Theory of Coaching
 Theory and techniques of coaching competitive sports. Prerequisites: None. May not be repeated for credit. *(Offered for basketball and football.)*

PED281 3 credits 3 periods
Methods of Coaching
 Techniques, methods and procedures of coaching. May not be repeated for credit. Prerequisites: None.

Fitness and Wellness Center, Aerobics and Weight Training

The Fitness and Wellness Center helps students and public develop a lifestyle of regular exercise. Physical conditioning classes consist of the use of strength and aerobic equipment for special work on isolated body areas and the cardiovascular system. Structured aerobic classes are held mornings and evenings. Aerobic classes include both high and low impact, step aerobic and aerobic training with weights. Each 50-minute class offers the student a complete body workout. Special senior aerobic classes are offered daily. Membership in the Fitness Center will also include morning and evening use of the Free Weight Room. An instructor will be available in the weight room to help students design their own free weight program.

PED115 2 credits 4 periods
Lifetime Fitness
 Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises and cool down/stretch. May be repeated for credit. Prerequisites: None.

PHYSICS **PHY**
 Mathematics/Sciences Division PS 153 (480) 423-6111

PHY101 4 credits 6 periods
Introduction to Physics
 A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of 'C' or better in MAT091 or MAT092 or satisfactory score on math placement exam.

Engineering majors who have not had a rigorous, quantitative high school physics course, such as Advanced Placement Physics, are advised to take PHY111 as preparation for PHY121 and PHY112 as preparation for PHY131. See the Engineering Science section for a suggested 3-year course of study. PHY111 is offered both semesters and usually in the summer. PHY112 is offered in the day and evening in the spring semester, usually in the evening in fall semester, and usually in the day in the summer.

PHY111 4 credits 6 periods
General Physics I
 A noncalculus approach to the principles of general physics. Includes mechanics, fluids, sound and heat. Recommended for preprofessional and suggested for certain other majors. Prerequisites: Trigonometry or department consent.

PHY112 4 credits 6 periods
General Physics II
 Includes electricity, magnetism, optics and modern physics. Prerequisites: PHY105 or PHY111.

PHY121 4 credits 6 periods
University Physics I: Mechanics
 Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves and sound. Prerequisites: MAT220 or MAT221 or department consent. One year of High School physics or PHY111 and PHY112 is strongly recommended. *(PHY121 offered in the Fall semester only.)*

PHY131 4 credits 6 periods
University Physics II: Electricity and Magnetism
 Electric charge and current, electric and magnetic fields in vacuum and in materials and induction. AC circuits, displacement current and electromagnetic waves. Prerequisites: MAT230 or MAT231 or department consent and PHY121. Corequisites: MAT241 or MAT242. *(PHY131 offered in the Spring semester only.)*

PHY252 4 credits 6 periods
University Physics III: Thermodynamics, Optics, and Wave Phenomena
 Heat, entropy and laws of thermodynamics; wave propagation, geometrical and physical optics; introduction to special relativity. Prerequisites: PHY131. *(PHY252 offered in the Fall semester only.)*

PIMA LANGUAGE **PIM**
 Language/Communication Division .. LC 305 (480) 423-6459

PIM115 3 credits 3 periods
Beginning Pima Conversation I
 Conversational Pima. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Pima. Designed to develop speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

PIM116 3 credits 3 periods
Beginning Pima Conversation II
 Reviews basic Pima vocabulary, pronunciation and sentence structure. Designed to develop speaking, listening and writing skills in O'Odham for effective communication in Pima. Prerequisites: PIM115 or permission of instructor.

POLITICAL SCIENCE **POS**
 Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

POS100 3 credits 3 periods
Introduction to Political Science
 Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

POS101 1 credit 1 period
Current Issues
 Introduction to current issues in politics, economics, social relations and foreign affairs. Presentations by local, state and national civic and cultural leaders. May be repeated for a total of two (2) credit hours. Prerequisites: None.

POS110 3 credits 3 periods
American National Government
 Study of the historical backgrounds, governing principles and institutions of the national government of the United States. Prerequisites: None.

POS115 3 credits 3 periods
Issues in American Politics
 Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics and others through the reading and viewing of secondary information sources. Prerequisites: ENG101 or ENG107 or equivalent.

POS120 3 credits 3 periods
World Politics
 Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national and transnational rationale for international interactions. Prerequisites: None.

POS130 3 credits 3 periods
State and Local Government
 Survey of state and local government in the United States. Special attention on Arizona State government. Prerequisites: None.

POS180 3 credits 3 periods
United Nations Study
 Historical origins, structural makeup, political and operational characteristics and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

POS210 3 credits 3 periods
Political Ideologies
 Survey of twentieth century nondemocratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

POS221 1 credit 1 period
Arizona Constitution
 Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222 2 credits 2 periods
United States Constitution
 Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS281 2-4 credits 2-4 periods
Public Policy/Service Internship
 Field experience in community service, public policy or public service. May be repeated for a total of nine (9) POS281 credit hours; may not repeat specific internship assignment. Prerequisites: Minimum of 15 credit hours at college granting internship with minimum GPA of 3.0 and permission of instructor. Prerequisite or Corequisite: POS280.

POS282AA/AB 1-2 credits 1-2 periods
Volunteerism/Political Science: Service Learning Experience
 Service-learning field experience within government agencies, political organizations, citizen advocacy groups and human service organizations/agency. May be repeated for a total of four (4) POS282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

PORTUGUESE LANGUAGE **POR**

Language/Communication Division .. LC 305 (480) 423-6459

POR101 5 credits 6 periods
Elementary Portuguese I
 Basic grammar, pronunciation and vocabulary of the Portuguese language. Includes study of Lusophone culture. Practice in listening, speaking, reading and writing skills. Prerequisites: None.

POR115 3 credits 3 periods
Beginning Portuguese Conversation I
 Conversational Portuguese. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Portuguese. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

PRE-PROFESSIONAL PROGRAMS

Mathematics/Sciences Division PS 153 (480) 423-6111

Scottsdale Community College offers opportunities for students to pursue transfer programs of study in the following preprofessional areas: Pre-Dental, Pre-Forestry, Pre-Medical, Pre-Medical Technology, Pre-Mortuary Science, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinary. Although professional schools require substantially the same preparatory program during the first two years of college, significant differences exist; therefore, suggested transfer programs are not included in this section. Students who desire to pursue a preprofessional program of study are urged to establish an early advisement relationship with a member of the science faculty so that a specific program may be planned.

PSYCHOLOGY **PSY**

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

PSY101 3 credits 3 periods
Introduction to Psychology
 To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

PSY201AC 3 credits 3 periods
Selected Issues in Psychology
 In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development, and intelligence. May be repeated with change of topic. Prerequisites: PSY101 or permission of instructor.

PSY215 3 credits 3 periods
Introduction to Sports Psychology
 Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY230 3 credits 3 periods
Introduction to Statistics
 An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques,

graphing of data and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of 'C' or better and MAT092 or equivalent or permission of instructor.

PSY235 3 credits 3 periods
Psychology of Gender Differences

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY240 3 credits 3 periods
Developmental Psychology

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med and psychology. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY250 3 credits 3 periods
Social Psychology

The scientific study of how people's thoughts, feelings and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY260 3 credits 3 periods
Personality Development

Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY266 3 credits 3 periods
Abnormal Psychology

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY270 3 credits 3 periods
Personal and Social Adjustment

Surveys the basic mental health principles as they relate to coping with stress, interpersonal relationships, sex, marriage and working. Emphasis on learning to become a more competent and effective person. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor.

PSY277 3 credits 3 periods
Psychology of Human Sexuality

Survey of psychological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of 'C' or better or permission of instructor. Student must be 18 years of age.

PSY290AB 4 credits 6 periods
Research Methods

Planning, execution, analysis and written reporting of psychological research. Surveys the literature, procedures and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of 'C' or better or permission of instructor.

PSY292 3 credits 3 periods
Psychology of Altered States of Consciousness

Examines phenomena and history of altered states of consciousness. Surveys scientific principles, methods and applications in altered states research. Reviews current psychological research in topics related to sensory deprivation, daydreaming, meditation, hypnosis, sleep and dreams and the effects of drugs. Prerequisites: PSY101 with grade of 'C' or better or permission of instructor.

RADIOGRAPHY

See **MAYO RADIOGRAPHY (MYO)**, page 87.

READING

RDG

Language/Communication Division ..LC 305 (480) 423-6459

The reading courses are designed as personal improvement programs for college students. Each student's strengths and weaknesses in study skills, vocabulary, reading rate and comprehension are identified and emphasis is placed on individual improvement.

ALSO SEE: Critical Reading (CRE), page 60.

PLEASE NOTE: For Reading English As A Second Language (ESL) courses, see page 69.

RDG078 2 credits 2 periods
Spelling Improvement

Study of common spelling errors due to mispronunciation with emphasis on the most useful spelling principles. Examination of homonyms and similar words frequently misspelled and prefix definitions. Recognition techniques used to correct errors in spelling and mnemonic devices useful in spelling difficult or problem words. College preparatory level. Prerequisites: Reading placement test score (ASSET) or permission of instructor.

RDG081 3 credits 3 periods
Reading Improvement

Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Reading placement test score or permission of instructor.

RDG091 3 credits 3 periods
College Reading Skills I

Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Reading placement test score (ASSET) or grade of 'C' or better in RDG081 or permission of instructor.

RDG100 3 credits 3 periods
College Study Skills

Analysis of learning styles and development of individual learning strategies. Introduction of library research techniques. Emphasis on learning and study techniques applicable to any college course. Prerequisites: Grade of 'C' or better in RDG091 or permission of instructor.

REAL ESTATE

REA

Business Division Office AP 246 (480) 423-6253

REA179 3 credits 3 periods
Real Estate Principles I

Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate

economics, financing and foreclosure, land use and valuation. Prerequisites: None.

REA180 3 credits 3 periods

Real Estate Principles II

Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the commissioner's rules, investment, property management and government restrictions. Prerequisites: REA179 or permission of instructor.

REA281 3 credits 3 periods

Principles of Real Estate Law

Incidents of ownership and use of real estate, legal principles, procedures and methods of acquisition and disposition of real estate. Prerequisites: REA179 or permission of instructor.

REA282 3 credits 3 periods

Real Estate Finance

Study of lending institutions, including banks, savings and loans, conventional loans, FHA, VA for residential, commercial and industrial property. Prerequisites: REA179 or permission of instructor.

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.



REA284 3 credits 3 periods

Real Estate Appraisal

Includes valuation, market analysis, classification of date and cost factors by emphasizing single family residential properties and income-producing real estate. Prerequisites: REA179 or permission of instructor.

REA285 3 credits 3 periods

Real Estate Selling

Covers obtaining listings, buyer behavior, markets, competition and psychology of sales techniques. Prerequisites: REA179 or permission of instructor.

REA286 3 credits 3 periods

Advanced Real Estate Appraisal

Includes appraisal procedures toward development of multiunit and commercial income properties. Prerequisites: REA284 or permission of instructor.

REA288 3 credits 3 periods

Real Estate Investment Strategy

Covers real estate investments, financing, leverage benefits, risks applicable to residential, commercial and industrial properties for direct and group ownership. Prerequisites: REA179 or permission of instructor.

RECREATION (HPERD) REC

HPERD Division Office PE 149 (480) 423-6606

REC120 3 credits 3 periods

Leisure and the Quality of Life

Overview of the historical, psychological, social and cultural aspects of play, leisure and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

REC210 3 credits 3 periods

Leisure Delivery Systems

Systemic study of delivery of leisure services in public, commercial and independent sectors; particular emphasis placed on the urban setting. Prerequisites: None.

RELIGIOUS STUDIES REL

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

ALSO SEE: Philosophy (PHI), page 97.

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.

RUSSIAN LANGUAGE RUS

Language/Communication Division .. LC 305 (480) 423-6459

RUS101AA 4 credits 5 periods

Elementary Russian I

Basic grammar, pronunciation and vocabulary of the Russian language. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

RUS102AA 4 credits 5 periods

Elementary Russian II

Continued study of grammar and vocabulary with emphasis on speaking, reading and writing skills. Prerequisites: RUS101 or departmental approval.

RUS115 3 credits 3 periods

Beginning Russian Conversation I

Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Russian. Designed for students seeking speaking and listening skills. Prerequisites: None.

RUS116 3 credits 3 periods

Beginning Russian Conversation II

Continued development of speaking and listening skills for effective communication in Russian. Prerequisites: RUS115 or equivalent or departmental approval.

RUS201 4 credits 4 periods

Intermediate Russian

A continuation of RUS102. Review of essential grammar and continued practice and development of reading, writing and speaking skills. Prerequisites: RUS102 or equivalent or departmental approval.

RUS202 4 credits 4 periods

Intermediate Russian

A continuation of RUS201. Continued development of Russian language skills. Prerequisites: RUS201 or equivalent or departmental approval.

SIGN LANGUAGE

See **AMERICAN SIGN LANGUAGE (SLG)**, page 41.

SOCIAL WORK SWU

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

SWU102 3 credits 3 periods

Introduction to Social Work

An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101.

SOCIETY AND BUSINESS

See **SOCIETY AND BUSINESS (SBU)**, page 48.

SOCIOLOGY SOC

Social/Behavioral Sciences Division .. SB 130 (480) 423-6206

SOC101 3 credits 3 periods

Introduction to Sociology

Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOC110 3 credits 3 periods

Drugs and Society

Explores drugs as a social problem. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Explores prevention, intervention and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

SOC112 3 credits 3 periods

American Indian Policy (AIS112)

Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

SOC130 3 credits 3 periods

Human Sexuality

Examination of the physical, social, cultural and institutional contributions to human sexuality. Examination of facts and myths, current literature, changing mores regarding human sexuality. Opportunity to understand the sexuality of males and females in contemporary society. Prerequisites: Permission of Department. Student must be 18 years or older.

SOC140 3 credits 3 periods

Racial and Ethnic Minorities

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments and problems of minority groups in the United States. Prerequisites: None.

SOC141 3 credits 3 periods

Sovereign Indian Nations (AIS141)

Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues and contemporary social problems. Prerequisites: None.

SOC157 3 credits 3 periods

Sociology of Marriage and Family

The study of courtship, marriage and family patterns, their historical development, their impact on individuals. Prerequisites: None.

SOC160 3 credits 3 periods

American Indian Law (AIS160)

Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

SOC210 3 credits 3 periods

The Child in Society

Explores childhood within the context of society and culture. Focuses on the socialization process and examines contemporary issues and current sociological research related to children. Prerequisites: SOC101 or PSY101 or ECH176 or permission of instructor.

SOC212 3 credits 3 periods

Women and Men In A Changing Society

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of sex roles and a reduction of sex-role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

SOC240 3 credits 3 periods

Race and Ethnic Relations: American and Global Perspectives

Analyzes race and ethnic relations from an American and global perspective. Emphasis on racial/ethnic prejudice and discrimination-origins, maintenance and dynamics. Specific international cases explored. Prerequisites: SOC101.

SOC245 3 credits 3 periods

Social Deviance

A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control. Prerequisites: SOC101.

SOC251 3 credits 3 periods

Social Problems

A sociological exploration of selected social problems. Emphasis on current concerns. Prerequisites: SOC101.

SOUTHWEST STUDIES

Southwest Studies OfficeAD 120 (480) 423-6314
Director, Marshall Trimble

Southwest Studies at Scottsdale Community College is a unique program designed to offer students an opportunity to fulfill part of their general education requirements with a series of classes concentrating on Arizona and the Southwest. The Southwest Studies program offers a variety of courses using an interdisciplinary approach in the humanities, life, physical and social/behavioral sciences, with Arizona and the Southwest as its central theme and brings to students not only the opportunity to expand their knowledge of the area in which they live, but will provide a new sense of relationship to their fellow man.

Southwest Studies Courses

ASB230	Principles of Archaeology
ASB245	Indians of the Southwest
BIO109	Natural History of the Southwest
ENH260	Literature of the Southwest
GCU120	Arizona's Water Issues

HIS105 Arizona History
HIS145 History of Mexico

Southwest Studies course descriptions are listed under various prefixes according to the above list.

SPANISH LANGUAGE SPA

Language/Communication Division ..LC 305 (480) 423-6459

SPA101AA 4 credits 5 periods

Elementary Spanish I

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

SPA102AA 4 credits 5 periods

Elementary Spanish II

Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading and writing skills. Prerequisites: SPA101 or departmental approval.

SPA115 3 credits 3 periods

Beginning Spanish Conversation I

Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

SPA116 3 credits 3 periods

Beginning Spanish Conversation II

Continued development of speaking and listening skills for effective communication in Spanish. Prerequisites: SPA115 or departmental approval.

SPA201 4 credits 4 periods

Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, two years of high school Spanish or departmental approval.

SPA202 4 credits 4 periods

Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA225 3 credits 3 periods

Intermediate Spanish Conversation I

A continuation of SPA116. Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA116 or SPA102 or departmental approval.

SPA226 3 credits 3 periods

Intermediate Spanish Conversation II

A continuation of SPA225. Continued development of skills in conversational Spanish with a review of grammatical problems. Prerequisites: SPA225, two years Spanish or the equivalent or departmental approval.

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 discussion, 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.

SPECIAL PROJECTS

Special projects are available in a variety of disciplines and provides opportunities for individualized learning experiences for students.

XXX298AA	Special Projects	1 credit	1 period
XXX298AB	Special Projects	2 credits	2 periods
XXX298AC	Special Projects	3 credits	3 periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

SPEECH-LANGUAGE PATHOLOGY SLP

Language/Communication Division ..LC 305 (480) 423-6459

SLP104 3 credits 3 periods

Speech, Language and Hearing Development

Focuses on the processes involved in the normal development of human communication. Emphasis on normative process involved in speech, language and hearing development. Examines normal processes of bilingual speech and language development. Prerequisites: None.

SLP205 3 credits 3 periods

Introduction to Communication Disorders

Provides an overview of normative aspects of human communication including language, hearing and speech. Focuses on causes, characteristics and implications of developmental and acquired communication disorders across the lifespan. Prerequisites: SLP104 or ENG213 or permission of instructor.

SLP210 2 credits 2 periods

Speech and Hearing Anatomy and Physiology

Studies the anatomical systems that underlie human speech including the respiratory system and related nervous system processes. Examines the physical characteristics of sound and the structure and function of the human auditory system. Prerequisites: None.

SLP212 3 credits 3 periods

Language Disorders and Rehabilitation

Explores nature, causes and treatment of language disorders across the lifespan, including treatments specific to bilingual populations. Prerequisites: None.

SLP214 3 credits 3 periods

Speech Disorders and Rehabilitation

Provides an overview of English phonetics. Focuses on speech sound production from a linguistic, physiologic, acoustic and clinical perspective. Transcription of normal and disordered speech at the entry-level using the International Phonetic Alphabet (IPA). Reviews characteristics and treatment procedures for a variety of speech disorders. Prerequisites: SLP210.

SLP216 3 credits 3 periods
Aural Rehabilitation
 Reviews anatomy and physiology of hearing production and hearing disorders. Focuses on treatment principles, amplification systems, modes of communication, screening procedures and instruction in various settings. Introduces augmentative/alternative communication systems and their appropriate use. Explores the professions providing treatment for persons with hearing disorders. Prerequisites: SLP210.

SLP230 2 credits 2 periods
Modifying Communicative Behaviors
 Introduction to the therapeutic process. Focuses on principles of behavior management used to facilitate the learning of speech and language skills. Reviews documentation required in planning, implementing and evaluating communicative behaviors. Identifies ethical behaviors necessary to protect client rights in different therapeutic settings. Prerequisite/Corequisites: SLP212 or SLP214.

SLP235AA 1 credit 1 period
Speech-Language Pathology Practicum
 Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 50 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

SLP235AB 2 credits 2 periods
Speech-Language Pathology Practicum
 Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 100 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

SLP235AC 3 credits 3 periods
Speech-Language Pathology Practicum
 Practical experience in conducting speech-language therapy. Provides opportunities to create lesson plans, implement therapy, record client performance and maintain appropriate documentation for a variety of speech-language disorders in a variety of therapeutic environments. A minimum of 150 hours in a therapeutic environment required. Prerequisites: SLP212 and SLP214 and Prerequisite or Corequisite: SLP230 and permission of instructor.

TELECOMMUNICATIONS

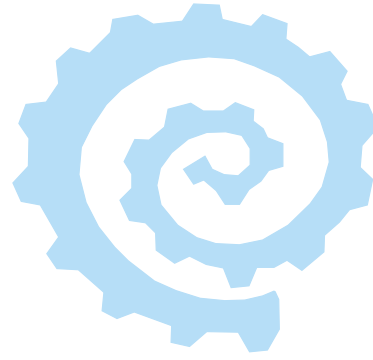
See **MOTION PICTURE/TELEVISION PRODUCTION (TCM)**, page 90.

TEXTILES AND CLOTHING **TEC**

Business Division Office AP 246 (480) 423-6253
 See page 11 for requirements in the Retail Fashion programs.

TEC123 3 credits 5 periods
Clothing Construction
 Construction of garments applying basic construction principles and techniques using patterns suitable for individuals and their capabilities. May be repeated for a total of 12 credit hours with instructor permission. Prerequisites: None.

TEC124 3 credits 5 periods
Advanced Clothing Construction
 Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. May be repeated for a total of 12 credit hours with instructor permission. Prerequisites: TEC123 or permission of instructor.



TEC125 3 credits 3 periods
Fashion Design
 Practical techniques of fashion sketching, pattern drafting and draping. Design apparel. Prerequisites: None. TEC106 and TEC123 recommended.

TEC129 3 credits 3 periods
Sewing With A Serger
 Operation of a home serger. Use in constructing, finishing and decorating garments and home decorations. Prerequisites: None.

TEC134 2 credits 4 periods
Fashion Illustration I
 Proportions and techniques used in drawing fashion figures and clothing. Introduction of media and illustrative styles for portfolio design, trade sketches and fashion advertisements. Prerequisites: None.

TEC222 3 credits 3 periods
Textiles
 Study of textile fibers and fabrics, their properties, identification, selection, use and care. Prerequisites: None.

TEC229 3 credits 3 periods
Advanced Serging
 Operation of a home serger in advanced application of construction and embellishment for garments and home decoration projects. Home serger required. Prerequisites: TEC129 or permission of instructor.

THEATRE ARTS **THE**

Performance Arts Dept. Office PA 133A (480) 423-6356
 Fine Arts Division Office MB 139 (480) 423-6328

THE111 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
 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.)

THP291AE 3 credits 4 periods
Summer Conservatory: Scene Study
 Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis. May be repeated for a total of nine (9) credit hours. Prerequisites: By audition and interview only.

THP291AF 1 credit 2 periods
Summer Conservatory: Career Development (ACT)
 Principles of the business of being an actor. Emphasis on audition techniques. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AG 4 credits 5 periods
Summer Conservatory: Production (ACT)
 Practicum in rehearsal and stage performance through public productions. May be repeated for a total of twelve (12) credit hours. Prerequisites: By audition and interview only.

WELLNESS EDUCATION WED

HPERD Division Office PE 149 (480) 423-6606

WED140 2 credits 2 periods
Introduction to Energy Therapy (CAT140)
 Provides an overview of the many different types of healing modalities used to maintain health and prevent illness encompassed within the concept of Energy Therapy. Reviews a variety of therapies and explores energy therapy from a consumer's point of view. Specific modalities discussed and demonstrated. Prerequisites: None.

WED142 1 credit 1 period
Therapeutic Touch: Level I (CAT142)
 Provides an overview of Therapeutic Touch (TT) as a contemporary interpretation of several ancient healing practices that are based on learned skills for directing and balancing the human energy field via the practitioners' hands. Focuses on relaxation centering techniques, energy exercises, scanning assessments, treatment and individual practice. Prerequisites: None.

WED151 2 credits 2 periods
Overview of Alternative Medicine
 Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 1 credit 1 period
Meditation and Wellness
 Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

WED165 2 credits 2 periods
Overview of Massage Therapy
 History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WED195 0.5 credit 0.5 period
Special Topics in Wellness Education
 Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Prerequisites: None.

WED195AA-AC 0.5-2 credits 1-2 periods
Special Topics in Wellness Education
 Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness. Prerequisites: None.

WED218 2 credits 2 periods
Aromatherapy
 Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

WED242 1 credit 1 period
Therapeutic Touch: Level II (CAT242)
 Experience in specific Therapeutic Touch (TT) exercises and practice at the intermediate level. Includes healing processes for the client and practitioner. Prerequisites: WED/CAT142 and current TT practice.



WOMEN'S STUDIES WST

Language/Communication Division ..LC 305 (480) 423-6459

WST200 3 credits 3 periods
Essential Feminist Writing
 Literary tracing of feminism from 18th century to present. Explores major issues related to women in the 20th century. Prerequisites: ENG101 or permission of instructor.

WST209 3 credits 3 periods
Women and Films (HUM209)
 Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

WST285 3 credits 3 periods
Contemporary Women Writers (ENH285)
 Explores twentieth century literature (short stories, essays, plays and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed or ethnic background. Prerequisites: None.

WRITING ACROSS THE CURRICULUM WAC

Language/Communication Division ..LC 305 (480) 423-6459

WAC101 3 credits 3 periods
Writing Across the Curriculum
 Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository approaches. Extensive journal entries, editing and revision of written assignments. Prepare and write multiparagraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: None.

2001-2002 GRADUATION/GENERAL STUDIES POLICIES

Catalog Under Which a Student Graduates

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

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

EXAMPLE A:

Admitted and earned course credit at a public community college or university _____ F93 (Active)
Continued at a public community college ____ S94, F94 (Active)
Transferred to a university __ S95 (93 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university _____ F92 (Active)
Enrolled but earned all W, Z or F grades _____ S93 (Inactive)
Enrolled in audit courses only _____ F93 (Inactive)
Nonattendance _____ S94 (Inactive)
Transferred to a university __ F94 (94 or any subsequent catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

Admitted and earned course credit at a public community college or university _____ F92 (Active)
Nonattendance _____ S93, F93, S94 (Inactive)
Readmitted and earned course credit at a public community college _____ F94 (Active)
Transferred to a university __ S95 (94 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university _____ F92 (Active)
Nonattendance _____ S93 (Inactive)
Readmitted and earned course credit at a public community college _____ Su93 (Active)
Nonattendance _____ F93, S94 (Inactive)
Transferred to a university __ F94 (92 or any subsequent catalog)

*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:

Admitted and earned course credit at a public community college or university _____ Su94 (Active)
Continued at a public community college ____ F94, S95 (Active)
Nonattendance _____ F95 (Inactive)
Readmitted and earned course credit at a public community college _____ S96 (Active)
Transferred to a university __ Su96 (94 or any subsequent catalog)

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

University Department Time Limit for Coursework

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

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

GENERAL GRADUATION REQUIREMENTS

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

1. be credited in the Office of Admissions and Records with not fewer than 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree and Associate in General Studies degree; 64 semester credit units for the Associate in Applied Science degree; 62 semester credit units for the Associate in Business degree; for specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled must satisfy current graduation requirements.
2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.
3. have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center (see page 3 for deadline dates).
4. have a minimum cumulative grade point average (GPA) of 2.0 at the college granting the degree.
5. have a minimum cumulative grade point average (GPA) of 2.0 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCD college/center.
8. have paid required degree or certificate application fee. See Tuition and Fee Schedule, page 152, for charges.

Certificates and Degrees Offered

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

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

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

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

Definition of General Studies

The Maricopa Community Colleges are committed to the

belief that all their graduates should possess the skills and breadth of knowledge necessary to live full and productive lives.

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

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

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

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

ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

The Maricopa Community College District (MCCD) Associate in Transfer Partnership (ATP) degree is designed to meet the needs of Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

The ATP degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student and the primary Maricopa Community College the student attends. The program of study will "parallel" the student's four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the freshman and sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.

The ATP degree requires a core of general studies credits in the following general studies categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences, or related area, general studies requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following web site:

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

Click on Program Information

Exemption From Arizona University Admission Requirements

The Associate in Transfer Partnership degree provides for exemption from Arizona university admission requirements for students

who complete the degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

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

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

Elements of the Associate in Transfer Partnership (ATP) Degree

Elements	Credits
MCCD General Studies Core	19
Approved Lower Division Transfer Courses	Variable
(Major dependent with maximum to be determined by receiving baccalaureate degree-granting institution)	
Associate in Transfer Partnership	
Degree Total Hours	60 Minimum
Associate in Transfer Partnership degrees are available in the following areas: Accountancy, Business, Computer Information Systems, Elementary Education, Exercise Science, Housing and Urban Development, Psychology, and Social Work. Other ATP degrees may be added later depending on curricular needs.	

ARIZONA GENERAL EDUCATION CURRICULUM (AGEC)

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

All credits used to satisfy the MCCD AGECE will apply to graduation requirements of the university major for which the AGECE was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

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

Three Types of MCCD AGECEs

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

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

Click on Student Information
Common Course Matrices
Click on appropriate area of interest to retrieve information on common courses for that area.

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

The MCCD AGECE A, AGECE B and AGECE S all:

- require 35 semester credits in courses numbered 100 and above to be completed with a grade of 'C' or better. Credit units transferred from outside of the district need to be at a grade of 'C' or better. A grade of 'C' equals 2.0 GPA on a 4.0 grading scale or equivalent;
- use the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
 2. A course cannot be used to satisfy more than one Core Area requirement;
- follow the general studies policy below:
General Education Designations (example: (FYC), [SB], [HU],

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

The Second Summer 2000 term is the last term that the course evaluation and/or the general education designation as listed in the printed Course Equivalency Guide (CEG) is valid for the **academic year** in which the student completes the course (**summer session is included with the previous academic year**);

- require courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in CAS 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 MCCD colleges;
- include both courses and their modular equivalents; either the course or the modular equivalents will satisfy the AGECE;
- accept one of the courses that is cross-referenced with other courses;
- provide for exemption from Arizona university admission requirements for:

Students who complete the AGECE A, AGECE B or AGECE S with a minimum 2.0 GPA on a 4.0=A scale or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 35 semester credits required for the three AGECEs follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGECE A, AGECE B and/or AGECE S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

Click on Program Information
Academic Program Transfer Information
AGECE Course Matrix 2001

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

A. CORE AREAS (35 credits required):

- | | |
|---|---|
| 1. First-Year Composition (FYC) | 6 |
| <i>(See Definitions/Descriptions, page 110.)</i> | |
| 2. Literacy and Critical Inquiry [L] | 3 |
| <i>(See Definitions/Descriptions, page 110.)</i> | |
| 3. Mathematical Studies [MA/CS] | 6 |
| <i>(See Definitions/Descriptions, page 110.)</i> | |

To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] and a second course from Computer/Statistics/Quantitative Applications [CS]. NOTE: The Mathematics [MA] requirement differs for AGECE A, AGECE B and AGECE S.

AGECE A requires:

- a. Mathematics [MA] A (3 credits) **AND**
NOTE: requires a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite.

Continued next page...

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

AGEC B requires:

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

AGEC S requires:

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

4. Humanities and Fine Arts [HU] 6
(See Definitions/Descriptions, below.)

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

5. Social and Behavioral Sciences [SB] 6
(See Definitions/Descriptions, page 111.)

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

6. Natural Sciences [SQ/SG] 8
(See Definitions/Descriptions, page 111.)

To complete the Natural Sciences requirement:

AGEC A and AGEC B require four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits

OR

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

The Natural Sciences requirement [SQ/SG] differs for AGEC S. AGEC S requires eight (8) semester credits of either university chemistry

OR

eight (8) semester credits of university physics

OR

eight (8) semester credits of general biology appropriate to the major.

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

B. AWARENESS AREAS:

Students must satisfy two Awareness Areas: Cultural Diversity in United States [C] **AND** either Global Awareness [G] **OR** Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete any of the three MCCD 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.

(See Definitions/Descriptions, page 111.)

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC) 6 credits

A total of six (6) semester credits must be completed with a grade of 'C' or better in the First-Year Composition Core Area.

Courses must emphasize skills necessary for college-level learning and writing skills.

Literacy and Critical Inquiry [L] 3 credits

A total of three (3) semester credits must be completed with a grade of 'C' or better in the Literacy and Critical Inquiry Core Area. In the [L] course, typically at the sophomore level, students gather, interpret and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

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

Mathematical Studies [MA/CS] 6 credits

A total of six (6) semester credits must be completed with a grade of 'C' or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. A second course must be selected from Computer/Statistics/Quantitative Applications [CS].

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

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

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

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

Mathematics [MA] 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.

Computer/Statistics/Quantitative Applications [CS]

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

Humanities and Fine Arts [HU] 6 credits

A total of six (6) semester credits must be completed with a grade of 'C' or better in the Humanities and Fine Arts Core Area. Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

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

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral,

aesthetic and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communications studies, religious studies, literature and fine arts.

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

Social and Behavioral Sciences [SB] 6 credits

A total of six (6) semester credits must be completed with a grade of 'C' or better in the Social and Behavioral Sciences Core Area. Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

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

Natural Sciences [SQ/SG] 8 credits

A total of eight (8) semester credits must be completed with a grade of 'C' or better in the Natural Sciences Core Area. The courses selected must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

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

Natural Sciences-Quantitative [SQ] A and B

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

Natural Sciences-General [SG] A and B

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

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

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

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;
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.

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

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

GENERAL EDUCATION DESIGNATIONS:

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

Course #	Cr	Course Name	Areas
AGB139	3	Agribusiness Computer Operations	CS
AGS164	4	Plant Growth and Development	SG & SQ-A, B
AIS105	3	Introduction to American Indian Studies	C, SB
AIS141	3	Sovereign Indian Nations	C
AIS160	3	American Indian Law	C
AJS101	3	Introduction to Criminal Justice	SB
AJS119	3	Computer Application Justice Studies	CS
AJS123	3	Ethics and Administration of Justice	HU
AJS200	3	Current Issues in Criminal Justice	SB
AJS270	3	Community Relations	C, SB
ARB201	4	Intermediate Arabic I	G
ARB202	4	Intermediate Arabic II	G
ARH100	3	Introduction to Art	HU
ARH101	3	Prehistoric Through Gothic Art	H, HU
ARH102	3	Renaissance Through Contemporary Art	H, HU
ARH115	3	History of Photography	HU
ARH118	3	Introduction to Chinese Art	G, HU
ARH201	3	Art of Asia	G, H, HU
ARH217	3	Mexican Art History	H, HU
ASB102	3	Intro/Cultural and Social Anthropology	G, SB
ASB202	3	Ethnic Relations in the U. S.	C, H
ASB211	3	Women in Other Cultures	G, HU, SB
ASB214	3	Magic, Witchcraft and Healing	G, SB
ASB222	3	Buried Cities and Lost Tribes: Old World ...	G, H, HU, SB
ASB223	3	Buried Cities and Lost Tribes: New World ..	G, H, HU, SB
ASB230	3	Principles of Archaeology	SB
ASB231	4	Intro/Archaeological Field Methods	SG-A, B
ASB235	3	Southwest Archaeology	C, H, SB
ASB238	3	Archaeology of North America	H, SB
ASB245	3	Indians of the Southwest	C, H, SB
ASM101	3	Human Origins/Development of Culture	H, SB
ASM265	4	Laboratory Methods in Archaeology	SG-A, B
AST101	3	Survey of Astronomy AND	
AST102	1	Survey of Astronomy Laboratory	SG-A, B
AST111	3	Introduction to Astronomy I AND	
AST113	1	Astronomy I Laboratory	SG & SQ-A, B
AST112	3	Introduction to Astronomy II AND	
AST114	1	Astronomy II Laboratory	SG & SQ-A, B
BIO100	4	Biology Concepts	SG & SQ-A, B
BIO101	4	Gen Bio (Non-Majors) Selected Topics	SG & SQ-A, B
BIO102	4	Gen Bio (Non-Majors) Additional Topics ...	SG & SQ-A, B
BIO105	4	Environmental Biology	SG & SQ-A, B
BIO108	4	Plants and Society	SG & SQ-A, B

Course #	Cr	Course Name	Areas
BIO109	3	Natural History of the Southwest AND	
BIO110	1	Lab for Natural History of the Southwest	SG-A, B
BIO156	4	Human Biology for Allied Health	SG-A, B
BIO160	4	Intro/Human Anatomy and Physiology	SG-A, B
BIO181	4	General Biology (Majors) I	SG & SQ-A, B, S
BIO182	4	General Biology (Majors) II	SG & SQ-A, B, S
BIO183	4	Marine Biology	SG-A, B
BIO201	4	Human Anatomy and Physiology I	SG-A, B
BIO205	4	Microbiology	SG-A, B
BIO241	4	Human Genetics	SG-A, B
BPC110	3	Computer Usage and Applications	CS
BPC110AA	1	Computer Usage AND	
BPC110AB	2	Computer Applications	CS
BPC217AA	3	Advanced dBase	CS
BPC217AM	3	Adv. Microsoft Access: Database Management	CS
CCS101	3	Chicana and Chicano Studies	C, L
CFS157	3	Marriage and Family Life	SB
CFS159	3	The Modern Family	SB
CFS176	3	Child Development	SB
CFS205	3	Human Development	SB
CFS242	3	Curriculum Planning for Diversity	C
CFS259	3	Sexuality Over the Life Span	SB
CHI201	5	Intermediate Chinese I	G
CHI202	5	Intermediate Chinese II	G
CHM107	3	Chemistry and Society	G
CHM107	3	Chemistry and Society AND	
CHM107LL	1	Chemistry and Society Lab	SG & SQ-A, B
CHM130	3	Fundamental Chemistry AND	
CHM130LL	1	Fundamental Chemistry Lab	SG & SQ-A, B
CHM151	3	General Chemistry I AND	
CHM151LL	1	General Chemistry I Lab	SG & SQ-A, B, S
CHM152	3	General Chemistry II AND	
CHM152LL	1	General Chemistry II Lab	SG & SQ-A, B, S
CHM154	3	General Chemistry II with Qual AND	
CHM154LL	2	General Chemistry II with Qual Lab ...	SG & SQ-A, B, S
CHM230	3	Fundamental Organic Chemistry AND	
CHM230LL	1	Fundamental Organic Chemistry Lab ...	SG & SQ-A, B
CIS105	3	Survey Computer Information Systems	CS
CIS158	3	COBOL Programming I	CS
CIS159	3	Visual Basic Programming I	CS
CIS162	3	C Programming I	CS
CIS162AA	3	C: Level I	CS
CIS162AB	3	C++: Level I	CS
CIS162AC	3	Visual C++: Level I	CS
CIS163AA	3	Java Programming: Level I	CS
CIS183AA	3	Microsoft Works	CS
CIS217AA	3	Advanced dBase	CS
CIS217AM	3	Adv. Microsoft Access: Database Management	CS
CIS262	3	C Programming II	CS
COM100	3	Intro to Human Communication	SB
COM100AA	1	Intro Human Communication, Part I AND	
COM100AB	1	Intro Human Communication, Part II AND	
COM100AC	1	Intro Human Communication, Part III	SB
COM110	3	Interpersonal Communication	SB
COM110AA	1	Interpersonal Communication, Part I AND	
COM110AB	1	Interpersonal Communication, Part II AND	
COM110AC	1	Interpersonal Communication, Part III	SB
COM207	3	Introduction to Communication Inquiry	L
COM222	3	Argumentation	L
COM225	3	Public Speaking	L
COM230	3	Small Group Communication	L, SB
COM241	3	Performance of Literature	HU, L
COM250	3	Intro to Organizational Communication	SB
COM263	3	Elements of Intercultural Communication	C, G, SB
CPD160	3	Introduction to Multiculturalism	C
CRE101	3	Critical and Evaluative Reading I	L
CSC100	3	Intro to Computer Science for Non-Computer Majors ..	CS
CSC100AA	3	Intro to Computer Science for Non-Computer Majors ..	CS
CSC100AB	4	Intro to Computer Science (C++)	CS

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
CSC150	3	Programming in C/C++	CS	ENH254	3	Literature and Film	HU, L
CSC150AA	4	Programming in C/C++	CS	ENH255	3	Contemporary U. S. Literature and Film	C, HU, L
CSC181	3	Applied Problem Solving with Visual Basic	CS	ENH256	3	Shakespeare on Film	HU
CSC181AA	3	Applied Problem Solving with Visual Basic	CS	ENH259	3	American Indian Literature	C, HU
CSC181AB	4	Applied Problem Solving with Visual Basic	CS	ENH260	3	Literature of the Southwest	C, HU
CSC183	3	Applied Problem Solving with Fortran	CS	ENH270	3	19th Century American Fiction	HU
CSC200	3	Principles of Computer Science (Java)	CS	ENH275	3	Modern Fiction	HU
CSC200AA	3	Principles of Computer Science (Java)	CS	ENH284	3	19th Century Women Writers	C, HU
CSC200AB	4	Principles of Computer Science (Java)	CS	ENH285	3	Contemporary Women Writers	C, HU
CSC210	3	Data Structures and Algorithms (Java)	CS	ENH289	3	Literature from Contemporary Nobel Laureates	HU
CSC210AA	3	Data Structures and Algorithms (Java)	CS	ENH291	3	Children's Literature	HU
CSC210AB	4	Data Structures and Algorithms (Java)	CS	ENH294	3	Multicultural Folktales	C, HU
DAH100	3	Introduction to Dance	G, HU	FRE201	4	Intermediate French I	G
DAH201	3	World Dance Perspectives	G, HU, L	FRE201AA	4	Intermediate French I	G
DFT105	3	Computer Aided Drafting I	CS	FRE202	4	Intermediate French II	G
DFT253	3	Computer Aided Drafting IIA	CS	FRE202AA	4	Intermediate French II	G
ECE102	2	Engineering Analysis Tools and Techniques	AND	FRE265	3	Advanced French I	G, HU
ECE103	3	Engineering Problem Solving and Design	CS	FRE266	3	Advanced French II	G, HU
ECE102	2	Engineering Analysis Tools and Techniques	AND	GBS221	3	Business Statistics	CS
ECE103AB	3	Engineering Problem Solving and Design	CS	GBS233	3	Business Communication	L
ECE102AA	2	Engineering Analysis Tools and Techniques	AND	GBS280	3	Organizational Psychology	SB
ECE103	3	Engineering Problem Solving and Design	CS	GCU102	3	Introduction to Human Geography	G, SB
ECE102AA	2	Engineering Analysis Tools and Techniques	AND	GCU121	3	World Geography: Eastern Hemisphere	G, SB
ECE103AB	3	Engineering Problem Solving and Design	CS	GCU122	3	World Geography: Western Hemisphere	G, SB
ECH176	3	Child Development	CS	GCU141	3	Introduction to Economic Geography	G, SB
ECN111	3	Macroeconomic Principles	SB	GCU221	3	Arizona Geography	C, H, SB
ECN112	3	Microeconomic Principles	SB	GCU253	3	Intro/Cultural and Historical Geography	G, SB
ECN160	3	Economic History of United States	H, SB	GER201	4	Intermediate German I	G
ECN212	3	The World Economy	G, SB	GER201AA	4	Intermediate German I	G
ECN250	3	World Economic Systems	G, SB	GER202	4	Intermediate German II	G
EDU221	3	Introduction to Education	SB	GER202AA	4	Intermediate German II	G
EDU222	3	Introduction to the Exceptional Learner	C, SB	GLG101	3	Intro to Geology I-Physical Lecture	G
EDU225	3	Foundations of ESL and Bilingual Education	C	GLG101	3	Intro to Geology I-Physical Lecture	AND
EDU230	3	Cultural Diversity in Education	C	GLG103	1	Intro to Geology I-Physical Lab	SG & SQ-A, B
EDU235	3	Mexican-American Child in Classroom	C	GLG102	3	Intro to Geology II-Historical Lecture	H
EDU291	3	Children's Literature	HU	GLG102	3	Intro to Geology II-Historical Lecture	AND
EDU292	3	The Art of Storytelling	C, HU	GLG104	1	Intro to Geology II-Historical Lab	SG-A, B
EDU294	3	Multicultural Folktales	C, HU	GLG105	4	Introduction to Planetary Science	SG-A, B
ELE150	4	Digital Systems/Microprocessors	CS	GLG110	3	Geologic Disasters and the Environment	G
ELT241	4	Microcontrollers	CS	GLG110	3	Geologic Disasters and the Environment	AND
ELT282	4	Structured Assembly Language Programming	CS	GLG111	1	Geologic Disasters and the Environment Lab	SG-A, B
ENG101	3	First-Year Composition	FYC	GPH111	4	Introduction to Physical Geography	SG & SQ-A, B
ENG102	3	First-Year Composition	FYC	GPH112	3	Introduction to Physical Geography	AND
ENG107	3	First-Year Composition for ESL	FYC	GPH113	1	Introduction to Physical Geography Lab	SG & SQ-A, B
ENG108	3	First-Year Composition for ESL	FYC	GPH210	3	Physical Environment	G
ENG111	3	Technical Writing	L	GPH211	3	Landform Processes	L
ENG200	3	Reading and Writing About Literature	HU, L	GPH212	3	Introduction to Meteorology I	AND
ENG213	3	Introduction to the Study of Language	L	GPH214	1	Introduction to Meteorology Lab I	SG-A, B
ENG215	3	Strategies of Academic Writing	L	GPH217	3	Intro to Geographic Information Systems	CS
ENG216	3	Persuasive Writing on Public Issues	L	GPH219	3	Introduction to Arc View	CS
ENG217	3	Personal and Exploratory Writing	L	HCR210	3	Clinical Health Care Ethics	HU
ENG218	3	Writing About Literature	L	HCR220	3	Health Care Organizations	L
ENG260	3	Film Analysis	HU	HCR230	3	Culture and Health	C, G
ENH110	3	Introduction to Literature	HU	HEB201	4	Intermediate Hebrew I	G
ENH112	3	Chicano Literature	C, HU	HEB202	4	Intermediate Hebrew II	G
ENH113	3	Writers and Current Issues	HU	HES100	3	Healthful Living	SB
ENH114	3	African-American Literature	C, HU	HIS100	3	History Western Civ to Middle Ages	H, SB
ENH201	3	World Literature Through Renaissance	H, HU	HIS101	3	History Western Civ/Middle Ages-1789	H, SB
ENH202	3	World Literature After Renaissance	G, H, HU	HIS102	3	History Western Civ/1789 to Present	G, H, SB
ENH204	3	Introduction to Contemporary Literature	HU	HIS103	3	United States History to 1870	H, SB
ENH206	3	Nature and Environmental Literature	HU	HIS104	3	United States History 1870 to Present	H, SB
ENH214	3	Poetry Study	HU	HIS105	3	Arizona History	H, SB
ENH221	3	Survey of English Literature Before 1800	H, HU				
ENH222	3	Survey of English Literature After 1800	H, HU				
ENH230	3	Introduction to Shakespeare	HU				
ENH241	3	American Literature Before 1860	HU				
ENH242	3	American Literature After 1860	HU				
ENH250	3	Classical Backgrounds in Literature	HU				
ENH251	3	Mythology	G, HU				

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
HIS105AA	1	Arizona History, Part I AND		ITA201	4	Intermediate Italian I	G
HIS105AB	1	Arizona History, Part II AND		ITA201AA	4	Intermediate Italian I	G
HIS105AC	1	Arizona History, Part III	H, SB	ITA202	4	Intermediate Italian II	G
HIS106	3	Southwest History	C, H, SB	ITA202AA	4	Intermediate Italian II	G
HIS109	3	Mexican American History and Culture	C, H, SB	JAS225	3	Statistics for Social Research/Justice & Government	CS
HIS135	3	Military History of the Southwest	H, SB	JPN201	5	Intermediate Japanese I	G
HIS145	3	History of Mexico	G, H, SB	JPN202	5	Intermediate Japanese II	G
HIS173	3	United States Military History	H, SB	JRN201	3	News Writing	L
HIS201	3	History of Women in America	C, H, SB	JRN212	3	Broadcast Writing	L
HIS203	3	African-American History I	C, H, SB	LAT201	4	Intermediate Latin I	HU
HIS209	3	The Chicano in 20th Century America	C, H, SB	LAT202	4	Intermediate Latin II	HU
HIS241	3	Latin American Civ in the Colonial Period	H, SB	MAT142	3	College Mathematics	MA-A
HIS242	3	Latin American Civ Post-Colonial Period	G, H, SB	MAT150	5	College Algebra Concepts	MA-A
HIS243	3	World Religions	G, H, HU	MAT151	4	College Algebra	MA-A
HIS251	3	History of England to 1700	H, SB	MAT151AA	1	College Algebra I AND	
HIS252	3	History of England: 1700 to Present	H, SB	MAT151AB	1	College Algebra II AND	
HIS272	3	History of the Far East: 1900 to Present	G, H, SB	MAT151AC	1	College Algebra III AND	
HIS273	3	U. S. Experience in Vietnam: 1945-1975	G, H, SB	MAT151AD	1	College Algebra IV	MA-A
HIS277	3	The Modern Middle East	G, H, SB	MAT152	3	College Algebra	MA-A
HUM101	3	General Humanities	HU	MAT162	3	University Mathematics	MA-A

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

HUM105AA	1	Cultural Perspective: African Ideas/Values	C, HU
HUM105AB	1	Cult Perspective: Native-American Ideas/Values	C, HU
HUM105AC	1	Cult Perspective: Asian Ideas/Values	C, HU
HUM105AD	1	Cult Perspective: Hispanic Ideas/Values	C, HU
HUM105AE	1	Cult Perspective: Mid-Eastern Ideas/Values	C, HU
HUM107	3	Humanities Through the Arts	HU
HUM108	3	Contemporary Humanities	HU
HUM120	3	Cultural Viewpoints in the Arts	C, HU
HUM125	3	The Urban Experience	HU

(Note: Three (3) of the nine (9) HUM190 modules must be taken to secure [HU] credit.)

HUM190AA-AI	1	Honors Forum	HU
HUM201	3	Humanities: Universal Themes	G, HU
HUM202	3	Humanities: Universal Themes	G, HU
HUM203	4	Humanities: Intellectual Community/Legal Ethics	HU
HUM205	3	Introduction to Cinema	HU
HUM206	3	Introduction to Television Arts	HU
HUM207	3	Humanities: Biomedical Ethics	HU
HUM208	3	Arts and World Views of the Southwest	C, HU
HUM209	3	Women and Films	H, HU
HUM210	3	Contemporary Cinema	HU
HUM211AA	3	Foreign Films: Classics	G, HU
HUM211AB	3	Foreign Films: Japanese	G, HU
HUM211AC	3	Foreign Films: French	G, HU
HUM213	3	Hispanic Film	G, HU
HUM250	3	Ideas and Values in the Humanities	H, HU, L
HUM251	3	Ideas and Values in the Humanities	H, HU, L
HUM260	3	Intercultural Perspectives	C, HU
HUM261	3	Asian Ideas and Values	G, H, HU
HUM292	3	The Art of Storytelling	C, HU
IBS109	3	Cultural Dimensions of International Trade	G, SB
IGS291	3	Studies in Global Awareness	G, L
IGS292	3	Studies in Cultural Diversity	C
IGS293	3	Studies in Historical Awareness	H, L
INT115	3	Historical Architecture and Furniture	H, HU
INT120	3	20th Century Architecture and Furniture	H, HU
INT225	3	History of Decorative Arts	HU

MAT182	3	Plane Trigonometry AND	
		MAT150 or MAT151 or MAT 152	MA-A
MAT187	5	Precalculus	MA-A
MAT212	3	Brief Calculus	MA-A, B
MAT216	3	Technical Calculus I	MA-A, B
MAT220	5	Analytic Geometry and Calculus I	MA-A, B, S
MAT221	4	Calculus with Analytic Geometry I	MA-A, B, S
MAT225	3	Elementary Linear Algebra	MA-A, B
MAT226	3	Technical Calculus II	MA-A, B
MAT227	3	Discrete Mathematical Structures	MA-A, B
MAT230	5	Analytic Geometry and Calculus II	MA-A, B, S
MAT231	4	Calculus with Analytic Geometry II	MA-A, B, S
MAT236	3	Technical Calculus III	MA-A, B
MAT241	4	Calculus with Analytic Geometry III	MA-A, B, S
MAT262	3	Differential Equations	MA-A, B
MCO120	3	Media and Society	SB
MCO220	3	Cultural Diversity and the Media	C, L
MHL141	3	Appreciation & Literature of Music to 1800	H, HU
MHL142	3	Appreciation & Literature of Music 1800-Present	H, HU
MHL143	3	Music in World Cultures	G, HU
MHL145	3	American Jazz and Popular Music	C, HU
MHL146	3	Survey of Broadway Musicals	HU
MHL147	3	Music of African-American Cultures	HU
MHL153	3	Rock Music and Culture	H, HU
PHI101	3	Introduction to Philosophy	HU
PHI102	3	Introduction to Philosophy	HU
PHI103	3	Introduction to Logic	HU, L
PHI104	3	World Philosophy	G, HU
PHI105	3	Introduction to Ethics	HU
PHI106	3	Critical Thinking and Problem Solving	HU, L
PHI109	3	Philosophy of the Arts	HU
PHI201	3	Intro to Ancient Philosophy	HU
PHI213	3	Medical and Bio-Ethics	HU
PHI218	3	Philosophy of Sexuality	HU
PHI224	3	Political Philosophy	HU
PHI225	3	African-American Religions	C, HU
PHI233AA	3	Metaphysics: An Introduction	HU
PHI233AB	3	Theory of Knowledge	HU

GENERAL EDUCATION DESIGNATIONS:

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

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

Course #	Cr	Course Name	Areas	Course #	Cr	Course Name	Areas
PHI234AA	3	Plato	HU	SOC110	3	Drugs and Society	SB
PHI243	3	World Religions	G, H, HU	SOC140	3	Racial and Ethnic Minorities	C, SB
PHI244	3	Philosophy of Religion	HU	SOC141	3	Sovereign Indian Nations	C
PHI245	3	Introduction to Eastern Philosophy	HU	SOC142	3	Sociology of the Chicano Community	C, SB
PHI246	3	Amer Indian Euroamer Comparative Worldviews ...	HU	SOC143	3	Sociology of Afro-American Problems	C, SB
PHS110	4	Fundamentals of Physical Science	SG & SQ-A, B	SOC157	3	Sociology of Marriage and Family	SB
PHS120	4	Introduction to Physical Science	G, SG & SQ-A, B	SOC160	3	American Indian Law	C
PHY101	4	Introduction to Physics	SG & SQ-A, B	SOC210	3	The Child in Society	SB
PHY111	4	General Physics I	SG & SQ-A, B	SOC212	3	Women and Men in a Changing Society	C, SB
PHY112	4	General Physics II	SG & SQ-A, B	SOC215	3	Sociology of Adolescence	SB
PHY115	5	University Physics I	SG & SQ-A, B, S	SOC245	3	Social Deviance	SB
PHY116	5	University Physics II	SG & SQ-A, B, S	SOC251	3	Social Problems	SB
PHY121	4	Univ Physics I: Mechanics	SG & SQ-A, B, S	SOC253	3	Social Class and Stratification	SB
PHY131	4	Univ Physics II: Elec/Magnetism	SG & SQ-A, B, S	SOC265	3	Sociology of Aging	SB
PHY252	4	Univ Phys III: ThrmDyn, Opt/Wave Phen ...	SG & SQ-A, B	SOC270	3	Sociology of Health and Illness	SB
POR102	5	Elementary Portuguese II	G	SPA201	4	Intermediate Spanish I	G
POR201	5	Intermediate Portuguese I	G	SPA201AA	4	Intermediate Spanish I	G
POR202	5	Intermediate Portuguese II	G	SPA202	4	Intermediate Spanish II	G
POS100	3	Introduction to Political Science	SB	SPA202AA	4	Intermediate Spanish II	G
POS110	3	American National Government	SB	SPA203	4	Spanish for Spanish Speaking Students I	G
POS115	3	Issues in American Politics	L, SB	SPA204	4	Spanish for Spanish Speaking Students II	G
POS120	3	World Politics	G, SB	SPA265	3	Advanced Spanish I	HU
POS125	3	Issues in World Politics	G, SB	SPA266	3	Advanced Spanish II	HU
POS130	3	State and Local Government	SB	SPH150	3	Peninsular Spanish Lit in Translation	G, HU
POS140	3	Comparative Government	G, SB	SPH151	3	Latin American Lit in Translation	G, HU
POS180	3	United Nations Study	G	SPH245	3	Hispanic Heritage in the Southwest	C, HU
POS210	3	Political Ideologies	SB	STO292	3	The Art of Storytelling	C, HU
POS285	3	Public Policy	SB	STO294	3	Multicultural Folktales	C, HU
PSY101	3	Introduction to Psychology	SB	SWU102	3	Introduction to Social Work	H, SB
PSY132	3	Psychology and Culture	G, SB	SWU271	3	Introduction to Social Welfare	H, SB
PSY143	3	Lesbian, Gay and Bisexual Studies	C	TCM145	3	Introduction to Motion Picture Production	HU
PSY157	3	African/Black Psychology	C, G, SB	TEC105	3	Clothing Selection	SB
PSY215	3	Introduction to Sport Psychology	SB	TEC106	3	History of Fashion	SB
PSY218	3	Health Psychology	SB	THE111	3	Introduction to Theatre	HU
PSY230	3	Introduction to Statistics	CS	THE205	3	Introduction to Cinema	HU
PSY235	3	Psychology of Gender Differences	C, SB	THE206	3	Introduction to Television Arts	HU
PSY240	3	Developmental Psychology	SB	THE210	3	Contemporary Cinema	HU
PSY245	3	Psychology of Adult Development	SB	THE220	3	Modern Drama	HU, L
PSY250	3	Social Psychology	SB	THE260	3	Film Analysis	HU
PSY258	3	Domestic Problems and Crises	SB	THP241	3	Performance of Literature	HU, L
PSY260	3	Personality Development	SB	WED100	3	Personal Wellness	SB
PSY266	3	Abnormal Psychology	SB	WED110	3	Principles of Physical Fitness/Wellness	SB
PSY270	3	Personal and Social Adjustment	SB	WST100	3	Women and Society	C, SB
PSY277	3	Psychology of Human Sexuality	SB	WST105	3	Women of Color in America	C, SB
PSY280	3	Organizational Psychology	SB	WST110	3	Women and Gender: A Feminist Psychology	SB
PSY281	3	Human Factors	SB	WST120	3	Gender, Class and Race	SB
PSY290AB	4	Research Methods	L, SG-A, B	WST209	3	Women and Films	H, HU
PSY290AC	4	Research Methods	L, SG-A, B	WST284	3	19th Century Women Writers	C, HU
PSY292	3	Psychology of Altered States of Consciousness	SB	WST285	3	Contemporary Women Writers	C, HU
REC120	3	Leisure and the Quality of Life	SB	WST290	3	Women and Religion	G
REC160	3	Leisure and Society	SB				
REL101	3	Introduction to Religion	HU				
REL201	3	Classics of Western Religions	H, HU				
REL202	3	Classics of Asian Religions	G, HU				
REL203	3	American Indian Religions	C, HU, L				
REL205	3	Religion and the Modern World	HU, L				
REL213	3	Medical and Bio-Ethics	HU				
REL225	3	African-American Religions	C, HU				
REL243	3	World Religions	G, H, HU				
REL244	3	Philosophy of Religion	HU				
REL246	3	Amer Indian Euroamer Comparative Worldviews ...	HU				
REL270	3	Introduction to Christianity	HU				
REL290	3	Women and Religion	G				
RUS201	4	Intermediate Russian	G				
RUS201AA	4	Intermediate Russian	G				
RUS202	4	Intermediate Russian	G				
RUS202AA	4	Intermediate Russian	G				
SBU200	3	Society and Business	G, SB				
SMT150	4	Digital Systems and Microprocessors	CS				
SOC101	3	Introduction to Sociology	SB				

University Transfer Guides

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

Arizona State University Main/East:

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

Arizona State University West:

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

Northern Arizona University:

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

The University of Arizona:

<http://transguides.arizona.edu/>

Continued next page...

AZCAS Transfer Planning Guides

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

<http://www.public.asu.edu/AZCAS>

ASSOCIATE IN ARTS GENERAL REQUIREMENTS (AA-GR) DEGREE

The Maricopa Community College District (MCCD) Associate in Arts General Requirements (AA-GR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components:

- 1) General Studies which includes Arizona General Education Curriculum-A (AGEC A) and MCCD Additional Requirements;
- 2) Non-English Language Requirements;
- 3) General Electives.

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

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

- Click on Student Information
- Common Course Matrices
- Click on appropriate area of interest to retrieve information on common courses for that area.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD Associate in Arts General Requirements will apply to university graduation requirements of the university major for which the AA-GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Arts General Requirements:

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

Courses can satisfy multiple areas within the degree simultaneously (AGECE A Core Area, AGECE A Awareness Area, MCCD Additional Requirements, Non-English Language Requirements);
- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide/Arizona Course Applicability System (CEG/AZCAS) is valid for the **term** in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change.

Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;

- requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Arts General Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the AA-GR degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Arts General Requirements (AA-GR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGECE A, AGECE B and/or AGECE S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

- Click on Program Information
- Academic Program Transfer Information
- AGECE Course Matrix 2001

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

I. MCCD General Studies Credits

The MCCD General Studies includes two areas: MCCD AGECE A and MCCD Additional Requirements.

A. MCCD AGECE A

1. Core Areas (35 credits required)

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

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

 - 1) Mathematics [MA] A (3 credits):
Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite
AND
 - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits).

d. Humanities and Fine Arts [HU] 6

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

e. Social and Behavioral Sciences [SB] 6
 Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

f. Natural Sciences [SQ/SG] 8
 To complete the Natural Sciences requirement:
 AGECA and AGECA 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 courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCD Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading Areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCD Additional Requirements because courses can satisfy a Core Area and MCCD 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. 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.

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

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading Area. If students select a Critical Reading course that satisfies both the Critical Reading Area and an area within the Core or if students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

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

II. Non-English Language Requirements 0-16

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

III. General Electives 3-29

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

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

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

Click on Student Information
 Common Course Matrices
 Click on appropriate area of interest to retrieve information on common courses for that area.

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at **all** Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS).

AA-General Requirements Total Credits: 60-64

ASSOCIATE IN ARTS SPECIAL REQUIREMENTS (AA-SR) DEGREE

The Maricopa Community College District (MCCD) Associate in Arts Special Requirements (AA-SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components:

- 1) General Studies which includes Arizona General Education Curriculum-A (AGEC A) and MCCD Additional Requirements;
- 2) Common Lower Division Program Requirements;
- 3) General Electives.

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

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

Click on Student Information
 Common Course Matrices
 Click on appropriate area of interest to retrieve information on common courses for that area.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD AA-SR degree will apply to university graduation requirements of the university major for which the AA-SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Arts Special Requirements:

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

Continued next page...

- uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:
 Courses can satisfy multiple areas within the degree simultaneously (AGEC A Core Area, AGEC A Awareness Area, MCCD Additional Requirements, Common Lower Division Program Requirements);
 - follows the general studies policy below:
 General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide/Arizona Course Applicability System (CEG/AZCAS) is valid for the term in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;
 - requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
 - follows the graduation policies within the general catalog;
 - includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Arts Special Requirements;
 - accepts one of the courses that is cross-referenced with other courses;
 - provides for exemption from Arizona university admission requirements for students who complete the AA-SR degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.
- The 60-64 semester credits required for the Associate in Arts Special Requirements (AA-SR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S**, page 112. The most up-to-date information can be accessed at the following web site:

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

Click on Program Information
 Academic Program Transfer Information
 AGEC Course Matrix 2001

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

I. MCCD General Studies Credits

The MCCD General Studies includes two areas: MCCD AGEC A and MCCD Additional Requirements.

A. MCCD AGEC A

1. Core Areas (35 credits required)

- a. **First-Year Composition (FYC)** 6
- b. **Literacy and Critical Inquiry [L]** 3
- c. **Mathematical Studies [MA/CS]** 6
 To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] 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

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

e. Social and Behavioral Sciences [SB] 6

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

f. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:
 Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits

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

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCD Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading Areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCD Additional Requirements because courses can satisfy a Core Area and MCCD 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. 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.

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

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading Area. If students select a Critical Reading course that satisfies both the Critical Reading Area and an area within the

Core or if students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR equivalent as indicated by assessment.

II. Common Lower Division Program Requirements: 6

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

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

Click on Student Information
Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

III. General Electives 13-23

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

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

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

Click on Student Information
Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

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

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS).

AA-Special Requirements Total Credits: 60-64

ASSOCIATE IN SCIENCE GENERAL REQUIREMENTS (AS-GR) DEGREE

The Maricopa Community College District (MCCD) Associate in Science General Requirements (AS-GR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components:

- 1) General Studies which includes Arizona General Education Curriculum-S (AGEC S) and MCCD Additional Requirements;
- 2) Major Specific Requirements;
- 3) General Electives.

The degree is designed for students who plan to transfer into majors that articulate with the Associate in Science General Requirements (AS-GR) pathway. The AS-GR is also designed for students who plan to pursue an associate degree or transfer to an

Arizona public community college or university and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following web site:

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

Click on Student Information
Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD Associate in Science General Requirements will apply to university graduation requirements of the university major for which the AS-GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Science General Requirements:

- requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of 'C' or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECS without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement;
- uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:
 - Courses can satisfy multiple areas within the degree simultaneously (AGECS Core Area, AGECS Awareness Area, MCCD Additional Requirements, Non-English Language Requirements);
- follows the general studies policy below:
 - General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide Arizona Course Applicability System (CEG/AZCAS) is valid for the term in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;
- requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Science General Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Science degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Science
Continued next page...

General Requirements (AS-GR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

Click on Program Information
Academic Program Transfer Information
AGEC Course Matrix 2001

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

I. MCCD General Studies Credits

The MCCD General Studies includes two areas: MCCD AGEC S and MCCD Additional Requirements.

A. MCCD AGEC S

1. Core Areas (35 credits required)

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

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

c. **Mathematical Studies [MA/CS]** 6

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

1) Mathematics [MA] S (3 credits):
Select a course in calculus sequence (MAT220/MAT221) or any other mathematics course for which that course is a prerequisite

AND

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

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

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

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

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

f. **Natural Sciences [SQ/SG]** 8

To complete the Natural Sciences requirement:
Select eight (8) semester credits of either general chemistry (CHM151 & CHM151LL and CHM152 & CHM152LL) **OR**
eight (8) semester credits of university physics (PHY115 & PHY116 or PHY121 & PHY131) **OR**
eight (8) semester credits of general biology (BIO181 & BIO182) appropriate to the major.

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or



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

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

B. MCCD Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading Areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCD Additional Requirements because courses can satisfy a Core Area and MCCD 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. 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.

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

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading Area. If students select a Critical Reading course that satisfies both the Critical Reading Area and an area within the Core or if students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

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

II. Non-English Language Requirements 0-16

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

III. General Electives 3-29

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

For students who have decided on a major that articulates with the AS-GR, but are undecided on the university they will transfer to, courses satisfying the General Electives Area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for the list of

Common Courses. Not all majors have common courses. The list of Common Courses is also accessible on the following web site: http://www.abor.asu.edu/4_special_programs/atass/index.html

Click on Student Information
Common Course Matrices
Click on appropriate area of interest to retrieve information on common courses for that area.

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS).

AS-General Requirements Total Credits: 60-64

ASSOCIATE IN SCIENCE SPECIAL REQUIREMENTS (AS-SR) DEGREE

The Maricopa Community College District (MCCD) Associate in Science Special Requirements (AS-SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components:

- 1) General Studies which includes Arizona General Education Curriculum-S (AGEC S) and MCCD Additional Requirements;
- 2) Additional Mathematics and Science Requirements;
- 3) Major Specific Requirements.

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

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

Click on Student Information
Common Course Matrices
Click on appropriate area of interest to retrieve information on common courses for that area.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD AS-SR will apply to university graduation requirements of the university major for which the AS-SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Science Special Requirements:

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

Courses can satisfy multiple areas within the degree simultaneously (AGECS Core Area, AGECS Awareness Area, MCCD Additional Requirements, Non-English Language Requirements, Additional Mathematics and

Science Requirements, Common Lower Division Program Requirements);

- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide/Arizona Course Applicability System (CEG/AZCAS) is valid for the term in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;
- requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Science Special Requirements;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the AS-SR degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 60-64 semester credits required for the Associate in Science Special Requirements (AS-SR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGECS, AGECS B and/or AGECS S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

Click on Program Information
Academic Program Transfer Information
AGECS Course Matrix 2001

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

I. MCCD General Studies Credits

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

A. MCCD AGECS

1. **Core Areas (35 credits required)**
 - a. **First-Year Composition (FYC)** 6
 - b. **Literacy and Critical Inquiry [L]** 3
 - c. **Mathematical Studies [MA/CS]** 6

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

 - 1) Mathematics [MA] S (3 credits):
Select a course in a calculus sequence (MAT220/

Continued next page...

MAT221) or any other mathematics course for which that course is a prerequisite

AND

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

d. Humanities and Fine Arts [HU] 6

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.

e. Social and Behavioral Sciences [SB] 6

Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.

f. Natural Sciences [SQ/SG] 8

To complete the Natural Sciences requirement:
 Select eight (8) semester credits of either general chemistry (CHM151 & CHM151LL and CHM152 & CHM152LL)
OR
 eight (8) semester credits of university physics (PHY115 & PHY116 or PHY121 & PHY131)
OR
 eight (8) semester credits of general biology (BIO181 & BIO182) appropriate to the major.

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCD Additional Requirements 0-6

Students must satisfy Oral Communication and Critical Reading Areas for a total of six (6) semester credits. It is not necessary for students to exceed the 35 semester credits required in order to complete the MCCD Additional Requirements because courses can satisfy a Core Area and MCCD 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. 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.

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

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading Area. If students select a Critical Reading course that satisfies both the Critical Reading Area and an area within the Core or if students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

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

II. Additional Mathematics and Sciences Requirements 11-13

A. Additional Mathematics Requirements: 3-5

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

B. Additional Sciences Requirements: 8

Select **one** option from the following. Option selected under Natural Sciences [SQ/SG] in MCCD Core Areas will not apply in the Additional Science Requirement Area. NOTE: Students should consult with an advisor or department/division chair for appropriate course selection.

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

OR

select eight (8) semester credits in university physics (PHY115 & PHY116 or PHY121 & PHY131)

OR

select eight (8) semester credits in general biology (BIO181 & BIO182) appropriate for the major.

III. Major Specific Requirements

A. Non-English Language Requirements 0-16

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

B. Common Lower Division Program Requirements 6

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

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

Click on Student Information
 Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

C. General Electives

If needed, select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. For students who have decided on a major that articulates with the AS-SR, but are undecided on the university they will transfer to, courses satisfying the General Electives Area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See an advisor for the list of Common Courses. Not all majors have Common Courses. The list of Common Courses is also accessible on the following web site:

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

Click on Student Information
 Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS).

AS-Special Requirements Total Credits: 60-64

ASSOCIATE IN BUSINESS GENERAL REQUIREMENTS (ABUS-GR) DEGREE

The Maricopa Community College District (MCCD) 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) MCCD General Studies which includes Arizona General Education Curriculum-B (AGEC B);
- 2) Common Lower Division Program Requirements;
- 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements (ABus-GR) pathway. All business majors except Accountancy and Computer Information Systems should follow the ABus-GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway (see page 115). Computer Information Systems majors should follow the Associate in Business Special Requirements (ABus-SR) pathway. Additional information on academic majors can be accessed via the following web site:

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

- Click on Student Information
- Common Course Matrices
- Click on appropriate area of interest to retrieve information on common courses for that area.

The MCCD ABUS-GR transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD ABUS-GR will apply to university graduation requirements of the university major for which the ABUS-GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Business General Requirements:

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of 'C' or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECE B without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement;
- uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
 - Courses can satisfy multiple areas within the degree simultaneously (AGECE B Core Area, AGECE B Awareness Area and/or Common Lower Division Program Requirements);
- follows the general studies policy below:
 - General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide/Arizona Course Applicability System (CEG/AZCAS) is valid for the **term** in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;
- requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course

evaluation and/or general education designation as listed in CAS 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-General Requirements degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 62-63 semester credits required for the Associate in Business General Requirements (ABUS-GR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGECE A, AGECE B and/or AGECE S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

- Click on Program Information
- Academic Program Transfer Information
- AGECE Course Matrix 2001

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

I. MCCD General Studies	Credits
A. MCCD AGECE B	
1. Core Areas (35 credits required)	
a. First-Year Composition (FYC)	6
b. Literacy and Critical Inquiry [L]	3
c. Mathematical Studies [MA/CS]	6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].	
1) Mathematics [MA] B (3 credits): MAT212, Brief Calculus, or a higher-level mathematics course	
AND	
2) Computer/Statistics/Quantitative Applications [CS] (3 credits). NOTE: Students are encouraged to select GBS221 or CIS105.	
d. Humanities and Fine Arts [HU]	6
Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.	
e. Social and Behavioral Sciences [SB]	6
Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.	
f. Natural Sciences [SQ/SG]	8
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8)	

Continued next page...

semester credits

OR

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

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

II. Common Lower Division Program

Requirements: 27-28

A total of 27-28 credits is required to satisfy the Common Lower Division Program Requirements. If students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits. Complete the following:

Accounting:

*ACC111 & ACC230 & ACC240 **OR**

**ACC211 & ACC212 _____ 6-7

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

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

CIS105 [CS] _____ 3

ECN111 [SB] _____ 3

ECN112 [SB] _____ 3

GBS205 _____ 3

GBS220 or MAT172 [MA] _____ 3

GBS221 [CS] _____ 3

Business Elective: 3 credits

Select from the following options:

CIS158 [CS] _____ COBOL Programming I

CIS159 [CS] _____ Visual Basic Programming I

CIS162AA [CS] _____ C: Level I

CIS162AB [CS] _____ C++: Level I

CIS162AC [CS] _____ Visual C++: Level I

CIS163AA [CS] _____ Java Programming: Level I

GBS151 _____ Introduction to Business

GBS233 [L] _____ Business Communication

MGT251 _____ Human Relations in Business

MGT253 _____ Owning & Operating a Small Business

REA179 _____ Real Estate Principles I

III. General Electives

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

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

ABus-General Requirements Total Credits: 62-63

ASSOCIATE IN BUSINESS SPECIAL REQUIREMENTS (ABUS-SR) DEGREE

The Maricopa Community College District (MCCD) 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) MCCD General Studies which includes Arizona General Education Curriculum-B (AGEC B);
- 2) Common Lower Division Program Requirements;
- 3) General Electives.

The degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities. Currently, the pathway for Accountancy majors is a Transfer Guide (TG-XR) pathway (see page 115). The Associate in Business General Requirements (ABUS-GR) is designed for all other business majors. Additional information on academic majors can be accessed via the following web site:

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

Click on Student Information
Common Course Matrices

Click on appropriate area of interest to retrieve information on common courses for that area.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCD ABUS-SR will apply to university graduation requirements of the university major for which the ABUS-SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 144.

The MCCD Associate in Business Special Requirements:

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of 'C' or better;
- uses the following policies to help students complete the required Core and Awareness Areas in AGECE B without exceeding the 35 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement;
- uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGECE B Core Area, AGECE B Awareness Area and/or Common Lower Division Program Requirements);
- follows the general studies policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.). Effective Fall 2000, the course evaluation and/or general education designation as listed in the Course Equivalency Guide/Arizona Course Applicability System (CEG/AZCAS) is valid for the **term** in which a student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations;
- requires courses that transfer as equivalent courses, departmental elective credit (xxxDEC) or general elective credit (Elective) at all Arizona public universities according to the Arizona Higher Education Course Equivalency Guide (CEG) within the Course Applicability System (CAS). The course evaluation and/or general education designation as listed in

- CAS 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-General Requirements degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

The 62-63 semester credits required for the Associate in Business-Special Requirements (ABus-SR) follow. See the list entitled **MCCD Courses That Can Be Used to Satisfy MCCD AGEC A, AGEC B and/or AGEC S**, page 112, for specific course information. The most up-to-date information can be accessed at the following web site:

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

Click on Program Information
Academic Program Transfer Information
AGEC Course Matrix 2001

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

I. MCCD General Studies	Credits
A. MCCD AGEC B	
1. Core Areas (35 credits required)	
a. First-Year Composition (FYC)	6
b. Literacy and Critical Inquiry [L]	3
c. Mathematical Studies [MA/CS]	6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].	
1) Mathematics [MA] B (3 credits): MAT212, Brief Calculus, or a higher-level mathematics course	
AND	
2) Computer/Statistics/Quantitative Applications [CS] (3 credits).	
NOTE: Students are encouraged to select GBS221 or CIS105.	
d. Humanities and Fine Arts [HU]	6
Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix with one exception. HUM250 and HUM251 together will satisfy the Humanities and Fine Arts Area requirement.	
e. Social and Behavioral Sciences [SB]	6
Courses must be selected from at least two different prefixes with a minimum of three (3) semester credits in each prefix.	
f. Natural Sciences [SQ/SG]	8
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4)	

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

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. It is not necessary for students to exceed 35 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously; therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

II. Common Lower Division Program Requirements: 27-28

A total of 27-28 credits are required for the Common Lower Division Program Requirements. Common Courses meeting general studies areas are noted with the general studies area encased in brackets. Complete the following:

Accounting:

- *ACC111 & ACC230 & ACC240 **OR**
- **ACC211 & ACC212 _____ 6-7
- *MCCD ACC250 or ACC211 may be taken in lieu of ACC111.
- **MCCD ACC111 and ACC112 together are equivalent to ACC211.

Programming I: (COBOL/Java/Visual Basic) _____ 3

Select three (3) credits from the following:

- CIS158 [CS] **OR**
- CIS159 [CS] **OR**
- CIS163AA [CS]

Programming II: (C or C++) _____ 3

Select three (3) credits from the following:

- CIS162 [CS] **OR**
- CIS162AA [CS] **OR**
- CIS162AB [CS] **OR**
- CIS162AC [CS]
- GBS205 _____ 3
- GBS220 **OR** MAT172 [MA] _____ 3
- GBS221 [CS] _____ 3
- ECN111 [SB] _____ 3
- ECN112 [SB] _____ 3

III. General Electives 0-6

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

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

ABus-Special Requirements Total Credits: 62-63

ASSOCIATE IN GENERAL STUDIES DEGREE (AGS)

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

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

- requires a minimum of 60 semester credits in courses numbered 100 and above. AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- requires grades as listed for specific areas such as the General Studies Core where a minimum grade of 'C' is required. Courses applied to other areas may be completed with a minimum grade of 'D';
- uses the following policies for course(s) satisfying multiple program areas:
 1. A course can simultaneously satisfy one Core Area and one Distribution Area. Courses that meet this criterion are **bold** print and underscored in the Core Areas and Distribution Areas.
 2. A course cannot satisfy more than one Core Area, even if it is approved for more than one Core Area.
 3. A course cannot satisfy more than one Distribution Area, even if it is approved for more than one Distribution Area;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

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

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

CRE Critical Reading _____ **101**/Equivalent as indicated by assessment

Mathematics: 3 credits

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



Computer Usage: 1 credit

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

ACC	Accounting	_____	115/115AA/115AB/115BA/115BB
ADA	Advertising Arts	_____	169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 module/83/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
AGB	Agribusiness	_____	139
AJS	Administration of Justice Studies	_____	117/ 119 /205
ART	Art	_____	100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
BPC	Business-Personal Computers	_____	Any BPC Course(s)
CFS	Child/Family Studies	_____	180
CIS	Computer Information Systems	_____	Any CIS Course(s)
CSC	Computer Science	_____	Any CSC Course(s)
CTR	Court Reporting	_____	101/102
DFT	Drafting Technology	_____	103/105/any 105 module/150/151/200/201/251/any 251 module/253/any 253 module/any 254 module/any 256 module
ECE	Engineering Science	_____	102/102AA/103/103AB/139
ECH	Early Childhood Education	_____	238
EEE	Electrical Engineering	_____	120
ELE	Electronic	_____	115/150/181/241/243/245/281
ELT	Electronics Technology	_____	131/131AA/131AB/241/243/249/273/281/282
ENG	English	_____	100AE
FON	Food and Nutrition	_____	100/100AA/100AC/100AD/140BC
GPH	Physical Geography	_____	217/219
HRM	Hotel/Restaurant Management	_____	126
JRN	Journalism	_____	133
LAS	Legal Assisting	_____	229
LBT	Library Technology	_____	106
MET	Manufacturing Technology	_____	105AA/264
MTC	Music: Theory/Composition	_____	191
NET	Networking Technology	_____	181/181AA/181AB/247

OAS	Office Automation Systems	_____	111AA/111AB/113/113AA & 113AB/119/130/any 130 module/any 135 module/any 235 module/261/262
QCT	Quality Control Technology	_____	274
SBS	Small Business	_____	211
SMT	Semiconduct. Manufact. Tech.	_____	131/150
TCM	Telecommunications	_____	106
TVL	Travel Agent Technology	_____	203/205
VPT	Video Production Technology	_____	106

GENERAL STUDIES DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts: 9 credits

No more than two (2) courses, or their modular equivalencies, from a single prefix may be used to complete the area. Select nine (9) credits from the following:

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

Social and Behavioral Sciences: 9 credits

No more than two (2) courses, or their modular equivalencies, from a single prefix may be used to complete the area.

AIS	American Indian Studies	_____	101/105/141
AJS	Administration of Justice Studies	_____	101/119/200/258/259/270
ASB	Anthropology	_____	100/102/211/214/222/223/230/235/238/245
ASM	Anthropology	_____	101
CFS	Child/Family Studies	_____	157/159/176/205/259
COM	Communication	_____	<u>100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230/250/263</u>
ECH	Early Childhood Education	_____	176
ECN	Economics	_____	Any ECN Course(s)
EDU	Education	_____	221/222
FUS	Future Studies	_____	101
GBS	General Business	_____	280
GCU	Cultural Geography	_____	102/121/122/141/221/253
HES	Health Science	_____	100
HIS	History	_____	Any HIS Course(s)
IBS	International Business	_____	109
MCO	Mass Communications	_____	120
PHI	Philosophy	_____	243
POS	Political Science	_____	Any POS Course(s)
PSY	Psychology	_____	101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
REC	Recreation	_____	120/160
REL	Religious Studies	_____	243
SBU	Society and Business	_____	200

SOC	Sociology	_____	Any SOC course(s) (EXCEPT 242)
SWU	Social Work	_____	102/271
TEC	Textiles and Clothing	_____	105/106
WED	Wellness Education	_____	100/110
WST	Women's Studies	_____	100/105/110/120

Natural Sciences: 7-8 credits

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

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

Literacy and Critical Inquiry: 3 credits

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

ELECTIVE COURSES (15-16 credits)

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

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

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

- requires 64 or more credits numbered 100 or above and includes credits or the equivalent in the General Studies Core Areas and credits in the Distribution Areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*)

Continued next page...

- following the course number defines requirements with an effective begin term of spring;
- requires grades as listed for specific areas such as the General Studies Core where a minimum grade of 'C' is required. See specific AAS occupational degree for specific program grade requirements;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Applied Science requirements;
- requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses Area and/or Restricted Electives courses. Courses from the General Studies Core and Distribution Area are excluded;
- requires completion of General Studies courses as indicated in the General Studies Requirements for the Associate in Applied Science degree from the Maricopa Community College District or completion of a curriculum as stated in the catalog;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

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

Demonstrate college-level skills in the following areas:

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

CRE Critical Reading _____ 101/Equivalent as indicated by assessment

Mathematics: 3 credits

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

GENERAL STUDIES DISTRIBUTION AREAS (9-10 credits)

Humanities and Fine Arts: 2-3 credits

No more than two (2) courses, or their modular equivalencies, from a single prefix may be used to complete the area.

AJS Administration of Justice Studies _____ 123
 ARH Art Humanities _____ Any ARH Course(s)
 ASB Anthropology _____ 211/222/223
 COM Communication _____ 241
 DAH Dance Humanities _____ 100/201
 EDU Education _____ 291/292/294
 ENG English _____ 200/260
 ENH English Humanities _____ Any ENH Course(s)
 FRE French _____ 265/266
 HCR Health Care Related _____ 210
 HIS History _____ 243

HUM Humanities _____ Any HUM Course(s)
 INT Interior Design _____ 115/120/225
 LAT Latin _____ 201/202
 MHL Music: History/Literature _____ 141/142/143/145/146/147/153
 PHI Philosophy _____ Any PHI Course(s) (**EXCEPT** 113)
 REL Religious Studies _____ Any REL Course(s)
 SPA Spanish _____ 265/266
 SPH Spanish Humanities _____ 150/151/245
 TCM Telecommunications _____ 145
 THE Theatre _____ 111/205/206/210/220/260
 THP Theatre Performance/Production _____ 241
 WST Women's Studies _____ 209/284/285

Social and Behavioral Sciences: 3 credits

No more than two (2) courses, or their modular equivalencies, from a single prefix may be used to complete the area.

AIS American Indian Studies _____ 101/105/141
 AJS Administration of Justice Studies _____ 101/200/258/259/270
 ASB Anthropology _____ 100/102/211/214/222/223/230/235/238/245
 ASM Anthropology _____ 101
 CFS Child/Family Studies _____ 157/159/176/205/259
 ECH Early Childhood Education _____ 176
 ECN Economics _____ Any ECN Course(s)
 EDU Education _____ 221/222
 FUS Future Studies _____ 101
 GBS General Business _____ 280
 GCU Cultural Geography _____ 102/121/122/141/221/253
 HES Health Science _____ 100
 HIS History _____ Any HIS Course(s)
 IBS International Business _____ 109
 MCO Mass Communications _____ 120
 PHI Philosophy _____ 243
 POS Political Science _____ Any POS Course(s)
 PSY Psychology _____ 101/123/125/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
 REC Recreation _____ 120/160
 REL Religious Studies _____ 243
 SBU Society and Business _____ 200
 SOC Sociology _____ Any SOC course(s) (**EXCEPT** 242)
 SWU Social Work _____ 102/271
 TEC Textiles and Clothing _____ 105/106
 WED Wellness Education _____ 100/110
 WST Women's Studies _____ 100/105/110/120

Natural Sciences: 4 credits

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

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

MCCD OCCUPATIONAL PROGRAMS

The Maricopa Community Colleges, in seeking to serve the needs of all employers of the county, offer a wide range of occupational degree and certificate programs which include the following:

Agriculture

Agribusiness Sales and Service

Pest Management	MC
Pest Management Aide	MC

Agricultural Production and Management

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

Equine Training and Management

Equine Science	SC
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Horticulture

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

Business

Accounting

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

Business Administration

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

Computer Science

Computer Applications	PC
Computer Applications Technology	EM
Computer Hardware Maint./Desktop Support ...	CG, EM, GW, MC, PC, SC

CODES:

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

Computer Information Systems	GC, MC, PC, PV, SC, SM
AS/400 Applications Development	GC
AS/400 Operations	GC
Help-desk Specialist	GC
Oracle Applications Developer	EM, GC
Oracle Database Administrator	EM, GC
Web Design	SC
Web Developer	EM, GW, PV
Computer Networking Technology	PV
Computer Systems Maintenance	PV
Computer Technology	RS
Basic Systems Engineer	RS
Business Office Technology	RS
Desktop Publishing	EM, RS
Networking	RS
Office User Specialist Preparation Skills	RS
Programming	RS
Solutions Developer	RS
Systems Professional	RS
Technology Help-desk Support	RS
Technology Troubleshooting/A+ Preparation	RS
Webmaster	RS
Education Technology	GW
Internet/Intranet Web Development Technology	MC
Microcomputer Applications	GC

(See also Office Occupations section)

Microcomputer Applications: Office Specialist/Core and Expert Level	CG
Microcomputer Business Applications	CG, GC
Microsoft Networking Technology ...	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Product Specialist	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Solutions Development ...	CG, EM, GC, GW, PC, PV, SC, SM
Microsoft Systems Engineer	CG, EM, GC, GW, PC, PV, SC, SM
Network Administration	GW, SC
Network Support	SC
Networking Administration: Cisco	CG, EM, GC, GW, PC, SM
Networking System Administration	MC
Networking Technology: Cisco	CG, EM, GC, GW, PC, SM
Personal Computer Applications	SC
Programming Methodology	MC
Programming & System Analysis ...	EM, GC, GW, MC, PC, PV, RS, SC, SM

Finance

Banking and Finance	PC
Real Estate	GC, MC

Management

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

(See also Middle Management section)

Retail Management	GC
Small Business Management	EM
Supermarket Management	SM
Supervision	GC

Continued next page...

Supervision and Management I and II	SM
Tribal Development	SC
Wholesale Food Management	SM

Marketing

Marketing	MC
Marketing I and II	PC
Retail Fashion	SC
Salesmanship	MC

Media Technology

Maricopa Institute for Arts and Entertainment Technology	SC
Media Arts: Computer Art/Illustration	CG, MC, PC, PV
Media Arts: Desktop Publishing	MC, PC
Media Arts: Digital Animation	MC, PC
Media Arts: Digital Imaging	CG, MC, PC
Media Arts: Music Technology	MC, PC
Media Arts: Web Page Design	MC, PC
Motion Picture/Television Production	SC
Acting and Directing	SC
Broadcasting	SC
Computer Animation	SC
Computer Graphics	SC
Dance Technology	SC
Editing	SC
Graphic Design	SC
Media Arts Technology	SC
Production	SC
Scoring	SC
Screenwriting	SC
Sound Design	SC
Video Production Technology	GC

Middle Management

Public Relations	MC
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(See also Management section)

Office Occupations

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

Total Quality Management

Organizational Leadership	EM, GW, MC, PC, PV, RS
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Quality Customer Service	GW, MC, PC, PV, RS, SM
Credit Card: Customer Service	RS
Human Services-Assistance: Customer Service	RS
Human Services Eligibility: Customer Service	RS
Utilities Customer Service	RS
Quality Process Leadership	EM, GC, GW, MC, PC, PV, RS, SM
Total Quality Management	EM, GC

Health Occupations

Allied Health

Community Health Advocate: Diabetes	MC
Developmental Disabilities Specialist	CG, GC
Diagnostic Medical Ultrasound Technology	GW
Direct Care Practice	MC
EKG/Telemetry Technician	PC
Health Information	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating	GW
Hospital Central Service	GW
Medical Assisting	PC
Clinical Medical Assisting	PC
Medical Billing	PC
Medical Coding: Physician-Based	PC
Medical Front Office	PC
Medical Radiography	GW
Medical Transcription	GW
Nuclear Medicine Technology	GW
Patient Care Technician	PC
Perioperative Nursing	GW
Phlebotomy	PC
Physical Therapist Assisting	GW
Radiography	SC
Respiratory Care	GW
Respiratory Care Technology	GW
Speech-Language Pathology	SC
Surgical Technician First Assistant	GW
Surgical Technology	GW

Dental

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

Emergency Medical Technology

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

(See also Allied Health section)

Paramedicine	MC
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Nursing

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

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SC	Scottsdale Community College
SM	South Mountain Community College

Home Economics

Early Childhood Education

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

Education

Bilingual Teacher Aide	MC
Teacher Assisting	MC

Food and Nutrition

Commercial Food Preparation	PC
Culinary Studies	PC
Dietetic Technology	CG, PV
Food Service Administration	PC
Professional Food and Beverage Service	PC

Home Economics

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

(See also Merchandising section)

Merchandising

Apparel Merchandising	MC
Fashion Merchandising	PC

(See also Home Economics section)

Service Occupations

Administration of Justice

Administration of Justice	GC, MC, PC
Administration of Justice Comprehensive	PC
Administration of Justice Fundamentals	PC
Administration of Justice Studies	SC
Adult Corrections	PC
Advanced Corrections	RS
Basic Corrections	RS
Correctional Program Officers Training	PC
Correctional Service Office Training	PC
Corrections	RS
Corrections Supervision/Management	PC
Crime and Accident Scene Photography	PC
Crime Scene Technology	SC
Detention Services	RS
Evidence Technology	PC
Fingerprint Classification and Identification	PC
Judicial Studies	MC
Justice Agencies Support	GC, MC, PC

Justice Agencies Support Level I and II	GC, MC, PC
Justice Studies	SC
Law Enforcement Investigator	GC
Law Enforcement Supervision	SC
Law Enforcement Technology	RS
Law Enforcement Technology Field Training	RS
Parole Officer Training	PC
Peace Officer Certification I-Limited Reserve Officer	MC
Peace Officer Certification II-Full Authority Peace Officer	MC
Police Academy	GC
Police Academy Preparation	GC
Police Academy Preparation: Level I	SC
Police Science	GC, MC
Police Science I and II	GC, MC
Police Science III	GC, MC, SC
Police Supervision	GC
Public Safety Technology	RS
Tribal Court Advocacy	PC
Tribal Court Advocacy I and II	PC

Fire Science

Basic Firefighter	MC
Driver Operator	MC
Fire Academy	GC, SC
Fire Officer I	MC
Fire Science	GC, PC
Fire Science Technology	GC, MC, RS, SC
Hazardous Materials Response	PC
Industrial Hazardous Materials Response	PC
Recruit Firefighter	GC

Hospitality

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

Library Media Technology

Books and Print Material	MC
General Proficiency/Library and Information Resource Mgt.	MC
Information and Customer Service	MC
Library and Information Resource Management	MC
Library and Information Systems	MC
Media/Multimedia for Libraries	MC
On-line and Electronic Resources	MC

Mortuary Science

Mortuary Science	MC
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Parks, Recreation, Leisure and Fitness Studies

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

Health and Physical Education/Fitness

Teaching, Healing Meditation & Stress Management	PV
Therapeutic Massage	PC

Social Sciences

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

Social Services

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

Technology and Trade Industrial

Air Conditioning and Refrigeration

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

Apprenticeship Related Instruction

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

Aviation and Aeronautics

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

Automotive Technology

Air Conditioning	MC
Air Conditioning and Electrical Accessories	GW
Automotive Chassis	GC
Automotive Drive Trains	GW
Automotive Electrical Systems	MC
Automotive Engine Performance Diagnosis/Air Conditioning	GC
Automotive Engines and Drive Trains	GC
Automotive Performance Technology	MC
Automotive Suspension, Steering and Brakes	GW

Automotive Technology	GC, GW
Brakes, Alignment, Suspension and Steering	MC
Engine Performance and Diagnosis	GW, MC
Transmissions and Power Trains	MC

Building and Construction

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

Commercial Art/Advertising Art

Computer Graphic Design	GC, PC
Electronic Pre-Press	GC
Multimedia	GC
Multimedia Imaging and Animation	GC
Web Multimedia Design	GC

Drafting Technology

Applied Technology-Electromechanical Drafting	MC
Applied Technology-Manufacturing Semiconductor Processes	MC
Architectural CAD Technology	GC
Architectural Drafting	PC
Architectural Technology	SC
Architecture	MC
CAD-Based Design Documentation	GC
Civil CAD Technology	GC
Computer-Aided Drafting	MC, PC
Construction Drafting I, II and III	MC
Construction Drafting Technology	MC
Electromechanical Drafting	MC
Electromechanical Process Technology	MC
Manufacturing Design Technology	GC
Manufacturing Semiconductor Processes	MC
Mechanical Drafting	MC
Microcircuit Mask Design	MC
Microcomputer Servicing	GC
Process Technology I and II	MC

Electronics/Electrical Technology

Cable Telecommunications Installation	SM
Cable Telecommunications Service	SM
Computer and Networking Technology	GC
Electric Utility Technology	SC
Electrical Technology	GW
Electromechanical Automation Technology	MC
Electromechanical Automation Technology I and II	MC
Electronic Industries Technology I	MC
Electronics Engineering Technology	GC, MC
Electronics Manufacturing Technology	GC
Electronics/Microprocessor Technology	MC
Electronics Technology	MC
Electronics Technology I and II	MC
Local Area Networks Servicing	GC
Cisco Networking	GC
Telecommunications Technology	SM

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RS	Rio Salado College
SC	Scottsdale Community College
SM	South Mountain Community College

Engineering

Civil Engineering Technology	PC
Engineering Technology	GC

Environmental Technology

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

Manufacturing

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

(See also Welding Technology section)

Machinist

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

Welding Technology

Applied Technology-Welding	MC
Welding Certification	MC

(See also Manufacturing section)



Maricopa Skill Center Certificates

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

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 East Buckeye Rd., Phoenix, AZ. The more than 150 noncredit Maricopa Skill Center certificates are open-entry/open-exit and self-paced (exception: Nursing courses). See page 152 for Tuition cost

Auto Body

- Basic Refinishing and Metal Repair
- Industrial Spray Painter

Career Sampler: A month-long exploration of up to four career choices

Computer, Office, Business and Banking Programs

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

Office Assistant

- Receptionist
- Reservations Agent
- Transcriber
- Travel Agent

Facilities Maintenance

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

Food Preparation

- Cook's Apprentice
- Kitchen/Baker's helper

Health Care

Health Core Curriculum (HCC)¹

Machine Trades

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

Meat Cutting

- Meat Cutter Apprentice
- Meat Wrapper/Deli Worker

Medical Assistant (Level II)

- Front Office/Back Office¹

Nursing (Levels II and III)

- Nursing Assistant¹
- Practical Nursing²

Printing

- Job Shop Printer
- Offset Press Operator
- Bindery Operator

Welding

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

¹ Health Care Integrated curriculum

² MCCD Nursing Program curriculum blocks 1 and 2

STUDENT SERVICES

Admissions and Records Office

(480) 423-6100

The SCC Admissions and Records Office is located in the Student Services Building. This office provides information and services concerning the following:

- Class Schedules and Catalogs
- Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Schedule Changes
- Student ID Correction
- Transcripts
- Tuition and Fees Info
- Withdrawal

See "TouchNet Student Online System," page 139, 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 7:00 a.m. to 7:00 p.m.

Advisement Center

(480) 423-6539

The Advisement Center's primary purpose is to provide academic information and advisement for all students. Assistance is available to aid the student in selecting appropriate courses, choosing an educational program leading to an associate degree, providing information on matters related to academic majors, career possibilities and transferring to other colleges.

Students are strongly urged to take advantage of the expanded advisement program. It is recommended that students seek advisement early in the semester. Students should bring a copy of transcripts and placement scores to aid in the planning of their course of study during the advisement process.

The program is directed by the Coordinator of Academic Advisement and staffed by support staff, faculty advisors, program advisors and other student services personnel. Faculty Advisors serve as liaisons between the Advisement Center and their divisions.

The Advisement Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.

American Indian Program

(480) 423-6531

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides American Indian Programs and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities.

American Indian Programs sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society. Other cultural and academic activities include: the annual *Washington D.C. Experience* Trip; *ReZart* Fine Arts Show and Market; EXCEL, a college prep program for American Indian high school students; and the American Indian Student Retention Program.

The American Indian Program Office is located in the Student Center, Rooms 135 and 140, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Bursar/Cashier's Office

(480) 423-6148

The services performed by the Bursar/Cashier's Office are as follows:

Collection

Payments for tuition, fees, debts and college activities.

Disbursement

Financial aid monies, honors awards, fee waivers, refunds, paychecks and scholarships.

Cashing Checks

Personal checks only with a \$10.00 limit. A \$15.00 fee is assessed on checks returned by the bank for any reason.

The following information will aid you in conducting business at the Bursar/Cashier's Office:

1. A picture ID is required when picking up any kind of check or refund.
2. Fees paid by credit card will be refunded to the charging credit card, with no exceptions.
3. Only the student whose name is on a financial aid check or refund check may pick up the check.
4. The student's Student Identification Number must appear on the front of any check presented for a payment or cash.

The Bursar/Cashier's Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.

Bus Service

Both the Scottsdale Connection and the Phoenix Transit buses service SCC. The bus stop is located south of the Social/Behavioral Science Building. You may pick up a bus schedule in the Student Life and Leadership Office or the Advisement Center, both located in the Student Center Building. Available passes are limited, so get yours early!

Campus Activities Calendar

The Student Life and Leadership Office will be sponsoring these and many more activities during the 2001-2002 academic year.

August 18	New Student Orientation	8:00 a.m.
August 22	New Student Orientation	8:00 a.m. and 6:00 p.m.
September 5	Fall Club Fair	11:00 a.m. to 1:00 p.m.
September	MCCD Student Leadership Retreat	TBA
September 27	Lunch with Dr. DeCabooter and the Deans ...	11:30 a.m.
October 8-12	SLF's Clothesline Across Campus	TBA
October 10	Volunteer Fair	11:00 a.m. to 1:00 p.m.
October 26	Make A Difference Day	10:00 a.m. to 3:00 p.m.
October 31	Pumpkin Carving Contest	TBA
November 7	Fall Follies	10:00 a.m. to 2:00 p.m.
November 26	Christmas Angels Program begins	TBA
December 5	Holiday Festivities	11:00 a.m. to 1:00 p.m.
December 10-11	Finals Frenzy	TBA
December 17	SLF Semester-End Retreat	10:00 a.m.
January 12	New Student Orientation	8:00 a.m.
January 16	New Student Orientation	6:00 p.m.
January 30	Spring Club Fair	11:00 a.m. to 1:00 p.m.
February 14	Valentine Workshop	10:00 a.m. to 7:00 p.m.
March 7	Lunch with Dr. DeCabooter and the Deans ...	11:30 a.m.
March 22	Into the Streets	10:00 a.m. to 3:00 p.m.
April 10	Excellence Under the Stars Ceremony	7:00 p.m.
April 24	Spring Fling	10:00 a.m. to 2:00 p.m.
May 6-7	Finals Frenzy	TBA

Some activities may be subject to change. Please contact Student Life and Leadership at (480) 423-6538 for more information.

Career Center and Job Placement

(480) 423-6523

Career Center

The Career Center offers resources and personal assistance to assist in career decision making, career positions and several computer systems which assist in the career search process. Employers recruit throughout the year in the Career Center. Assistance is also available with career planning, job seeking, resumé writing and interviewing with companies. Several Job Fairs are sponsored annually for SCC students and the community. Also available are referrals for the Work-Study program which provides on-campus jobs for students who were awarded employment as a part of their Financial Aid package. In addition, personal assistance is offered in applying for Financial Aid and Scholarships.

The Career Center is located in the Student Center, Room 123, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 6:00 p.m.

Job Placement

Within the Job Placement area are listings of full-time and part-time jobs which are advertised on Maricopa Recruiter—an Internet job search engine. Visit <http://www.sc.maricopa.edu/career>.

The Job Placement Office is located in the Student Center, Room 123, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 6:00 p.m.

Child Enrichment Center

(480) 423-6429

Affordable quality child care services are available to children of SCC students. Children two through five years of age are eligible to attend the Child Enrichment Center. The on-campus center is staffed by trained early childhood teachers. The program is designed to facilitate social/emotional growth, physical and cognitive development in a play environment. The center is accredited by the National Academy of Early Childhood Programs.



Mornings, afternoon and full-day sessions are available. Children must be preregistered to attend. To preregister, parents will need to provide their child's immunization record, a copy of their class schedule and the required

fees. All requirements must be complete before any child may attend the center.

The Friends of Kids Club acts as a support group for Center activities and fundraising events. For more information on fees and registration dates, call (480) 423-6429.

The Child Enrichment Center hours are 8:00 a.m. to 4:00 p.m., Monday through Friday, during the fall and spring semesters only; closed during the summer sessions.

Student Clubs/Organizations

(480) 423-6538

Participation in the work of various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Student Life and Leadership Office maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

SCC Clubs/Organizations

A Capella	Dance/Theatre	Pre-Med
A.W.A.R.E.	Disability Resources Club	S.A.D.D.
American Indian Honors	Friends of Kids	SCC A.S.I.D.
Campus Crusade for Christ	International Students	SCC Radio
Campus News	L.D.S.S.A.	SCC TV
Community Garden	Mock Trial Competition	S.O.L.V.E.
Criminal Justice	Model U.N.	Student Leadership Forum
Dance Club	Phi Theta Kappa	Sun Earth Alliance

Counseling Services

The counseling staff serves in a supportive capacity by working closely with faculty to assist students in gaining the maximum from their educational experiences at Scottsdale Community College. The Counseling Office is located in the Student Center, Room 108, and is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 7:30 a.m. to 6:30 p.m. Services provided by the counseling faculty and staff include:

Educational Planning

To aid in selecting an educational program, in deciding courses at SCC, transferring to other colleges, improving study skills, and referral to tutorial or remedial assistance.

Career Counseling

To assist in exploring possible vocational directions and learning about your relation to the world of work.

Personal Counseling

To help examine personal concerns which may interfere with your academic progress/success.

Testing

To provide additional standardized testing as needed for the counselor to assist you in decision making.

Referral

To provide resource information and referral to outside agencies for ongoing assistance with personal concerns.

Consultation

To assure student success and foster a positive learning environment by working with the faculty and staff.

Workshops and Seminars

Periodically, workshops are offered for students, faculty and the campus community. Topics may include: self-esteem building, reducing test anxiety, stress management, divorce, self-assessment for careers, re-careering, substance abuse, relationship building, cognitive style mapping and others.

Credit Courses

Personal growth and development courses are offered each semester by counseling staff. They range from personal assessment to skill development and may be offered for one to three credits. See the class schedule for a list of courses offered.

Assessment

Inquiries about placement testing for English, reading and mathematics may be made at the Testing Center located in LB 165. Also see Testing Center, page 138.

Culinary Arts Dining Room

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 end of campus, the Artichoke Grill features an *a la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices from \$1.50 to \$5.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 8:00 p.m. and serves complete five-course meals for \$17.50 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. The menus for each week can be seen at our web site, www.sc.maricopa.edu/culinary. Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended; call (480) 423-6284.

Disability Resources and Services

(480) 423-6517

In the spirit of compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the A.D.A. (Americans with Disabilities Act), Scottsdale Community College, through its Office of Disability Resources and Services, assists all students with disabilities through a variety of services. The Office provides resources such as auxiliary aids and support services which promote the maximum amount of independence.

Services on campus include assistance with registration, counseling, academic advisement, as well as liaison for faculty/staff/students, literature and referral services, and disabled parking permits. Classroom accommodations includes readers, interpreters, note takers and tutors. IVEP (Individual Vocational Educational Planning) services are also available.

The Office of Disability Resources and Services recognizes the need for individualized services; therefore, it encourages students to contact the office as soon as possible to ensure that reasonable accommodation will be provided. The office is located in the Student Center Building, Room 144, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.

Financial Aid

(480) 423-6549

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting their college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment and loans. These types of aid may be offered singly or in some combination depending upon the level of financial need, and various eligibility criteria. The Financial Aid Office can provide complete scholarship and financial aid information, or it can be accessed online at: <http://www.sc.maricopa.edu/financial>.

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and both Summer Sessions. The priority deadline is June 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and May 1 prior to the start of both Summer I and II Sessions in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester. Applications are available online at <http://www.sc.maricopa.edu/financial/applying.htm>, or in the Financial Aid Office, located in the Student Center Building, Room SC152. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.

Food Services

(480) 432-6280

The SCC Cafeteria is located in the north end of the Student Center Building. A "satellite" snack bar is located on the east end of campus, north of the Business Building. SCC Food Services is operated by the Maricopa Community College District on a non-profit basis.

The Cafeteria is open from 6:30 a.m. to 9:00 p.m. Monday through Thursday and 6:30 a.m. to 2:00 p.m. on Friday. A variety of ethnic foods and home-style cooking is available on rotating menus and daily specials. A full-service deli and grill are open for breakfast and lunch with deli salads and salad bar. "Quick pick" items as well as a full line of beverage and candy items are available. Catering services are offered at reasonable prices. Contact SCC Food Services for quotes.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks and candy. If you lose money in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

(480) 423-6525

The SCC Honors Program promotes academic excellence and offers scholarship opportunities. The program is for students who enjoy intellectual challenge, lively discussions and small classes with enthusiastic instructors.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found outside the Honors Office, located in the Student Center Building, Room SC125A. Call for office hours or check the schedule posted on the office door.

Housing

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Student Life and Leadership Office at (480) 423-6538.

International Education Programs

(480) 423-6590

SCC offers services to international students to assist them in adjusting to life in the United States. The staff helps students by issuing I-20 forms, acting as immigration liaison, conducting orientation programs, advising and general assistance. The International Education Programs assists with the International Club and other activities such as international festivals and speakers and internationalization of classes. The office also serves as a resource for those students and faculty interested in study abroad programs and exchanges. The staff strives to promote the attitudes and values which will enable students to become productive citizens in a changing and multicultural world.

The International Education Programs Office is located in the Student Center Building, Room 100, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Library Services

(480) 423-6651

The Library is the focal point for information services on the SCC campus. The collection includes books, ebooks, periodicals, electronic databases, microforms, maps, audiocassettes, CDs and videos to support campus instruction. The Library strives to facilitate quality library service, focusing on student success, teaching and learning excellence, implementation of newly developing technologies and information literacy.

Librarians are available for reference services and course related instruction. From the Library's web site (www.sc.maricopa.edu/library), you can access dozens of databases, including the online catalog of the complete book holdings of all MCCD libraries. There is a large selection of commercial databases available, such as Infotrac Expanded Academic, Ebsco Host Masterfile FullText, Ebsco Host Business Source Plus, Ebsco Health Source Plus, Alt-Health Watch, Newsbank Newsfile and Electronic Newswatch. These databases can be accessed within the Library. Students have remote access to the databases as well.

Many full text CD-ROM databases are available on the Info Lab within the Library, including *The New York Times* and *The Wall Street Journal*.

To obtain an SCC Library card, the person must show a photo ID with a current address; 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 25 cents per hour for reserve materials and limited loan items.

Photocopiers and microfilm copiers are available. Conference rooms can be reserved in advance for group study and meetings.

Regular Library hours are Monday through Thursday from 7:30 a.m. to 10 p.m.; Friday from 7:30 a.m. to 4:00 p.m.; Saturday from 10:00 a.m. to 2:00 p.m.; and summer hours are Monday through Thursday from 7:00 a.m. to 9:00 p.m. Call for intersession hours.

Lunch with Dr. DeCabooter and the Deans

This program presents an opportunity for students to meet informally with Dr. DeCabooter, President of SCC, and the Deans of Instruction and the Deans of Student Services while enjoying a light lunch. This activity is held once each semester (fall semester, September 27/spring semester, March 7). Reservations are necessary since space is limited! Please contact the Student Life and Leadership Office, (480) 423-6538, to RSVP or for more information.

This is also an opportunity for SCC students to meet with SCC administration and staff regarding their experiences at SCC as well as their needs, concerns, questions, etc., about SCC.

Mailboxes

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life and Leadership Office in the Student Center Building, Room 185. Communications to clubs/organizations may be distributed by placing materials in the designated mailbox.

Faculty and Staff

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. To contact the copy and mail center, please dial (480) 423-6645 during our regular hours of 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

Meeting and Conference Rooms

(480) 423-6506

Scheduling meeting and conference rooms for SCC campus activities is processed by the Facilities Office, which is part of the Student Life and Leadership Office, located in the Student Center Building, Room 185. A Facilities Request Form, available at the office, must be completed at least two weeks prior to the event.

All facility requests from student organizations must have the signature of the organization's advisor. If the event is a fundraiser, the Facility Request Form must be accompanied by the Fundraising Request Form with all of the appropriate signatures (see page 163, "Fundraising Policy," for more information). Fees may apply.

The Facilities Office is open Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Men's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Men may participate in basketball, tennis, track, cross-country, golf, baseball, soccer and football. SCC men's teams have competed in national tournaments in baseball, basketball, golf, tennis and track. Please contact the Athletic Department at (480) 423-6285 for more information.

Orientation and Campus Tours

The Student Life and Leadership Office is responsible for the SCC Student Orientation Programs, which are held in August and January prior to the start of classes. SCC Campus tours are arranged by contacting our office, located in the Student Center Building, Room 185, or call us at (480) 423-6538.

Phi Theta Kappa and Psi Gamma

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere to enhance your education. Active membership stimulates personal growth, provokes the mind and sets a standard for your future. Each year Phi Theta Kappa selects a different study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at the 1999 International Convention as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the International levels. Activities include conducting meetings twice a month, participating in the Honors Forum as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the Honors Program office at (480) 423-6525 for more information.

Re-Entry Services

(480) 423-6518

Re-Entry Services develops and coordinates a system of counseling and support services for adult students who are seeking a new future by returning to their educational goals at Scottsdale Community College. Specifically, the program supports adult success with these services and programs:

- Re-Entry Advisement/Counseling
- Academic Survival Skills Workshops
- Financial Aid Seminars
- Math Workshops
- Career Discovery and Planning Workshops
- Personal Development Programs
- Research Related to Lifelong Learning

The department also advises A.W.A.R.E. (Adults Who Are Returning to Education), a student organization dedicated to supporting other returning adults. Together with other projects, the organization assists with:

- Re-Entry Programming
- Scholarship Fund-raising
- Women's Week Luncheon
- WellAwareness Lecture Series

Students may make individual appointments or register for lectures and workshops by visiting the Adult Re-Entry Office in the Student Center Building, Room 133, or by calling (480) 423-6518. (The office is not open during the summer sessions.)

Round Table Meetings

The Round Table meets periodically during the college year to exchange information and resources, to act as a clearing house so that student activities do not compete and to encourage a spirit of cooperation between clubs and organizations on campus. The meetings are open to all SCC students, faculty and staff. Please check with the Student Life and Leadership Office, (480) 423-6538, for date, time and place of meetings.

Senior Adult Education Program

(480) 423-6560

The Senior Adult Education Program at SCC is committed to excellence in education for mature adults. The program encourages retirees and younger students alike to regard learning as a lifelong process with continuing rewards. This intergenerational program is open to people of all ages.

The Senior Adult Education Program offers a variety of credit and noncredit courses, a free lecture and travel series, workshops and other activities, including the new SCC Silver Striders Walking Club.

The expertise of retired persons is utilized along with that of SCC faculty and staff in lecturing and in teaching noncredit courses, sharing travel slides, serving on committees and in other ways.

The program attempts to accommodate the needs and interests of busy senior adult learners by offering short-term courses and activities, mostly in the afternoons.

An advisory committee composed of retired persons representing various senior adult organizations, older adults, faculty and staff offers guidance to the program.

Through the Senior Adult Writing Project, seniors are encouraged to share their creative talent, broad experience and historical perspective in collected anthologies of their writings.

The program office is located in the Student Center Building, Room 131, and is open from mid-August through mid-May; Monday through Friday 8 a.m. to 5 p.m. For more information, call (480) 423-6560.

Student Accident Insurance

Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition or while participating in any college-sponsored event, either on or off campus.

Student Activities and Services

(480) 423-6538

Along with student clubs and organizations, the Student Life and Leadership Office houses Student Leadership Forum, Facilities and the office staff. Phone numbers for these areas are listed:

(480) 423-6538	Student Activities and Information
(480) 423-6541	Student Leadership Forum
(480) 423-6506	Facilities
(480) 423-6505	Director of Student Life and Leadership

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Please call for information.

Activities

All students are encouraged to participate in activities and programs sponsored by Student Life and Leadership Office. This office serves as the hub for cultural, social and recreational activities as well as providing many opportunities for students to enhance their classroom experiences with co-curricular programs. This office also processes student ID cards and coordinates campus tours.

A sample of the variety of activities sponsored or co-sponsored by Student Life and Leadership each year include New Student Orientation; a college-wide picnic; Open Student Forum meetings; ReZart—an American Indian art show and market; National Collegiate Alcohol Awareness Week activities; a pumpkin carving contest; the Volunteer Fair; pool tournaments; holiday events; World Game; multicultural speakers and events; Finals Frenzy; a slam dunk contest; community service projects; and, many leadership development opportunities.

The Student Life and Leadership Office assists in the formation of student clubs and organizations, as well as sponsoring an annual SCC Student Leadership Retreat. The leadership retreat provides an opportunity for students to strengthen their leadership skills, as well as learn about team building, conflict resolution, fundraising, etc. The retreat is open to all students in SCC clubs and organizations.

Campus student activities are listed on page 134; in monthly newsletters, on the kiosks and bulletin boards around campus; and on the SCC's web site. For campus tour information, contact the Student Life and Leadership Office at (480) 423-6538.

Facilities

The Facilities Office is responsible for processing Facility Request Forms and coordinating the use of campus facilities that include: the Student Center Building, the Performing Arts Complex, the Physical Education Building, outdoor campus space and some meeting rooms.

Any student club or organization wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by completing the Facility Request Form and submitting it to the Facilities Office. A Fundraising form must accompany the Facility Request Form for events that will be raising money for a specific cause.

The Facilities staff is also responsible for the posting and monitoring of college-related messages on the College Network System (CTN) found at various locations on campus. Clubs or organizations can post flyers about upcoming events after submitting them and a written request for approval to the Facilities staff in the Student Life and Leadership Office.

Student Leadership Forum

(480) 423-6541

The SCC Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at Scottsdale Community College. SLF is the official voice of the students. The Student Leadership Forum represents all students and includes Executive Officers, Students-at-Large and Club Representatives. The SLF provides various loans (e.g., calculators, books, tuition) for SCC students.

The Student Leadership Forum Office exists to preserve students' rights, serve student needs, provide funding for student activities, and recognize and support student groups. SLF provides opportunities for growth in leadership skills for its members. Please check with the Student Leadership Forum Office located in the Student Center Building, Room 185, (480) 423-6541, if you would like to get involved!

Testing Center

(480) 423-6433

Located in the Library Building, Room 165, the Testing Center is an integral part of services provided to incoming and enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement testing (ASSET/COMPASS), makeup exams and assessment of English as a Second Language skills (CELSA). While there is no charge for taking these tests, students must present photo identification when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests. The use of calculators is permitted on algebra tests but not required. Results are provided soon after testing is completed.

It is important to arrive promptly for timed tests, so students are encouraged to call the Testing Center to confirm exact testing times. The Testing Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 3:00 p.m.; and summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Tobacco Cessation Services

(480) 423-6593

The Scottsdale Tobacco Use Prevention Program offers free counseling and referral to community programs for those who wish to quit using tobacco. Clinics are held on an ongoing basis. Each clinic is eight sessions long and uses behavior modification techniques to teach participants how to successfully quit using tobacco products. The clinics also offer information on techniques for stress management, weight control, assertive communication and exercise. For more information about the tobacco use prevention program, please call (480) 423-6593 or visit our office in the Student Center Building.

TouchNet Student Online System

To ease the way for today's busy students, the Maricopa Community Colleges in June, 1999, launched the TouchNet Student Online System that allows timely transaction and access to important student data. It is integrated into the Student Information System at each college.

This new, highly secure system is accessible 24 hours/7 days a week and allows students to access their grades, print their unofficial transcript, print their class schedules, and update home and e-mail addresses. Also, a continuously updated component allows students to learn what courses are open and available and whether their names have been entered into requested classes.

This improved and expanded access is an important step for personnel of the ten-college district who strive to maintain accurate data, such as changes in addresses and telephone numbers. The TouchNet Online System URL is:

<https://student1.dist.maricopa.edu/mccdhome.htm>

Each user is provided a PIN number and security is provided by encryption.

Tutoring

Math/Science Center (480-423-6145)

The Math/Science Center is located in the Computer Science/Mathematics Building, Room 441A. What does it offer?

- Walk-in tutoring for math, physics, biology, chemistry (no appointment necessary)
- Individual or group study available
- Math and science faculty available to help students
- Videos of algebra lessons
- Computer and software use for special projects or extra drills.

The Math/Science Center is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 2:00 p.m.; Saturday from 10:00 a.m. to 2:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m. (June and July only).

Independent Study Lab (480-423-6223)

The primary focus of the Social/Behavioral Sciences' Independent Study Lab is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available; and
- Internet access.

The Independent Study Lab is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 8:00 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 8:00 a.m. to 4:00 p.m.; closed on Fridays.

The Writing Center (480-423-6416)

The Writing Center services are free to all SCC students and include:

Tutoring:

- English tutors to assist students with all writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation and conversational skills

Computing:

- Word processing (both IBM and Macintosh)
- English grammar drills
- Foreign language grammar and pronunciation drills

Other Services:

- A comfortable, quiet study area

- A setting for small-group work
- Makeup viewing of videos for Language and Communication classes
- Reference materials for help with research papers and other writing assignments

The Writing Center is located in the Language and Communication Building, Room 379, and is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m.; Friday 7:30 a.m. to 3:00 p.m.; Saturday 10:00 a.m. to 1:00 p.m.; and summer hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.

English tutoring hours are Monday through Thursday from 8:00 a.m. to 3:00 p.m. and 5:30 p.m. to 8:30 p.m., Friday tutoring hours are from 8:00 a.m. to 12:00 noon. Summer tutoring hours are Monday through Thursday from 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 7:00 p.m.

For information about foreign language tutoring hours, please call the Writing Center at the number listed above.

Veterans Services

(480) 423-6515

Scottsdale Community College strongly supports Veterans Services on the campus. As a Veteran you are invited to avail yourself of these services as the first step in achieving your college objectives. The Veterans Office provides the appropriate referrals for all necessary SCC or community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G. I. Bill Educational Benefits recipients must report to the Veterans Office, located in the Student Center Building, Room 125, on a semester basis for V.A. benefit certification. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.; summer hours are Monday through Thursday from 7:00 a.m. to 5:30 p.m.

Volunteerism

Volunteerism gives students valuable experience while providing organizations with needed human resources. Volunteerism may be done as an individual experience; as a group or college-wide experience; or through Student Life and Leadership as a Service Learning Project.

The Student Life and Leadership Office maintains a list of nonprofit organizations in Maricopa that welcome student volunteers. The office also sponsors an annual Volunteer Fair in October to give students an opportunity to meet with representatives of these organizations.

In addition, the Student Life and Leadership Office and Student Leadership Forum sponsor at least two college-wide community service projects during the school year. During the fall semester, "Make A Difference Day" is scheduled on October 26. During the spring semester, "Into the Streets" is scheduled on March 22. If you wish to participate, contact the Student Life and Leadership Office in the Student Center Building, Room 185, or call (480) 423-6538.

Voter Registration

Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life and Leadership (SC185) offices, in both English and Spanish. Registration is also available via the Internet at: www.sosaz.com.

Women's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Women may participate in cross country, soccer, volleyball and basketball during the fall semester. The spring semester continues with basketball adding tennis, softball, and track and field. SCC women's teams have competed in national competitions in volleyball, basketball, tennis, track and field, and golf. Please contact the Athletic Department, (480) 423-6606, for more information.

MCCD POLICIES, REGULATIONS AND STANDARDS

Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule and/or student handbook. Copies are available at each college. Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges. The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

MARICOPA COMMUNITY COLLEGES VISION

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

MARICOPA COMMUNITY COLLEGES MISSION

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

Our colleges fulfill this mission through:

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

MARICOPA COMMUNITY COLLEGES VALUES

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

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

Value Education

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

Value Students

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

Value Employees

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

Value Excellence

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

Value Diversity

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

Value Honesty and Integrity

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

Value Freedom

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

Value Fairness

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

Value Responsibility

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

Value Public Trust

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

OUTCOMES ASSESSMENT

The mission of the Maricopa Community Colleges (MCCD) 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 MCCD 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.

COMPUTING RESOURCE STANDARDS

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

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

General Responsibilities

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa Community Colleges are available only to authorized users, and any use of those resources is subject to these Standards. All users of

Maricopa's computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplements (but does not replace or waive) these Standards.

Use of Maricopa's computing resources, including web sites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa Community Colleges.

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

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

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

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

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

Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a web site through the use of Maricopa's computing resources without the use of "maricopa.edu" in its URL. If an institution owns additional domain names, those services should directly reroute visitors to a "maricopa.edu" domain and not host web pages directly.
6. Use of computing resources for non-Maricopa commercial purposes.
7. Use of software, graphics, photographs or any other tangible form of expression that would violate or infringe any copyright

or similar legally recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including (but not limited to) Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any computing resources system by attempting to prevent or circumvent access or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.

Faculty, Staff and Student Personal Web Site Standards

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

1. The author of a web site may not use the site to advertise personal services, whether or not for financial gain, nor for any commercial purpose.
2. A web site may not be created in such a way as to allow any person unauthorized access to Maricopa's computing resources.
3. The author of a web site is solely responsible for the contents of the site. The home page of a personal web site must display, or link to, the following disclaimer in a conspicuous manner: "This site is authored and maintained by [name of author]. It is not an official web site of the Maricopa Community Colleges, and Maricopa is not responsible for the contents of this site."
4. Maricopa does not endorse the contents of any personal web site. It is solely the author's responsibility to ensure that the personal web site comply with all relevant Standards, as well as state and federal law, and any relevant policy of Maricopa's Governing Board.
5. Upon discovery of a violation of any relevant Standard, Maricopa may unilaterally delete a personal web site from its computing resources and terminate the author's access to those resources.

COPYRIGHT ACT COMPLIANCE

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. To assist students in complying with the copyright law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

TAPING OF CLASSROOM LECTURES

1. The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (both audio and visual) their classes.
2. Each faculty member shall inform his or her students within the first week of class as to his or her policy with regard to taping. Failure to do so will accord students the right to tape lectures.
3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his or her taping policy.

EMISSIONS CONTROL COMPLIANCE

Pursuant to A.R.S. §15-1444 C, no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner's expense.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the Maricopa Community Colleges must maintain and report statistics on the number of students receiving aid related to athletics 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 relevant statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

CRIME AWARENESS/CAMPUS SECURITY ACT

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

SEXUAL HARASSMENT POLICY

The policy of the Maricopa Community Colleges is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Opportunity/Affirmative Action (EEO/AA) Office.

The complete text of this policy can be found in the College Safety Office.

HEALTH POLICIES

Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community Colleges are committed to providing an educational environment consistent with district policies, free from unlawful acts, and free from the problems associated with the unauthorized use and abuse of alcohol and drugs. Accordingly, the Maricopa Community Colleges support the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

A variety of alcohol and other drug abuse prevention efforts occur at the colleges during each school year to educate students about the health risks associated with use and abuse. Intervention information and services exist both on campus and off campus to help students in overcoming dependencies.

Additional information about health risks, programs available, the college drug policy and legal sanctions/disciplinary action may be obtained through the Office of the Dean of Student Services.

General Guidelines Regarding AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges.

The Maricopa Community Colleges will not require screening of students for antibody to HIV.

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

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation. It is the recommendation of the AIDS task force that students inquiring about special accommodations contact the Office of Disability Resources and Services or the Office of Dean of Student Services.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms or other common areas, as there is not current medical justification for doing so.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in an instructor, knowledge of the condition should be transmitted to the appropriate dean, who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

ADMISSIONS POLICIES AND GUIDELINES

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.

Student Classifications

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

A. Admission of Regular Students

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

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

B. Admission of Students Under 18 Years of Age

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

C. Admission of Students in Special Status

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

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

- Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations; **OR**
- Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course (signature of parent or guardian required for students under 18); **OR**
- Is a participant in a special program sponsored by the admitting college.

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

D. Specialized Vocational/Training Program

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

E. Admission of F-1 Nonimmigrant Students

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

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

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

1. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test). The dean or director of admissions and records of the college may accept other proof of English language proficiency for admission purposes.

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

2. Admission to the Intensive English Program

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

- At least six years of English language instruction as shown by the applicant's school transcript(s);
- A minimum TOEFL score of 400 on the traditional TOEFL or 97 on the computer-based test;
- An original letter of recommendation from a teacher, school principal or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- Other credentials, test scores, interview results or evidence accepted by the coordinator of the intensive English program or the college's responsible designee.

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

3. Financial Support

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

The college estimates the student's average costs for 12 months to be:

Tuition and fees:	\$ 5,100 ¹
Living Expenses:	10,400 ²
Books:	800 ³
Health Insurance:	600 ⁴
Total	\$16,900⁵

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

Footnotes:

- Based on 2000-2001 tuition and fee schedule with enrollment in 28 credits.
- Based on estimated costs of apartment rental, utilities, local transportation, food and entertainment.
- Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
- Based on 2000-2001 insurance premium for the Lower Mark Plus Plan required by the MCCD.
- Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

4. Health Insurance

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

Student Information Form

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

Student Status

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

Student Identification Number

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

Declaration of Previous College Attendance

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

Transfer students who do not meet the minimum grade point averages listed under Scholastic Standards (see page 157) may be admitted on academic probation.

Other Admissions Information

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.

2. Ability to Benefit - Classifications

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

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

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

SPECIAL status is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the State Board of Directors for Community Colleges of Arizona requirements for admission.

Transcripts

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

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

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. For more information, see Student Assessment and Course Placement Policy, page 150.

CREDIT FOR PRIOR LEARNING

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

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE): 1) Articulated Programs; 2) Credit By Evaluation; or 3) College-Level Equivalency Examinations.

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to Arizona General Education Curriculum (AGEC). Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities; therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Office of Admissions and Records.

Credit by Evaluation

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

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

Educational Experiences in the Armed Services

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

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

Upon request, 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.

Program on Noncollegiate Sponsored Instruction (PONSI)

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

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

Departmental Credit by Evaluation

Students may apply for departmental credit by evaluation in certain courses by obtaining the appropriate form in the Office of Admissions and Records and completing applicable paperwork and other requirements of the college, including payment of required fee, which is not refundable if a student fails to obtain credit. See Tuition and Fees Schedule, page 152, for appropriate fee.

Students may not request:

- (1) the evaluation of a course a second time;
- (2) the evaluation of a course while currently enrolled in the course;
- (3) to establish credit in a previously completed course; or
- (4) to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

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

College-Level Equivalency/Examinations

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

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

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

Advanced Placement Examination

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 Composition	4 or 5	6 credit hrs./ENG101, and ENG100AA, AC, AD eligible for Honors ENG102
English-Literature Composition	4 or 5	6 credit hrs./ENG101, and ENH110 eligible for Honors ENG102

Math AP Recommendation:

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

College-Level Examination Program

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

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

Students meeting the credit-granting score standard recommendation will earn course credit as indicated below. Credit earned through CLEP examinations for French, German, and Spanish meet the language proficiency requirement for the Arizona General Education Curriculum (AGEC). Additionally, it is recommended that an oral exam at the 202 level be administered.

The credit-granting score recommendation for the Maricopa Community Colleges will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

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)

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

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

Defense Activity for Nontraditional Education Support Examination Program

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

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

American College Testing Proficiency Examination Program

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

Departmental Credit by Examination

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, paying the required fee, and completing the examination and other requirements of the college. See Tuition and Fees Schedule, page 152, for appropriate fees.

Students may not request:

- (1) to challenge a course a second time;
- (2) to challenge a course while currently enrolled in the course;
- (3) to establish credit in a previously completed course; or
- (4) to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by 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.

The MCCD Health Care Integrated Education System (HCIES)

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

HCIES Assumption of Risk/Release of Liability

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

HCIES College of Attendance

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

National/Regional Credential Recognition

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

Credit by Examination and Credit by Skills Demonstration Assessment

Health Care students may apply for credit for prior learning in certain courses. Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule, page 152, for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:

- (1) to challenge a course a second time;
- (2) to challenge a course while currently enrolled in the course;
- (3) to establish credit in a previously completed course; or
- (4) to establish credit for a lower level of a course in which credit has been received.

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

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

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

Transfer Credit

Students who have had official transcripts sent directly to the Office of Admissions and Records from regionally accredited institutions of higher education may be granted credit for college-level courses in which a 'D' (1.0 on a 4.0 scale) or higher grade has been received, but credits accepted in transfer do not necessarily apply to all certificate or degree programs. Regionally accredited institutions of higher education are those that are fully accredited by New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and/or the Western Association of Schools and Colleges.

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

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

Servicemen's Opportunity College

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

RESIDENCY GUIDELINES

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

1. Maricopa County resident
2. Out-of-county resident
3. Out-of-state resident (including F-1 nonimmigrant students)
4. Unclassified, out-of-county, out-of-state [fewer than seven (7) credit hours system-wide].

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

Implementation of Guidelines

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.

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.

A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a nonresident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

Definitions

Armed Forces of the United States means the army, the navy, the air force, the marine corps, the coast guard, the commissioned corps of the United States public health services, the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.

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

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

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

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

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

Part-time student means one who registers for fewer than 12 credit units per semester.

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

Criteria for Determining Residency

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

In-State Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:
 1. His or her parent's domicile is in this state and his or her parent is allowed to claim him or her as an exemption for state and federal tax purposes.
 2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, moves from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
- E. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
- F. A person who is a member of the Armed Forces of the United States or the spouse or 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 12 consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of the State Board of Directors for Community Colleges. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
- G. A person who is honorably discharged from the Armed Forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
 1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
 2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
 - a) An Arizona driver's license;
 - b) Arizona motor vehicle registration;
 - c) Employment history in Arizona;
 - d) Arizona voter registration;
 - e) Transfer of major banking services to Arizona;
 - f) Change of permanent address on all pertinent records; or
 - g) Other materials of whatever kind or source relevant to domicile or residency status.
 3. Filed an Arizona income tax return with the Department of Revenue during the previous tax year.

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

Alien In-State Student Status

- A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:
- Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.
 - Is domiciled in this state and:
 - The domicile of the alien's parent is in this state; **AND**
 - The parent is entitled to claim the alien as an exemption for federal and state tax purposes.
 - The alien is domiciled in this state and the alien is:
 - An employee of an employer which transferred the alien to this state for employment purposes; **OR**
 - The spouse of such an employee.
 - Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.
- B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
- VISA TYPE - DESCRIPTION**
- A - Foreign government official
 - E - Treaty trader
 - G - Principal resident representative of recognized foreign member government to international staff
 - H - Temporary worker in professional nursing, specialty or nonagricultural occupations
 - I - Representative of foreign information media
 - K - Fiancé or child of fiancé of U.S. citizen
 - L - Intracompany transferee
 - N - Parent or child accorded special immigrant status
 - O - Workers of "extraordinary" ability in sciences, arts, education, business or athletics
 - P - "Internationally recognized" entertainers and athletes, "reciprocal exchange" or "culturally unique" artists and entertainers
 - Q - Cultural exchange visitors
 - R - Religious workers
 - V - Spouses and dependent children of lawful permanent residents I-688 - Employment authorization
- C. Students who hold visas as listed above, or who were issued a visa of a type other than those of the foregoing categories but have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above. In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent-parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B above. To be eligible to establish domicile, the parent must:
- Hold a valid visa of a type as listed in paragraph B; **OR**
 - Have never held a visa; **OR**
 - Have been issued a visa of a type other than one listed in paragraph B but be out of status for at least one year.
- D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.
- E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status

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

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

Proof of Residency

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

A. In-State Residency

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

B. County Residency

- An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for 50 days; **AND**
- Any of the following may be used to determine a student's county residency:
 - Notarized statements of landlord and/or employer
 - County voter registration
 - Source of financial support
 - Place of graduation from high school
 - Ownership of real property
 - Bank accounts
 - Other relevant information

STUDENT FINANCIAL ASSISTANCE

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

How to Apply for Federal Financial Aid

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

Types of Aid

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

Distribution of Aid

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

Rights and Responsibilities

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

Standards of Satisfactory Academic Progress

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

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

I. Evaluation of Financial Aid Eligibility

- Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1 to determine the eligibility for the following academic year.
- The **evaluation period** will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2001-2002 academic year, academic progress will be evaluated on Spring 2001, Fall 2000, and Summer 2000).
- Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
- Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in sections V and VI.

II. Eligibility

- Students must meet the following criteria:
 - Students who have attempted at least six (6) credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, **OR**
 - Students who have **NOT** attempted at least six (6) credit hours in the last evaluation period must complete with passing grades 2/3 of **ALL** credits attempted. **AND**
- All students must meet the following minimum credit hour/cumulative GPA requirement:

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

*For which grade points are computed.

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

III. Maximum Timeframe Eligibility

- Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.
- All evaluated transfer credits will be included when determining maximum timeframe eligibility.
- A student with a bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.
- A student may appeal as outlined in section V.
- Reinstatement procedures as outlined in section VI are not applicable to Maximum Timeframe Eligibility.

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

- Financial aid may be used to cover the cost of repeated courses.
- Audited courses, noncredit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- Courses funded through a consortium agreement are included in determining academic progress.
- All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)
- Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process

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

- Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
- All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
- Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
- The condition or situation must be resolved which will allow the student the ability to complete coursework successfully or an appeal will not be granted.
- The outcome of an appeal may include approval, a probationary period, or denial.
- A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility

- A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six (6) credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
- If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
- Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
- It is the student's responsibility to notify the Office of Student Financial Aid when this condition has been met.

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

Student Refunds and Repayments

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

Award Amount and Level of Enrollment

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

ACADEMIC ADVISING

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

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

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

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

With the help of an academic advisor, students will:

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

STUDENT ASSESSMENT & COURSE PLACEMENT POLICY

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

Student Screening

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

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

Course Placement Assessment

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

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

- The student for whom English is not the primary language is required to take a test of English proficiency.

Exemptions

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

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

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

Other Forms of Assessment

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

- Evaluation of high school transcripts
- Evaluation of college transcripts
- Evaluation of course placement assessments on file at another MCCD college.

Course Placement

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

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

Waiver of Course Placement

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

Implementation of Policy

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

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

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

Evaluation

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

TRANSFER ARTICULATION GUIDELINES

Transfer Articulation

Secondary Institutions, the Maricopa Skill Center and the Southwest Skill Center

Students who have participated in programs articulated with Maricopa Community College District (MCCD) programs may be granted credit for prior learning as provided for in the respective articulation agreements. No fees will be assessed for credits for prior learning granted through articulation. Articulated program credit is transferable within MCCD, but is not necessarily transferable to other colleges or universities.

For proper placement in an articulated program, students should obtain a program of study from an academic advisor. Once the course requirements are completed, students must provide the valid documentation of articulated credits to the Office of Admissions and Records to place the credits on their academic record.

MCCD to Baccalaureate Degree-Granting Institutions

The Maricopa Community College District (MCCD) articulates with private, public, and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. MCCD transfer articulation agreements are on behalf of the district as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Transfer articulation to Arizona's public baccalaureate degree-granting institutions is communicated in terms of "acceptability" and "applicability" of community college courses and programs.

Acceptability

To determine "acceptability" of MCCD courses, refer to the Course Equivalency Guide (CEG) on the Arizona Course Applicability System (AZCAS). The AZCAS CEG is accessible on the following web site:

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

Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which the credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both MCCD and the institutions to which MCCD students transfer, students have the option to petition for equivalencies and/or general education designations.

Note: The Second Summer 2000 term is the last term that the course evaluation and/or the general education designation as listed in the printed Course Equivalency Guide (CEG) is valid for the academic year in which the student completes the course (summer session is included with the previous academic year).

Applicability

To determine "applicability" of MCCD courses and transfer associate degrees to university-specific degree requirements, refer to the MCCD transfer associate degrees, page 108, the university transfer guides, and/or AZCAS Transfer Planning Guides.

Arizona Public Community College Districts and Universities into MCCD

Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa County Community Colleges providing the course was completed with a grade of 'C' or higher.

An Arizona General Education Curriculum (AGEC-A, AGEC-B or AGEC-S) certified on a student transcript transfers to MCCD as a block and fulfills the corresponding AGEC.

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

MCCD TRANSFER ASSOCIATE DEGREES

MCCD offers three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABus), and Associate in Science (AS). Each degree includes two pathways and the potential for the transfer of groups of courses, e.g., the Arizona General Education Curriculum (AGEC), Common Lower Division Courses and/or the degree/pathway itself. Transfer of these groups of courses is referred to as "block transfer." Each degree/pathway articulates with specific majors offered by Arizona's public universities. The MCCD transfer associate degrees, including details on the benefits of block transfer, are accessible on the following web site:

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

MCCD also offers an Associate in Transfer Partnership (ATP) Degrees for specific majors at identified public and private colleges and universities.

MCCD Associate in Applied Science Degrees

While MCCD's Associate in Applied Science (AAS) degrees are recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog, some AAS degrees transfer as a "block" to specific degrees offered by Arizona's public universities, e.g., the Bachelor of Applied Science at Arizona State University (East and West) and Northern Arizona University.

University Transfer Guides

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

Arizona State University Main/East:

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

Arizona State University West:

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

Northern Arizona University:

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

The University of Arizona:

<http://w3.arizona.edu/~oncourse/tguides/>

AZCAS Transfer Planning Guides

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

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



REGISTRATION POLICIES

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

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

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

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

Academic Load

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

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

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

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

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

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see Withdrawal Procedures, page 155).

Fees - Time of Payment

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

Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts.

1. The college fiscal agent is responsible for:
 - a) verifying the student's districtwide debt,
 - b) notifying the student of the debt,
 - c) attempting to collect the debt, AND
 - d) notifying credit reporting organizations of the debt.
2. All Maricopa Community College services will be withheld pending payment of debt (at college fiscal office) with cash, certified check or money order. The student may be withdrawn from classes.
3. If other attempts fail, the Maricopa Community Colleges' District Office will either collect or use other means available, including:
 - a) collection agency, requiring payment of collection fees by the student;
 - b) the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
 - c) litigation, requiring payment of court costs and legal fees by the student.

TUITION AND FEES POLICY

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

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

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

Tuition and Fees Schedule

(Effective July 1, 2001, for Fall, Spring and Summer Sessions - Subject to State Board Approval)

The following is a tuition and fees schedule for 2001-2002 and is provided for reference. **These tuition and fees are subject to change.** Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

Student Status	Total
1. County Resident - Resident Rate - per credit hour	
General Tuition: \$30.50 plus Fees: \$12.50	\$43.00
2. County Resident - Audit Rate - per credit hour	
Audit Fee Surcharge: \$25.00 plus	
General Tuition: \$30.50 plus Fees: \$12.50	\$68.00
3. Out-of-County Resident* - (7+ credit hours system-wide); per credit hour	
Out-of-County Surcharge: \$149.00 (<i>Applies only to counties with no community college*</i>)	
plus General Tuition: \$30.50 plus Fees: \$12.50	\$192.00

4. **Out-of-State Resident**** - (including F-1 nonimmigrants - 7+ credit hours system-wide); per credit hour
 Out-of-State Surcharge: \$137.00 plus
 General Tuition: \$30.50 plus Fees: \$12.50 \$180.00
5. **Unclassified Student: Out-of-State** or Out-of-County*** (fewer than 7 credit hours system-wide); per credit hour
 Unclassified Student Surcharge: \$25.00 plus
 General Tuition: \$30.50 plus Fees: \$12.50 \$68.00
6. **Out-of-State students participating in Western Undergraduate Exchange Program**** (any number of credit hours); per credit hour
 WUE Out-of-State Surcharge: \$21.50 plus
 General Tuition: \$30.50 plus Fees: \$12.50 \$64.50
7. **Courses offered out of Arizona, including distance learning to nonresident, Out-of-State** students**
 Total tuition per credit hour: \$125.00
8. **Corporate Tuition Rate: Out-of-State**** (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour
 Out-of-State Surcharge: \$63.00 plus
 General Tuition: \$30.50 plus Fees: \$12.50 \$106.00
9. **Skill Center Hourly Tuition Rates:** \$3.25
10. **Credit by Examination and Credit by Evaluation:** per credit hour (excludes HCIES courses)
 Regular Rate: \$30.50
 Contract Testing Rate: \$15.25

*Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments: Apache, Gila, Greenlee and Santa Cruz. Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

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

Special Fees

- The following fees are in addition to applicable tuition and fees:
- Check Returned from Bank \$15.00
 - Child Care Fees:
 - GWCC - per hour \$1.50
 - PVCC - per hour \$2.00
 - SCC - per hour \$2.25
 - All other colleges - per hour \$1.75
 - Course Materials Fee actual cost
 - Distance Learning Fees up to \$225.00
 - Emergency Medical Technology (EMT) not to exceed \$400.00
 - Excessive Laboratory Breakage actual cost
 - Field Studies actual cost
 - Fitness Center Usage \$20.00
 - GED First Test \$40.00
 - GED Test repeat (per section) \$10.00
 - General Laboratory and Course Fees not to exceed \$25.00
 - Graduation Fees:
 - Application/Recording/Issuance Fee (Degrees/Certificates) - 25 or more credits (nonrefundable) \$5.00
 - Commencement Fee (One-time fee refundable up to two (2) weeks prior to graduation) \$10.00
 - HCIES Skills Demonstration Assessment Fee actual cost
 - Library Fines - List price of lost materials plus \$5.00

Parking Fines:

- Displaying an altered or substituted permit \$50.00
 - Failure to register a vehicle and display a parking permit \$30.00
 - Falsifying information on vehicle registration application \$50.00
 - Improperly displaying a parking permit \$5.00
 - Obstructing a properly parked/moving vehicle \$5.00
 - Parking in an unauthorized parking area \$15.00
 - Parking by a college employee or student in a visitor area \$5.00
 - Parking in a fire lane \$50.00
 - Parking on or blocking a pedestrian path \$5.00
 - Parking outside stall lines \$5.00
 - Parking beyond posted time limit \$5.00
 - Parking in an undesignated, restricted or unauthorized off-pavement area \$5.00
 - Removing a barricade or failure to obey vehicle control device \$15.00
 - Violating disabled parking stall or access \$50.00
- (All fines are doubled if not paid within 15 working days.)*

Private Music Lessons:

- Music Majors
 - First 1/2 hr. per wk./per semester \$0.00
 - Each additional 1/2 hr. per wk./per semester \$65.00

Non-music Majors

- First 1/2 hr. per wk./per semester \$200.00
- Each additional 1/2 hr. per wk./per semester \$200.00
- Registration Processing Fee for credit classes only per student semester; refundable only if student qualifies for 100% refund (see "Refund Policy," page 154) \$5.00
- Transcript Fee \$5.00

Scottsdale College Specific Fees

- Art (computer-based) Course Fees \$50.00
- AVID Lab Fee (TCM241, 241AA, 271) \$380.00
- Conservatory Theatre Fee (Summer only) \$100.00
- Culinary Arts Fee - per semester (CUL130, 230) \$350.00
- Desktop Publishing Class Fee not to exceed \$45.00
- Electronic Music Fee (MTC191, MTC192) \$75.00
- Equine Science (EQS150,160,165,180,185,270,275) \$40.00
- Field Trips and Out-of-County/Country Tours actual cost
(Special assessment directly related to actual cost of trip or tour.)
- Firearms Training Fee (AJS155, 158AA, 158AB) \$50.00
- Nursing (NUR180, 280) \$30.00
- Nursing Student (4th semester) \$30.00
- Studio Recording Fee (MTC195, MTC196) \$150.00
- Telecommunications Course Fees:
 - TCM298AA \$50.00
 - TCM100, 134, 135, 136, 242, 298AB \$100.00
 - TCM101, 104, 111, 111AA, 112, 114, 120, 140, 145, 151, 211, 214, 215, 216, 218, 235, 245, 246, 251, 260, 280, 298AC \$150.00
 - TCM131AA, 180AA, 213, 213AA, 243 \$200.00

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

Noncredit Courses/Seminars/Workshops/Community Services

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

REFUND POLICY

Refund For Credit Courses

All students who officially withdraw from the college or individual classes (in fall, spring or summer) by the withdrawal process set forth in the catalog will receive a refund based on the following schedule:

(Deadlines that fall on a weekend or a college holiday will advance to the next college workday.)

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

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. After the refund deadlines listed above, the student must request a refund in writing.

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

Refunds for students receiving federal financial assistance are subject to federal guidelines (see Student Refunds and Repayment, page 149).

Canceled Classes

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

Other Refunds

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

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

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

A student in the U.S. 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.

ATTENDANCE POLICY

Attendance Requirements

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

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

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

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures, page 155.

Official Absences

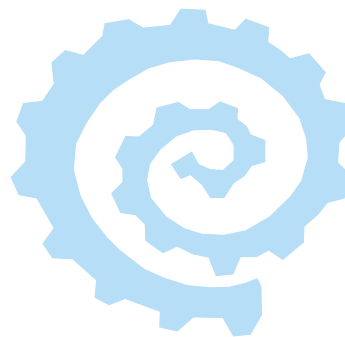
Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or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

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, students will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

Religious Holidays

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



WITHDRAWAL PROCEDURES

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal determines refunds. Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the Refund Policy, page 154.

Note: The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than 16 weeks are adjusted accordingly. See "Important Deadlines for Students," page 156.

Withdrawal from Specific Courses

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

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

Note: The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than 16 weeks are adjusted accordingly. See "Important Deadlines for Students," page 156.

Complete Withdrawal from College

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

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

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

Note: The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than 16 weeks are adjusted accordingly. See "Important Deadlines for Students," page 156.

GRADING POLICIES

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

MCCD Grades

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.

The Incomplete Grade

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

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

The Credit/No Credit Grades (P/Z)

Some courses may be taken under a credit/no credit grading system. These courses carry grades of 'P' (credit, equivalent to a grade of 'C' or higher) or 'Z' (no credit) and are not computed in the student's grade point average. Credits earned with a grade of 'P' may be counted toward graduation. **Advisory note: Some institutions outside the Maricopa Community Colleges may translate the 'Z' grade as failing.**

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

In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Note: The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than 16 weeks are adjusted accordingly. See "Important Deadlines for Students," page 156.

Repeating a Course to Improve a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt. (A 'W' or 'Y' is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average. Students may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admissions and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

Auditing Courses

Auditors are those who enroll in a course for the sole purpose of obtaining information. They receive no credit, grades, homework or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students. See the Tuition and Fees Schedule, page 152, for audit fees. Financial aid is not available for audited courses.

Note: The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than 16 weeks are adjusted accordingly. See "Important Deadlines for Students," below.

IMPORTANT DEADLINES FOR STUDENTS

Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less	1st Day of Class	1st Day of Class or Prior to Last Day of Class	1st Day of Class or Prior to Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	4th Calendar Day
Three Weeks	9th Calendar Day	18th Calendar Day	18th Calendar Day	3rd Calendar Day	1st Day of Class	7th Calendar Day
Four Weeks	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Five Weeks	15th Calendar Day	30th Calendar Day	30th Calendar Day	4th Calendar Day	2nd Calendar Day	11th Calendar Day
Six Weeks	19th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	13th Calendar Day
Seven Weeks	21st Calendar Day	40th Calendar Day	40th Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Eight Weeks	24th Calendar Day	49th Calendar Day	49th Calendar Day	7th Calendar Day	4th Calendar Day	18th Calendar Day
Nine Weeks	28th Calendar Day	51st Calendar Day	51st Calendar Day	8th Calendar Day	4th Calendar Day	20th Calendar Day
Ten Weeks	31st Calendar Day	57th Calendar Day	57th Calendar Day	9th Calendar Day	4th Calendar Day	22nd Calendar Day
Eleven Weeks	34th Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	24th Calendar Day
Twelve Weeks	37th Calendar Day	74th Calendar Day	74th Calendar Day	11th Calendar Day	5th Calendar Day	26th Calendar Day
Fifteen Weeks	46th Calendar Day	92nd Calendar Day	92nd Calendar Day	13th Calendar Day	7th Calendar Day	33rd Calendar Day
Sixteen Weeks	End of the 7th Week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks

Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.

Student Grievance-Academic Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing or assignments has the right to appeal according to the approved procedures. The appeal process for grades expires one (1) year from the date the grade was issued.

Steps for students to follow:

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

Request for Transcripts

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

Official transcripts will not be issued to students having outstanding debts with any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section, page 158).

There is no charge for unofficial transcripts or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule, page 152, for charges for other official transcripts.

SCHOLASTIC STANDARDS

Academic Renewal

Students who return to this college after a separation of five (5) years or more, including summer school, may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Records at the college where the grades were earned. Eligible students will have all 'D,' 'F,' and 'Y' grades earned prior to reenrollment omitted from the cumulative grade point average, subject to the following:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and performance by earning at least a 2.5 grade point average in the first twelve (12) credit hours completed after reenrollment.
2. Upon approval, the prior academic record remains on the transcript with the notation of the academic renewal.
3. The academic renewal policy may be used only once and cannot be revoked once approved.
4. 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

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.

Graduation Grade Point Average

Students must meet all requirements for graduation. Graduation requires a **minimum** grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

For more information, see General Graduation Requirements section, page 107.

Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations. Students who have the following cumulative grade point average will graduate with the following designations:

3.50 to 3.69	"with distinction"
3.70 to 3.89	"with high distinction"
3.90 to 4.0	"with highest distinction"

President's Honor List

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



Academic Probation

Probation

A student will be placed on academic probation under the following conditions:

- A. If, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

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

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

- B. If, in transferring from any accredited institution of higher education, the student's cumulative grade point average from other colleges and universities does not meet the requirements listed above.

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

Continued Probation

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

Admission of Suspended Students

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

Academic Progress Policy for Students Receiving Veterans Educational Benefits

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

Department of Veterans Affairs regulations require that all persons using any type of veteran education assistance program be making satisfactory academic progress towards achievement of their educational objective (program of study). A student who does not meet the minimum standards as shown above will be placed on probation for a maximum of two 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.

The ability to meet these standards will be determined by one of the following:

- Take six or more credits in one semester (without veterans educational benefits) and complete all attempted credits with a minimum grade of 'C'; OR
- An approval through the appeal process. A written appeal with appropriate documentation must be submitted.

Student Receiving Federal Financial Aid

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

RECORDS POLICY

Rights of Access to Educational Records

In compliance with the Family Educational Rights and Privacy Act of 1974, Maricopa Community Colleges inform students each semester that they may have access to their "educational records." These records include all information maintained by the college which is directly related to the student, with the exception of (a) the financial records of their parents, (b) confidential letters of recommendation prior to January 1, 1975, (c) confidential letters and recommendations associated with admissions, employment or job placement to which students have waived rights of inspection and review, and (d) educational records containing information about more than one student; however, in such cases the institution MUST PERMIT ACCESS to that part of the record which pertains only to the inquiring student.

Students shall not have access to the following records: (a) reports made by physicians, psychiatrists, or psychologists in connection with their treatment; and (b) records of instructional, supervisory, administrative and certain educational personnel which are in the sole possession of the originator.

The above educational records may be maintained in the Offices of Admissions and Records, Student Financial Aid and Veterans' Services.

Access to Records

If a student wishes to gain access to his or her educational records, he or she should contact the Office of Admissions and Records and complete a written request specifying to which records he or she desires access. Information will be provided within 45 days or less.

The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act (1974), Title 20, United States Code, 1232G and 1232H, and federal regulations issued pursuant to such act.

In addition to the enforcement procedures provided in such act, the superior court of this state may grant injunctive or special action relief if any educational agency or institution or officer or employee of such agency or institution fails to comply with such act regardless whether such agency or institution is the recipient of any federal funds subject to termination pursuant to such act or whether administrative remedies through any federal agency have been exhausted.

If a student feels that his or her educational records contain information which is erroneous or inaccurate, he or she may call for an informal meeting with the official responsible for the maintenance of the records in question and attempt to reconcile the difference. In the event the student remains dissatisfied after the informal meeting, he or she may request a formal hearing to challenge the contents of his or her educational records. The student will be afforded the elements of due process adopted by the Governing Board.

A request for a formal hearing should be made in writing to the president, whereupon the Admissions and Standards Committee of the college will meet within thirty (30) days after the complaint is received to conduct a hearing on the charges.

Each student will bear the cost of reproducing any materials from his or her file.

External Review of Student Complaints

Pursuant to federal legislation, college accrediting agencies will periodically review the substance of formal student complaints. The identities of students filing complaints will remain anonymous.

Student Directory

The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part-time or full-time status, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college shall give public notice of the categories of information it has designated and shall allow a reasonable period

of time for the student to inform the college that any or all of the information should not be released without his or her consent.

Directory information may be released at the discretion of college officials for any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

Students must determine whether all directory information pertaining to them is available for release or whether they wish ALL information to be withheld.

In accordance with federal law, college officials may disclose directory information and educational records to parents of minors or to parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, section 152, without the written consent of the student(s).

Questions concerning the Family Privacy Act and/or the preceding information may be referred to the Office of the Dean of Student Services.

Use of Education Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

THE INSTITUTION RETAINS THE RIGHT TO EXERCISE DISCRETION IN DETERMINING THE RELEASE OF DIRECTORY INFORMATION.

DISCIPLINARY STANDARDS

Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the State Board of Directors for Community Colleges of Arizona and the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, guidance, admonition and example; however, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

*Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, laboratory work, written work (plagiarism); and falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus or any conduct which is harmful, obstructive, disruptive to or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes and/or college regulations and policies.

*See the *Student Academic Misconduct Policy*, below, and *Student Disciplinary Code* (page 160) for the complete text of the regulations covering misconduct.

Disciplinary Removal from Class

An instructor may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

STUDENT ACADEMIC MISCONDUCT POLICY

Definition of Academic Misconduct

Academic misconduct is defined as any misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism and excessive absences.

Cheating includes but is not limited to:

- (a) use of any unauthorized assistance in taking quizzes, tests or examinations;
- (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; and
- (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

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.

Sanctions for Academic Misconduct

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

1. **Warning** - notice in writing to the student that the student has violated the academic code.
2. **Grade Adjustment** - lowering of a test, assignment or course grade in response to the misconduct.
3. **Discretionary Sanctions** - additional academic assignments determined by the faculty member.
4. **Course Failure** - failure of a student in a course in which academic misconduct occurs.
5. **Academic Probation** - written reprimand and warning in response to academic misconduct. Academic probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. **College Suspension** - separation of the student from the college for a designated period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension for a Maricopa Community College will apply to all other colleges/centers in the district.)
7. **College Expulsion** - permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all other colleges/centers in the district.)

Sanctions 1, 2, 3 and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and dean of instruction that sanction 5, 6 or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the Dean of Instruction.

If a faculty member believes that academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.

Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the student grievance process (see Student Grievance - Academic Process, page 157).

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

STUDENT DISCIPLINARY CODE

The purpose of this policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Judicial Authority

The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and hear each case. The judicial advisor shall develop procedures for the administration of the judicial program and rules for the conduct of hearings which are consistent with provisions of this Student Code. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

Prescribed Conduct

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities or which adversely affects the college community and/or pursuit of its objectives. Any student found to have committed the following acts of misconduct is subject to the disciplinary sanctions as outlined:

Dishonesty

- Acts of dishonesty, including but not limited to the following:
- furnishing false information to any official, college employee or office;
 - forgery, alteration or misuse of any college document, record or instrument of identification; and
 - tampering with the election of any college-recognized student organization.

Disruption

The disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus or other authorized non-college activities, when the act occurs on college premises. An instructor may remove a student from a class meeting for disciplinary reasons. If an instructor removes a student for more than one class period, the instructor shall notify the appropriate dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.

Abusive Behavior

Any physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.

Property Theft or Damage

The 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.

Failure to Comply

The failure to comply with directions of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.

Unauthorized Possession and Entry

The unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to, or use of, college premises.

Violation of Policies

Any violation of published Governing Board policies, college rules or regulations.

Illegal Narcotics

The use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.

Alcoholic Intoxication

The use, possession or distribution of alcoholic beverages or public intoxication.

Weapons

The illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.

Intentional Obstruction

The participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

Traffic Obstruction

The obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities.

Disorderly Conduct

Any conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.

Computer Abuse

The theft or other abuse of computer time, including but not limited to:

- unauthorized entry into a file to use, read or change the contents or for any other purpose;
- unauthorized transfer of a file;
- unauthorized use of another user's identification and password;
- use of computing facilities to interfere with the work of another student, faculty member or college official;
- use of computing facilities to send obscene or abusive messages;
- use of computing facilities to interfere with normal operation of the college computing system; and
- use of computing facilities for students' personal benefit.

Judicial System Abuse

Abuse of the judicial system, including but not limited to:

- falsification, distortion or misrepresentation of information before a judicial body;
- disruption or interference with judicial proceedings;
- institution of a judicial proceeding knowingly without cause;
- attempting to discourage an individual's proper participation in, or use of, the judicial system;
- attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding;
- harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding;
- failure to comply with the sanctions imposed under this Student Code; and
- influence or attempting to influence another person to commit an abuse of the judicial system.

The complete text of this policy, including the definitions, discipline and judicial policies, can be found in the Office of the Dean of Student Services and the Office of Student Life and Leadership.

AFFIRMATIVE ACTION STATEMENTS

I. Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5(a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

II. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans and Vietnam Era Veterans

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

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

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

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

DECLARACION DE ACCION 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 discriminan o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

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

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

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

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504 del Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

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

NONDISCRIMINATION POLICY

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation and termination of employees.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

POLIZA DE NO DISCRIMINACION

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

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

DECLARACION DE IGUALDAD DE OPORTUNIDAD

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

S. C. C. CAMPUS POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. There will be a \$20.00 bank penalty for returned checks.
5. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by a valid sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

- Bookstore will not buy back books if:
1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
 2. Bookstore is overstocked.
 3. Publisher has a new edition and prior edition has no value.
 4. Book is too ragged and in an unsalable condition.
 5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Visit the Bookstore web site at www.scottsdale.bkstr.com.

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life and Leadership Office. Materials that have not been approved will be removed.

Children on Campus Policy

Children (younger than 18 years) 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. When an underaged (younger than 18 years), non-registered child is discovered on campus unaccompanied by an adult, the College Safety Office will be notified.

The College Safety Officer will go to the child(ren) and gather the information needed to locate the parent/guardian. The parent/guardian will then be given appropriate information related to the Children on Campus Policy. If no parent/guardian is located, appropriate action will be taken by the College Safety Office.

The Office of the Dean of Student Services will be notified about the incident. Individual campus procedures may vary.

College Safety Policies

Accidents on Campus

It is important that College Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCD student insurance. The insurance forms are processed through the Dean of Student Services Office.

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

Emergency Evacuation Procedures

When a building fire alarm sounds, or another emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner.

Contact College Safety by dialing (480) 423-6175 or by using a "Blue Light" security phone. If emergency personnel are required, call "9-1-1" immediately from an outside location away from the building; then remain clear of the building so that emergency personnel can safely approach the scene.

Emergency Vehicle Assistance

The College Safety Office will assist persons with vehicles requiring "jump starts" and persons locked out of their vehicles. Contact College Safety at (480) 423-6175.

Lost and Found

The College Safety Office is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact College Safety in Room LB-152, northeast corner of the Library Building, or call (480) 423-6175 or 423-6529.

Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Safety Office or the Dean of Student Services Office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in triangular end spaces is reserved for motorcycles only.
5. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
6. The maximum speed limit in parking lots is 15 MPH.
7. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
8. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCD Governing Board. See the Tuition and Fees Schedule, page 153, for the list of parking violations and fines. The College Safety Office is open 24 hours, seven days a week.

Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit a Fundraising Request Form. The form is available in the Student Life and Leadership Office and must be submitted along with the Facility Request Form no later than three weeks before the event is to take place. **No project or event may take place until the Fundraising Form has been approved.**

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday 8:00 a.m. to 7:00 p.m. Please call (480) 423-6538 for additional information.

Weapons on Campus Policy

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Reservation. All weapons, regardless of type, are prohibited by federal and tribal law. The State of Arizona-issued "Permit to Carry Concealed Weapon" is not valid on the Salt River Pima-Maricopa Indian Reservation, and weapons of any type will be confiscated by Salt River Police.

MARICOPA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Dr. Donald R. Campbell, President
Mr. Ed Contreras, Member
Mr. Gene Eastin, Member
Mrs. Linda B. Rosenthal, Member
Mrs. Nancy Stein, Secretary

ADMINISTRATION

DeCabooter, Arthur W. President
 A.A., St. Gregory's College, Shawnee (OK);
 B.A., St. John's University (MN);
 M.S.Ed., Ed.D., Indiana University

Hermanson, Dean R. Senior Associate Dean of Occupational Education
 B.S., M.S., Ed.D., University of North Dakota

Neibling, John Dean of Instruction
 B.A., M.A., University of Kansas;
 Ed.D., Arizona State University

Silvester, John M. Senior Associate Dean of Instruction
 B.S., Southern Illinois University/Carbondale;
 M.B.A., M.S., Southern Illinois University/Edwardsville

Stahl, Virginia Dean of Student Services
 B.A., Illinois State University;
 M.Ed., Ph.D., Arizona State University

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 B.S.W., M.S.W., Arizona State University

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 B.A., Towson State University (MD);
 M.Ed., University of Virginia

MANAGEMENT

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 B.A., Louisiana Technical University

Chandler, Patricia Supervisor, Cashier Services
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Coco, Darcel Athletic Specialist
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 A.A., Scottsdale Community College;
 B.S., Arizona State University

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Earp, Betty W. Clinical Nursing Instructor
 Nursing Diploma, St. Joseph's School of Nursing;
 B.S., University of Phoenix

Gagnon, Grant Manager, Networking

Hardin, Floyd H. Coordinator, Academic Advisement
 M.B.A., University of Phoenix

Huffman, Vincent Coordinator, Senior Adult Program
 B.A., M.A., Ball State University (IN)

James, Jeremy L. Director, College Safety
 A.A., Phoenix College;
 B.S., Arizona State University

Korte, Virginia Coordinator, CNUW
 A.A., Glendale Community College;
 B.S., M.S., Northern Arizona University

Krebs, John Athletic Specialist
 B.S., Arizona State University

Langworthy, Paul Coordinator, Fitness Center
 B.S., Mankato State (MN);
 M.Ed., Arizona State University

Latham, Gerald Coordinator, Computer Services
 B.S., Northern Arizona University

Leach, Ben Supervisor, Food Services
 A.A.S. in Culinary Arts, Scottsdale Community College

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 M.A., University of Michigan

McGowan, Terence Coordinator, MCTV
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Medder, Newton V. Athletic Specialist
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Miller, Ruby Supervisor, Admissions and Records
 A.A.S., Scottsdale Community College;
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Neighbors, Tony Athletic Specialist
 B.S., Arizona State University

O'Brien, James Coordinator, Performing Arts Center
 B.S., Portland State University (OR)

Parmeter, Tim Athletic Specialist
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Quintero, James Systems Programmer
B.S., University of Phoenix

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B.A., Southeastern State College;
M.A., University of Northern Colorado

Shiple, Dee Director, Financial Aid
A.A., Scottsdale Community College;
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Springer, Michael Coordinator, Career Planning and Placement
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Talakte, Bonnie Director, Native American Education Program
B.A., M.A., Northern Arizona University

Tendick, Therese Director, International Education
B.A., University of Iowa;
M.A., Arizona State University

Trimble, Marshall Coordinator, Southwest Studies Program
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Van Cleave, Jack Director, Buildings and Grounds

Walters, Emma Educational Computer Trainer
A.A., Scottsdale Community College;
B.A., Indiana University

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B.S., Arizona State University;
M.A., Northern Arizona University

Zarzecki, Marilyn B. Coordinator, Occupational Education
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M.S., Syracuse University (NY)



FACULTY

Amey, Nina Campbell (2000) Instructor, CIS
B.A., San Francisco State University

Ashby, Patricia (1998) Instructor, Biology
B.A., Ph.D., University of New Mexico

Attanucci, Frank (1990) Professor, Mathematics
B.S., M.A., Arizona State University

Baker, Linda (1991) Professor, Nursing
B.S.N., M.S.N., University of Central Arkansas

Ballard, Marsha (2000) Librarian
B.A., Texas Christian University;
M.L.S., University of Arizona

Barnes, Roy A. (1994) Professor, Biology
B.S., Colorado State University;
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Becker, Art (1975) Professor, Physical Education
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Belsher, Brian E. (1972) Counselor
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* Biglin, Karen (1985) Librarian
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Bodell, Patricia (1987) Professor, Physical Education
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Boettcher, Steve (1986) Professor, Mathematics
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M.A., University of California/Los Angeles;
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Booher, Jerry G. (1972) Professor, CIS
B.S.M.E., M.S.E.S., University of Toledo (OH)

Borick, Steven (1999) Instructor, Chemistry
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*£ Brower, Myron R. (1982) Professor, Architectural Technology/CAD
B.A.Ed., B.A., Architecture, Arizona State University;
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Bruised Head, Debbie "Tia" (2000) Counselor
B.A., B.S., M.A., Northern Arizona University

Bunting, Larry (1977) Media Librarian
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Burtch, Mark (2000) Instructor, Mathematics
B.S., Angelo State University (TX);
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Button, Leon (CPA)(1989) Professor, Business and Accounting
B.S., M.B.A., Arizona State University

* Division Chairperson # Department Chairperson
£ Program Director

Administration and Staff

# Carruthers, Connie (1989)	Professor, Mathematics	# Fahey, Barbara (1984)	Professor, English
B.A., University of California/Los Angeles; M.S., California State University/Northridge		B.A., University of California/Los Angeles; M.A., Ph.D., Arizona State University	
Chadwick, Kirby (1976)	Professor, Italian and Spanish	Fendley, Clara (1989)	Professor, English
B.A., M.A., University of Iowa		B.A., M.A., Texas Tech University	
£ Chalmers, Karen (1998)	Instructor, Culinary Arts	Ferguson, Christine (1998)	Professor, Journalism/English
B.A., University of Arizona		B.A., University of Arizona; M.M.C., Arizona State University; Ed.D., Nova Southeastern University (FL)	
Chandler, Edgar M. (1995)	Professor, Mathematics	Fields, Pamela (1975)	Professor, Theatre Arts
B.A., Humboldt State University (CA); M.A., San Diego State University		B.A., Scripps College (CA); M.A.Ed. in Theatre, Arizona State University	
# Combellick, Daniel (1991)	Professor, CIS	Foster, Raymond (1988)	Professor, English
B.S., M.Ed., Arizona State University		B.S., M.A., University of Detroit	
* Combs, Bernard (1981)	Professor, Psychology	Giovando, Kenneth (1973)	Professor, Physical Education
B.S., Colorado State University; M.S., California State University/San Jose		B.S., M.A., University of Arizona	
Cooper, Charles (1995)	Professor, Interior Design	Glaess, Teri L. (1996)	Instructor, Mathematics
B.S., Arizona State University; A.S.I.D.		B.A., Northwestern University (IL); M.A., University of Chicago (IL)	
# Copp, Darrell L. (1990)	Professor, Communication Arts	Glasper, Debra (2000)	Counselor
B.S., Eastern Michigan University; M.A., Arizona State University		B.A., Luther College (IA); M.A., Governors State University (IL)	
*# Coracides, Carmen J. (1972)	Professor, Spanish	Goff, Amy (1990)	Professor, Physical Education
B.A., M.A., Ph.D., Arizona State University		B.S., M.S., Texas A & M University	
* Crutchfield, Julie (1976)	Professor, Physical Education	Goth, Ramona K. (1998)	Professor, English
B.A., M.A., Arizona State University		B.A., Southwest Baptist University (MO); M.A., Central Missouri State University	
Csyionie, Tamaye (1993)	Professor, Japanese	Goudard-Ryan, Marie-France (1988)	Professor, French and Spanish
B.A., University of Utah; M.A., Arizona State University		B.A., M.A., California State University	
Cutler, Albert B., III (2000)	Instructor, Motion Picture/TV	Gray, Bonnie A. (2001)	Professor, Psychology
B.S.E.E., University of Arizona; M.S.E., Arizona State University		B.S., M.S., Ph.D., Arizona State University	
Damask, Nicholas (1997)	Instructor, Political Science	Green, Stephen (1999)	Instructor, Music
B.A., M.A., University of Cincinnati; M.A., The American University (DC); Ph.D., University of Cincinnati		B.M.E., M.M., Brigham Young University (UT); D.M.A., Arizona State University	
Desjardins, Sandra (1998)	Professor, English	Greenwalt, Thomas (1999)	Instructor, Culinary Arts
B.A., University of Arizona; M.A., University of Windsor (Canada); M.F.A., Columbia University (NY)		A.O.S., Culinary Institute of America (NY)	
£ Dlugosz, Rosanne K. (1975)	Professor, Child Development	Guhse, Donna B. (1997)	Professor, Mathematics
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Dueck, Patricia (2000)	Instructor, Mathematics	Harper, Anneliese M. (1997)	Instructor, Communication Arts
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Dugan, Thomas F. (1971)	Counselor	Haugen, Paul (1992)	Professor, Physics
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Elam, James (1990)	Professor, CIS	£ Herbert, Katherine (2000)	Instructor, Motion Picture/TV
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Ellis, John (1998)	Instructor, Spanish	Hernández-Hall, Mariú Eugenia (1996)	Instructor, Spanish
B.A., M.A., University of Arizona		B.A., San Diego State; M.A., Arizona State University	
# Ells, Beth (1983)	Professor, Art and Humanities		
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Faculty

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Hude, Harry W. (1989)	Professor, English	Loring, Eric D. (1989)	Professor, English
B.A., University of Dallas; M.A., Texas A and I University		B.A., University of Iowa; M.A., M.LiTT, Middlebury College (VT)	
Hutchinson, Diana (1984)	Professor, Communication Arts	Losse, John W. (1975)	Professor, Mathematics
B.A., M.A., Arizona State University		B.S., Trinity College (CT); M.S., University of North Carolina	
Ivester, Elizabeth (1993)	Professor, Geology	MacElvee, Cameron R. (2000)	Instructor, English
B.S., Brown University (RI); M.S., Arizona State University		B.A., Arizona State University; M.A., Northern Arizona University	
Jacobs, Alan (1984)	Professor, Mathematics	MacKay, Neil (2001)	Instructor, Biology
B.A., Valparaiso University (IN); M.A., Lehman College (NY)		B.S., University of Notre Dame; M.S., University of Wisconsin - Madison; Ph.D., Arizona State University	
Jensen, Ava Lynn (1973)	Counselor	Martin, Peter L. (1997)	Professor, CIS
B.A., University of Colorado; M.A., M.C., Ph.D., Arizona State University		B.S., Valley City State University (ND)	
Jensen, Chris (1990)	Professor, Television/Radio Production	# Martin, William (1974)	Professor, Photography/Computer Art
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# E Johansen, Norma (1988)	Professor, Business	McCage, Ann (2000)	Instructor, Reading
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E Kavanagh, John (1998)	Instructor, Admin. of Justice Studies	Meacham, William (2000)	Instructor, CIS/CSC
B.A., New York University; M.A., St. John's University (NY); Ph.D., Rutgers University (NJ)		B.S., Northern Arizona University; M.C.S., Arizona State University	
# Keefe, Richard (1981)	Professor, Psychology	# Medeiros, Patricia (1989)	Professor, English
B.A., University of Washington; M.A., Ph.D., Arizona State University		B.A., Lake Forest College (IL); M.A., Ph.D., University of Massachusetts	
* Kelly, Suzanne (1984)	Professor, Biology	Meredith, Steven (1989)	Professor, Music
B.A., Emmanuel College (MA); B.S., M.S., Ph.D., Arizona State University		B.M., M.M., University of Utah; D.M.A., Arizona State University	
E King, Gera (1990)	Professor, Interior Design	Miller, Janice J. (1999)	Instructor, History
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Kuzmik, Michael L. (1998)	Instructor, Architectural Technology/CAD	E Moore, Kathleen (1997)	Instructor, Speech Pathology
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A. A., Mesa Jr. College (CO); B.A., University of Colorado; M.A., University of Northern Colorado		B.A., University of Connecticut; M.A., Arizona State University	
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Hogan, James (1982)	Professor, Hospitality and Tourism		
B.S., M.C., Arizona State University			

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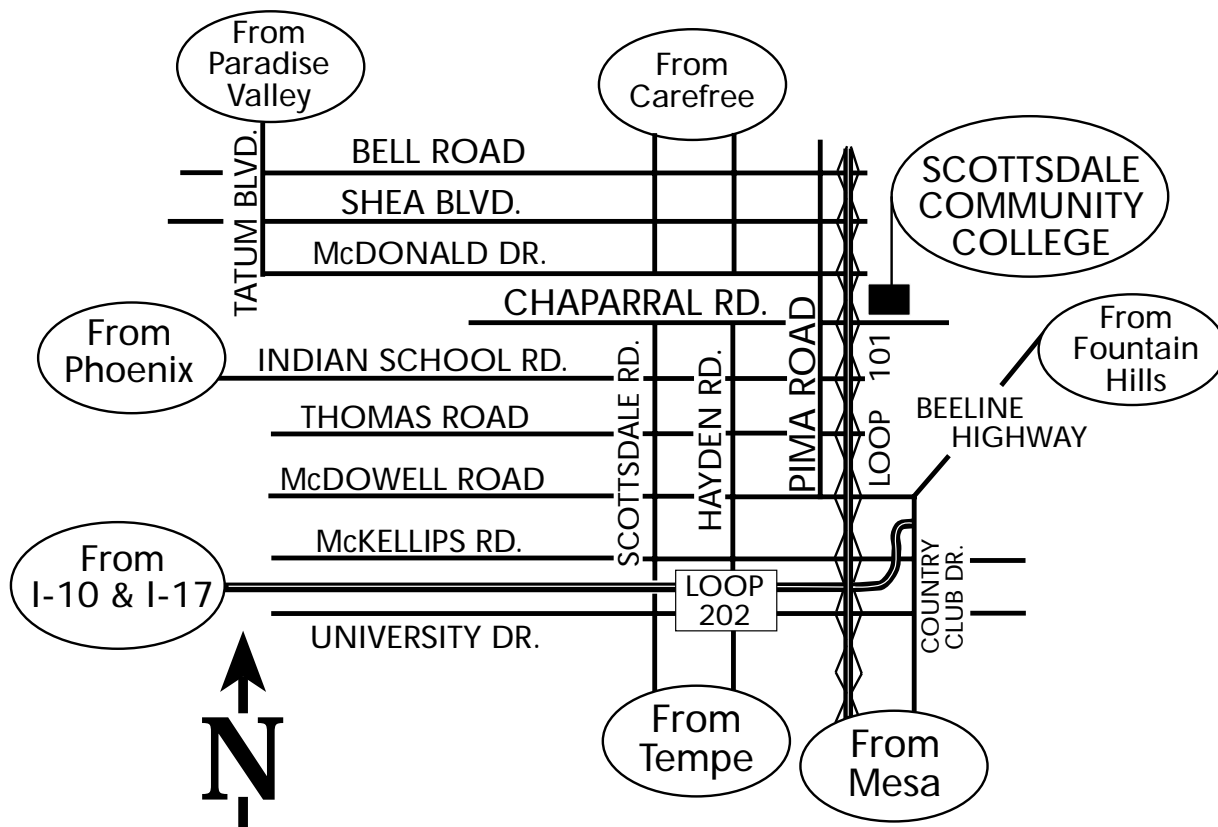
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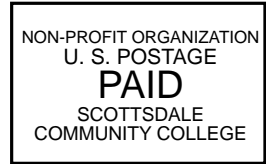
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EAST VALLEY AREA MAP



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