



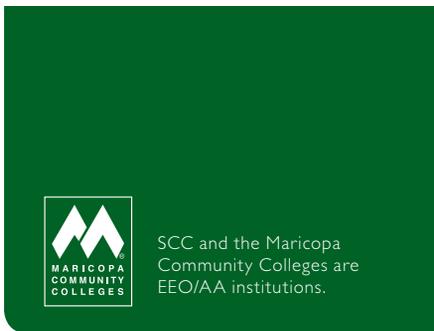
SCOTTSDALE COMMUNITY COLLEGE



GENERAL

**CATALOG &
HANDBOOK**

2008-2009



SCC and the Maricopa Community Colleges are EEO/AA institutions.

**LEARN.
GROW.
ACHIEVE.**

www.scottsdalecc.edu
480.423.6100

SCC IS THE RIGHT CHOICE!

- Two-year degree and certificate programs
- Small class size
- Affordable tuition
- University transfer options
- Convenient location with free parking
- Free tutoring
- Award winning clubs and organizations
- Intercollegiate athletic teams

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

SCC offers several degrees in these categories.

THE ASSOCIATE IN GENERAL STUDIES (AGS)

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

THE ASSOCIATE IN APPLIED SCIENCE (AAS)

A degree for students who wish to attain a depth of technical expertise by completing an occupational program.

THE ARIZONA GENERAL EDUCATION CURRICULUM CERTIFICATE (AGEC)

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

CERTIFICATE OF COMPLETION (CCL)

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



WHY COMPLETE AN ASSOCIATE DEGREE AT SCC?

- Most majors have a Transfer Pathway that spells out exactly what courses to take at SCC to transfer seamlessly to a state university with an associate degree.
- You can transfer up to 64 credit hours to state universities.
- Completing a degree gives you something to show for your hard work.

ARIZONA POLICY GUARANTEES UNIVERSITY ADMISSION

to residents who complete an associate degree with a 2.0 GPA and to non-residents earning a 2.5 GPA. Students who complete the Arizona General Education Curriculum (AGEC) are determined to have met all lower-division university general education requirements and will also be admitted.

WHY COMPLETE THE AGEC AT SCC?

- The AGEC transfers as a block.
- The AGEC removes admissions deficiencies from your high school record and streamlines the application process.
- Save money by completing the AGEC at SCC where tuition is lower and class sizes are smaller.
- There are THREE AGECS; AGECE-A for liberal arts, ABEC-B for business, and AGECE-S for sciences.

HOW DO I FIND THE AGECE REQUIREMENTS AND CLASSES?

- The AZCAS website at www.scottsdalecc.edu/advisement/university.html has transfer information and tools.
- The college catalog and semester class schedule identify courses and their value.
- SCC Advisement lists AGECE courses each semester and provides check sheets.

TABLE OF CONTENTS

General Information

Academic Calendar.....	2
Accreditation and Mission Statements.....	3
SCC Program/Degree Index.....	4
Instructional Divisions.....	5
Maricopa Colleges.....	6
Scottsdale Community College Offices/Websites.....	6
Maps - SCC Main Campus and Business Institute.....	7
Nondiscrimination Policy.....	8
Equal Opportunity Statement.....	8
Affirmative Action Policy Statements.....	8
Maricopa Vision, Mission and Values Statements.....	10
Maricopa Community Colleges General Regulation.....	10

Admission/Registration/Enrollment

Admission Policy/Classifications.....	11
Admission Information/Residency Guidelines.....	12
Other Admission Information.....	15
Credit for Prior Learning.....	16
Student Course Placement Process.....	23
Academic Advising.....	24
Registration.....	24
Emissions Control Compliance.....	24
Transcripts for Transfer.....	25
Tuition and Fees.....	25
Refund Policy.....	27
Student Financial Assistance.....	28
Veterans Services.....	30

Scholastic Standards

Academic Load.....	31
Schedule Changes/Attendance/Grading.....	31-32
Important Deadlines for Students.....	33
Academic Probation (Progress).....	34
Instructional Grievance Process.....	34
Non-Instructional Complaint Resolution Process.....	34
Withdrawal/Withdrawal Procedures (Students/Faculty).....	35
Academic Renewal.....	36
Honors Program/President's Honor List.....	36

Graduation

MCCCD Arizona General Education Curriculum (AGEC).....	37
AGEC Course Matrix.....	41
Associate in Arts (AA).....	46
Associate in Arts Elementary Education (AAEE).....	48
Associate in Arts Fine Arts - Dance (AAFA - Dance).....	50
Associate in Arts Fine Arts - Art (AAFA - Art).....	52
Associate in Arts Fine Arts - Theatre (AAFA - Theatre).....	54
Associate in Science (AS).....	56
Associate in Business, General Requirements (ABus-GR).....	58
Associate in Business, Special Requirements (ABus-SR).....	60
Associate in Transfer Partnership (ATP) Degree.....	62
Associate in General Studies (AGS) Degree.....	63
Associate in Applied Science (AAS) Degree.....	65
Academic Certificate (AC).....	66
General Graduation Requirements.....	67
Catalog Under Which a Student Graduates.....	69
Teacher Education MCCCD District-Wide Offerings.....	70
Occupational Programs of MCCCD.....	74

Programs (see program index page 4)..... 80-126

Course Descriptions

Course Index by Prefix.....	127
Course Descriptions.....	128-214

STUDENT HANDBOOK

Student Services

Admissions and Records Office.....	215
------------------------------------	-----

Advisement Center.....	215
American Indian Program.....	215
Bursar/Cashier's Office.....	215
Bus Service.....	216
Campus Tours.....	216
Career & Cooperative Education Services.....	216
Clubs/Organizations for Students.....	216
Counseling Services.....	216
Culinary Arts Dining Rooms.....	217
Disability Resources and Services.....	217
Facility Requests.....	217
Financial Aid.....	217
Food Services.....	218
Honors Program.....	218
Housing.....	218
International Education Programs.....	218
Library Services.....	218
Mailboxes.....	218
My.maricopa.edu Online Student System.....	219
Men's Athletics.....	219
Open Computer Lab.....	219
Orientation Sessions.....	219
Psi Gamma Chapter of Phi Theta Kappa.....	219
SCC IT HelpDesk.....	219
Senior Adult Education Program.....	219
Student Accident Insurance.....	220
Student Life & Leadership - Programs & Services.....	220
Student Leadership Forum.....	220
Testing Center.....	220
Tutoring Services.....	221
Veterans Services.....	221
Volunteerism.....	222
Voter Registration.....	222
Women's Athletics.....	222
Student Life & Leadership Special Projects Calendar.....	223

Campus Policies..... 224

College Environment

Discrimination Complaint Procedures for Students.....	226
Sexual Harassment Policy.....	230
Petition Signature Solicitation/Solicitation.....	232
Children on Campus.....	233
Crime Awareness and Campus Security Act.....	233
Workplace Violence Prevention.....	233
Student Right to Know.....	233

Student Rights and Responsibilities

Copyright Act Compliance/Regulation.....	234
Taping of Faculty Lectures.....	235
Technology Resource Standards.....	235
Hazing Prevention Regulation.....	237
Abuse-Free Environment.....	238
Disability Resources - Eligibility for Accommodations and Required Disability Documentation.....	241
Eligibility of Students Taking Reduced Course Loads.....	243
Academic Misconduct.....	244
Disciplinary Standards.....	245
Student Conduct Code.....	245
Student Records.....	250
Student Employment.....	252
Student Governance.....	253

Governing Board/Administration/Management..... 255

Faculty..... 257

Faculty and Administration Emeritus..... 260

Index..... 261 - 264

Maps - Main Campus & Business Institute..... Back Inside Cover

Scottsdale Area Map..... Back Cover

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

2008-2009 ACADEMIC CALENDAR

Summer I and II Sessions - 2008

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

First 5-week/8-week Sessions Begin.....	Monday.....	June 2
Schedule Adjustments, First 5- and 8-week Sessions.....	Monday–Tuesday.....	June 2-3
First 5-week Session Ends.....	Wednesday.....	July 2
Observance of Independence Day (<i>campus closed</i>).....	Thursday-Friday.....	July 3-4
Second 5-week Session Begins.....	Monday.....	July 7
Schedule Adjustments, Second 5-week Session.....	Monday–Tuesday.....	July 7-8
8-week Session Ends.....	Thursday.....	July 24
Second 5-week Session Ends.....	Thursday.....	August 7

Fall Semester - 2008

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

Saturday Classes Begin.....	Saturday.....	August 23
Day/Evening Classes Begin.....	Monday.....	August 25
Observance of Labor Day (<i>campus closed</i>).....	Monday.....	September 1
Last Day to File Application for December 2008 Graduation.....	Friday.....	October 3
Last Day for Student Withdrawal Without Instructor's Signature.....	Friday.....	October 3
Observance of Veterans' Day (<i>campus closed</i>).....	Tuesday.....	November 11
Thanksgiving Recess (<i>campus closed</i>).....	Thursday–Sunday.....	November 27-30
Last Day for Student Withdrawal With Instructor's Signature.....	Monday.....	December 1
Last Day of Regular Classes.....	Sunday.....	December 14
Final Exams.....	Monday–Thursday.....	December 15-18
Mid-Year Recess Begins for Students.....	Friday.....	December 19
Fall Semester Ends.....	Friday.....	December 19
Winter Break (<i>campus closed</i>).....	December 25 through	January 1

Spring Semester - 2009

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

Saturday Classes Begin.....	Saturday.....	January 17
Observance of M. L. King Birthday (<i>campus closed</i>).....	Monday.....	January 19
Day/Evening Classes Begin.....	Tuesday.....	January 20
Observance of Presidents' Day (<i>campus closed</i>).....	Monday.....	February 16
Last Day to File Application for May 2009 Graduation.....	Friday.....	March 6
Last Day for Student Withdrawal Without Instructor's Signature.....	Friday.....	March 6
Spring Break (<i>campus closed March 19-22</i>).....	Monday–Sunday.....	March 16-22
Last Day for Student Withdrawal With Instructor's Signature.....	Monday.....	April 27
Last Day of Regular Classes.....	Sunday.....	May 10
Final Exams.....	Monday–Thursday.....	May 11-14
Commencement.....	Friday.....	May 15
Spring Semester Ends.....	Friday.....	May 15

Summer I and II Sessions - 2009 (Subject to 2009-2010 Catalog)

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

First 5-week/8-week Sessions Begin.....	Monday.....	June 1
Schedule Adjustments, First 5- and 8-week Sessions.....	Monday–Tuesday.....	June 1-2
First 5-week Session Ends.....	Wednesday.....	July 1
Observance of Independence Day (<i>campus closed</i>).....	Thursday.....	July 2
Second 5-week Session Begins.....	Monday.....	July 6
Schedule Adjustments, Second 5-week Session.....	Monday–Tuesday.....	July 6-7
8-week Session Ends.....	Thursday.....	July 23
Second 5-week Session Ends.....	Thursday.....	August 6

SCOTTSDALE COMMUNITY COLLEGE 2008–2009 GENERAL CATALOG & STUDENT HANDBOOK

9000 East Chaparral Road Scottsdale, Arizona 85256-2626
Telephone 480.423.6000

Website: www.scottsdalecc.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 judgment.

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

Occupational Education, providing job training, retraining and upgrading of skills through courses, internships and certificate and degree programs.

Basic Skills Education, preparing students for access to post-secondary education through remedial and developmental 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, providing enrichment opportunities for lifelong learning through credit and non-credit courses, workshops, seminars, forums and cultural programs.

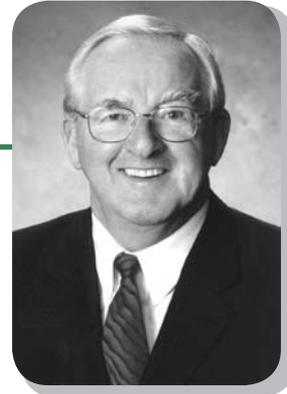
Cultural Education, supporting opportunities to experience and participate in the fine arts.

Scottsdale Community College is accredited by:

The Higher Learning Commission (HLC) and a member of the North Central Association

Phone: 312.263.0456

www.ncahlc.org



Welcome to Scottsdale Community College!

I have had the honor and privilege to serve as President of SCC for over thirty years. I can assure you that there is no better community college in the nation.

Our faculty and staff offer you a legacy of excellence as you pursue your collegiate goals. We at SCC are student-focused. We take pride in your academic achievements and are dedicated to providing you with the best college education you can receive any place.

We welcome you to the College and wish you outstanding success in all of your pursuits. We pledge to provide you with an exceptional educational experience.

Thanks for choosing SCC.

Sincerely,

A handwritten signature in black ink, which appears to read "Arthur W. DeCabooter". The signature is written in a cursive style.

Arthur W. DeCabooter
President

SCC EDUCATIONAL PROGRAMS/DEGREES INDEX

Certificates of Completion

Advanced Professional Culinary Arts.....	94
Architectural Technology.....	82
Audio Production Technologies.....	117
Bookkeeping.....	86
Broadcast Production.....	115
Building Safety Technology.....	83
Business (FASTRACK).....	83-84
Computer Hardware and Network Support.....	87
Computer Information Systems.....	88
Crime Scene Investigation.....	80
Crime Scene Technology.....	80
Culinary Arts.....	93
Culinary Fundamentals.....	95
Dance Technology.....	95
Database Development.....	87
Early Childhood Development.....	97
Editing.....	116
Emergency Medical Technology (Paramedic),Advanced.....	98
Emergency Medical Technology, Basic.....	98
Equine Science.....	99
Film Analysis and Criticism.....	117
Film Production.....	116
Fire Academy.....	100
Fire Science Technology.....	100
Firefighter Operations.....	100
Graphic Design.....	101
Hospitality and Tourism/Golf Management.....	104
Hospitality and Tourism/Hotel Management.....	105
Hospitality and Tourism/Restaurant Management.....	106
Hospitality and Tourism/Spa & Wellness Center Mgt.....	107
Hospitality and Tourism/Tourism Development and Mgt.....	108
Infant/Toddler Development.....	109
Interior Design: Professional Level.....	110
Journalism.....	110
Justice Studies.....	80
Management.....	86
Marketing.....	86
Microsoft Applications Development.....	113
Microsoft Desktop Support Technology.....	111
Microsoft Product Specialist.....	111
Microsoft Systems Administration.....	111
Microsoft Systems Engineer.....	111
Music Business.....	118
Network Administration.....	89
Nurse Assisting.....	120
Office Automation Systems.....	122
Office Fundamentals.....	121
Personal Computer Applications.....	87
Police Academy Preparation, Level I.....	80
Practical Nursing.....	120
Programming and System Analysis.....	90
Recreation Management.....	122
Retail Management and Marketing.....	86
Screenwriting.....	115
Software Development.....	88
Small Business Management.....	86
Strength and Conditioning Personal Trainer.....	101
Tribal Development.....	126
Web Design.....	91
Web Development.....	91
Word Processing.....	121
Yoga Instruction.....	126

Associate in Applied Science Degrees

Administration of Justice Studies.....	81
Advanced Professional Culinary Arts.....	94
Architectural Technology.....	82
Audio Production Technologies.....	117
Building Safety Technology.....	83
Business	
Tracks:Accounting, Management, Marketing,	
Retail Management and Marketing, or	
Small Business Management.....	85
Business (FASTRACK).....	83-84
Computer Information Systems.....	88
Culinary Arts.....	93
Culinary Fundamentals.....	95
Dance Technology.....	96
Early Childhood Development.....	97
Emergency Medical Technology (Paramedic),Advanced.....	98
Equine Science.....	99
Fire Science Technology.....	100
Forensic Science: Crime Lab.....	81
Graphic Design.....	102
Hospitality and Tourism/Golf Management.....	105
Hospitality and Tourism/Hotel Management.....	105
Hospitality and Tourism/Restaurant Management.....	106
Hospitality and Tourism/Spa & Wellness Center Mgt.....	107
Hospitality and Tourism/Tourism Development and Mgt.....	108
Interior Design.....	109
Microsoft Networking Technology.....	112
Microsoft Applications Development.....	113
Motion Picture/Television Production.....	114
Music Business.....	118
Network Administration.....	89
Nursing.....	120
Office Automation Systems.....	122
Programming and System Analysis.....	90
Recreation Management.....	123
Retail Management (Districtwide Program).....	124
Strength, Nutrition and Personal Training.....	101
Tribal Development.....	126
Web Design.....	91
Web Development.....	92

Academic Certificates

Language and Literary Culture.....	110
------------------------------------	-----

Information on Programs of Study

American Indian Arts Institute (AIAI).....	82
Computer Science.....	92
Engineering Science.....	99
Health Care Integrated Educational System (HCIES).....	102
Health, Physical Education, Recreation and Dance.....	104
Post-Baccalaureate Teacher Certification Immersion Program.....	125
Pre-Professional Programs.....	206
Theatre Arts.....	125

INSTRUCTIONAL DIVISIONS

Applied Sciences

CHAIR: Myron Brower/480.423.6229

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

Business and Computer Information Systems

CHAIR: Pat Serrano/480.423.6264

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

Counseling

CHAIR: Miguel Lucas/480.423.6464

- CPD - Counseling and Personal Development

Fine Arts

CHAIR: Beth Ells/480.423.6336

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

Health, Physical Education, Recreation and Dance

CHAIR: Amy Goff/480.423.6685

- DAH - Dance Humanities
- DAN - Dance
- HES - Health Science
- PED - Physical Education
- REC - Recreation
- RES - Respiratory Care
- WED - Wellness Education

Health Sciences

CHAIR: Nellie Nelson/480.423.6232

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

Hospitality, Tourism, and Culinary Arts

CHAIR: Larry Williams/480.423.6266

- CUL - Culinary Arts
- HRM - Hospitality & Tourism Management

Language and Communication

CHAIR: Pat Medeiros/480.423.6464

- CRE - Critical Reading
- ENG - English
- ENH - English Humanities
- ESL - English as a Second Language
- JRN - Journalism
- MCO - Mass Communication
- RDG - Reading
- WST - Women's Studies
- World Languages:
- ARB - Arabic
- CHI - Chinese
- FRE - French
- GER - German
- ITA - Italian
- JPN - Japanese
- PIM - Pima
- SLG - Sign Language
- SPA - Spanish
- TRS - Translation/Interpretation

Library Science

CHAIR: Patricia Lokey/480.423.6653

- IFS - Information Studies
- LBS - Library Skills

Mathematics and Sciences

CHAIR: Doug Sawyer/480.423.6196

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

Social and Behavioral Sciences

CHAIR: Dilip Kumar/480.423.6209

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

The Maricopa Community Colleges

Chandler-Gilbert Community College.....	(480) 732-7000 2626 East Pecos Road Chandler, AZ 85225-2499 www.cgc.maricopa.edu
Estrella Mountain Community College.....	(623) 935-8000 3000 North Dysart Road Avondale, AZ 85323-1000 www.emc.maricopa.edu
GateWay Community College.....	(602) 286-8000 108 North 40th Street Phoenix, AZ 85034-1795 www.gatewaycc.edu
Glendale Community College.....	(623) 845-3000 6000 West Olive Avenue Glendale, AZ 85302-3090 www.gc.maricopa.edu
Maricopa Skill Center	(602) 238-4300 1245 East Buckeye Road Phoenix, AZ 85034-4101 http://skillcenter.gatewaycc.edu
Mesa Community College.....	(480) 461-7000 1833 West Southern Avenue Mesa, AZ 85202-4866 www.mc.maricopa.edu
Paradise Valley Community College.....	(602) 787-6500 18401 North 32nd Street Phoenix, AZ 85032-1200 www.pvc.maricopa.edu
Phoenix College	(602) 285-7500 1202 West Thomas Road Phoenix, AZ 85013-4234 www.pc.maricopa.edu
Rio Salado College.....	(480) 517-8000 2323 West 14th Street Tempe, AZ 85281-6941 www.rio.maricopa.edu
Scottsdale Community College	(480) 423-6000 9000 East Chaparral Road Scottsdale, AZ 85256-2626 www.scottsdalecc.edu
South Mountain Community College.....	(602) 243-8000 7050 South 24th Street Phoenix, AZ 85042 www.southmountaincc.edu
SouthWest Skill Center	(623) 935-8000 3000 North Dysart Road Avondale, AZ 85323 www.emc.maricopa.edu/swsc
Maricopa Community Colleges	(480) 731-8000 District Office 2411 West 14th Street Tempe, AZ 85281-6942 www.maricopa.edu
24-hour Information Line.....	(480) 731-8333

Websites

Admissions Information.....	www.scottsdalecc.edu/admissions
American Indian Program	www.scottsdalecc.edu/aip
Bookstore.....	www.scottsdale.bkstr.com
Campus Map.....	www.scottsdalecc.edu/scmap
Catalog	www.scottsdalecc.edu/catalog
Class Schedules	http://scinfo.scottsdalecc.edu/sis/schedule
Cooperative Education Program	www.scottsdalecc.edu/co-op
Financial Aid Information.....	www.finaid.org
General Information.....	www.scottsdalecc.edu
Instructional Departments.....	www.scottsdalecc.edu/departments
International Education Programs.....	www.scottsdalecc.edu/ied
Library	www.scottsdalecc.edu/library
MCCCD Curriculum Information.....	www.maricopa.edu/academic/curric
Student Life & Leadership.....	www.scottsdalecc.edu/slf
Student Services.....	www.scottsdalecc.edu/students/services.asp
University Articulation.....	www.maricopa.edu/academic/artic
Workforce Development.....	www.scottsdalecc.edu/workforce

SCC Phone Numbers

All Phone Numbers Use Area Code 480.

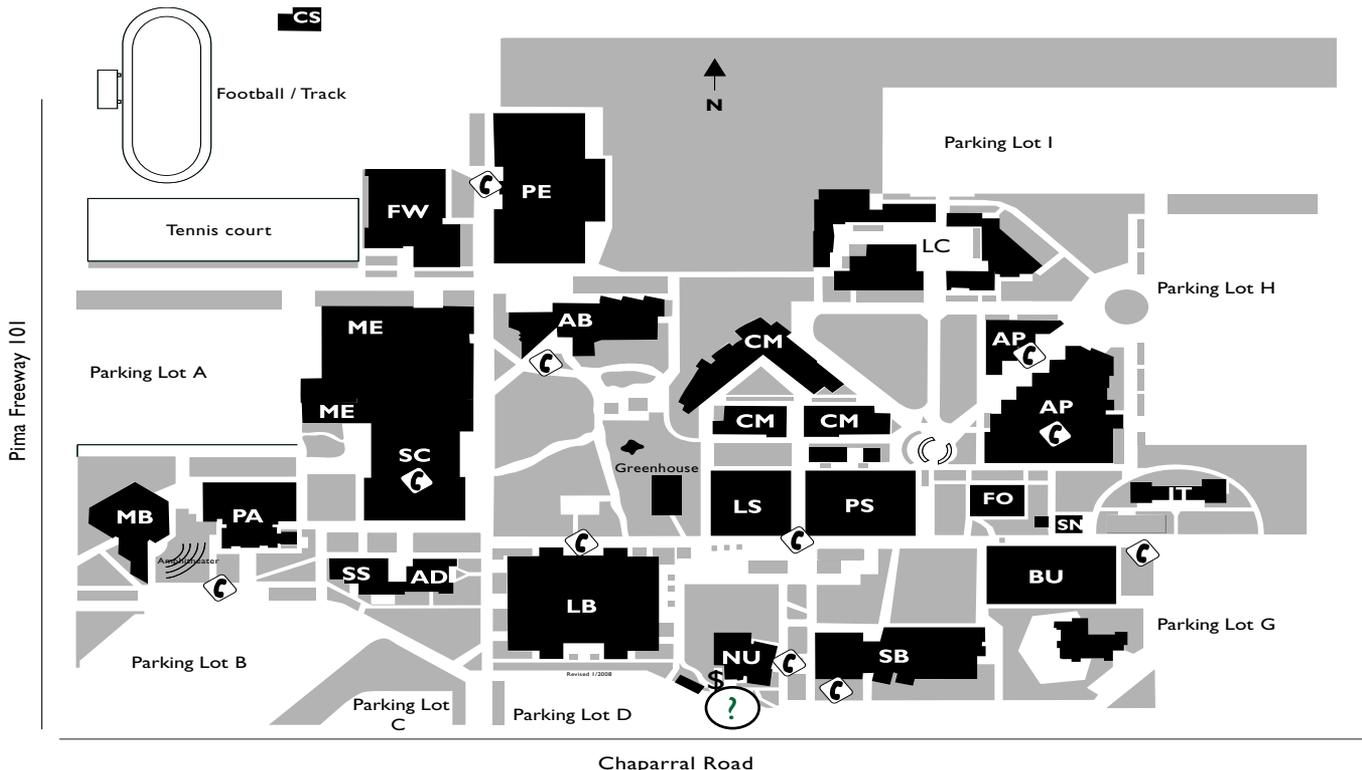
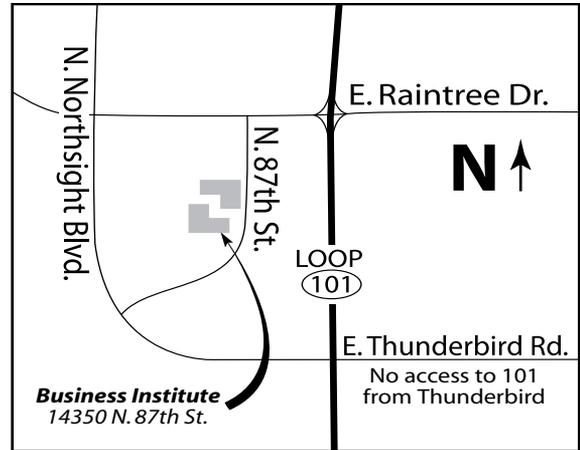
Activities Office.....	423-6538
Admissions Information.....	423-6100
Advisement Center	423-6539
Alumni/Development.....	423-6304
American Indian Program	423-6531
Assessment/Testing.....	423-6433
Bookstore	423-6554
Bursar/Cashier's Office.....	423-6148
Campus News.....	423-6417
Career & Cooperative Education Services	423-6523
Computer Lab	423-6261
Continuing Education/Noncredit	423-6313
Counseling.....	423-6524
Culinary Arts Menu	423-6155
Culinary Arts Reservations.....	423-6284
Disability Resources and Services	423-6517
Faculty Resource Center.....	423-6709
Financial Aid Office.....	423-6549
First Aid (College Safety).....	423-6175
Fitness Center	423-6604
Help Desk	423-6274
Honors Program	423-6721
Information Center	423-6000
International Education Programs	423-6590
Lost and Found (College Safety).....	423-6175
Math/Science Center (Tutoring Assistance).....	423-6145
Media Center	423-6652
Online Classes (ACC, BPC, CIS, MST and OAS classes only) ...	423-6588
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
Student Success Services.....	423-6562
Switchboard.....	423-6000
Transcript Request Information Line.....	423-6151
Veterans' Services.....	423-6515
Writing Center (Tutoring Assistance).....	423-6416

SCC CAMPUS MAPS

- Buildings**
- ? Information Center**
 - AB Art Building**
 - AD Administration**
 - AP Applied Sciences**
 - AVID Lab
 - Culinary Arts Dining Rooms
 - Film and Television Studios
 - BU Business**
 - Computer Lab - BU 133
 - CM Computer Technology and Mathematics**
 - Math/Science Center - CM 441
 - FO Faculty Office Building**
 - NAU Partnership Offices
 - FW Fitness and Wellness Center**
 - IT Instructional Technology**
 - LB Library**
 - College Safety
 - Continuing Education
 - Development Office
 - Honors Program - LB 105F
 - Institutional Research
 - Mail Room
 - Media Center
 - Public Relations/Marketing
 - Senior Adult Program
 - Testing Center - LB 165
 - LC Language/Communications**
 - Writing Center - LC 379
 - LS Life Science**
 - MB Music Building**
 - Recital Hall - MB 115
 - ME Mechanical Plant**
- NU Nursing**
 - SCC Information Center
 - P Portables**
 - CNUW Office
 - PA Performing Arts**
 - PE Physical Education**
 - North Gym
 - South Gym
 - Weight Rooms
 - PS Physical Science**
 - SB Social/Behavioral Sciences**
 - Independent Study Lab - SB 158
 - SC Student Center**
 - Advisement Center - SC 118
 - American Indian Program
 - Azurite Meeting Room - SC 172
 - Bookstore
 - Cafeteria
 - Career & Cooperative Education Services
 - Copper Meeting Room - SC 171
 - Counseling Services
 - Disability Resources and Services
 - Financial Aid Office - SC 152
 - Food Services
 - International Education
 - Peridot Meeting Room - SC 209
 - Student Life and Leadership
 - Student Success Office
 - Turquoise Meeting Room - SC 164
 - SN Snack Bar**
 - SS Student Services**
 - Admissions and Records Office
 - Bursar/Cashier's Office
 - Dean of Students' Office
 - Veterans Services (A&R Office SS-136)

SCC's Business Institute

SCC provides education and training for the business community at its new Business Institute, located at 14350 N. 87th Street (one block south of Raintree Drive and 87th Street). The Institute houses SCC's Workforce Development Program, which offers customized, noncredit classes. Credit classes for the Business Fastrack Program are available at this new location.



MARICOPA COMMUNITY COLLEGE DISTRICT

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

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

General Statement (AR 2.4.1)

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

Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation and termination of employees.

Póliza De No Discriminación

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

sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

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

Equal Opportunity Statement (AR 2.4.3)

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Declaración De Igualdad De Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

Affirmative Action Statements

I. Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5(a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

II. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans and Vietnam Era Veterans

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

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

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

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

Declaración de Acción Afirmativa

I. Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios

de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

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

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

Maricopa Community Colleges

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.

Vision

A Community of Colleges...Colleges for the Community

... working collectively and responsibly to meet the lifelong learning needs of our diverse students and community.

Mission

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

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

Values

The Maricopa Community Colleges are committed to:

Community

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

Excellence

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

Honesty and Integrity

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

Inclusiveness

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

Innovation

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

Learning

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

Responsibility

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

Stewardship

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

General Regulation (AR 2.1)

A. Compliance with Policies, Rules and Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

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

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

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

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

B. Outcomes Assessment

The mission of the Maricopa Community Colleges is “to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve.” In order to evaluate how successfully Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

ADMISSION/REGISTRATION/ENROLLMENT

Admission Policy (AR 2.2.1)

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

Admission Classifications

A. Admission of Regular Students

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

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

B. Admission of Students Under 18 Years of Age

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:
 - a. a composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT)
 - b. a composite score of 930 or more on the Scholastic Aptitude Test (SAT)
 - c. a composite score of twenty-two or more on the American College Test (ACT)
 - d. a passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS)
 - e. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
 - f. Is a graduate of a private or public high school or has a high school certificate of equivalency.
2. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
3. Home schooled students are exempt from this subsection.
4. 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.

5. **The colleges reserve the right to enroll students in courses.** The final decision for admission to any class for students admitted under section B will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

C. Vocational Courses

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

D. Western Undergraduate Exchange Program

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

E. Admission of F-I 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-I nonimmigrant status must provide proof of secondary school with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-I 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

Admission/Registration/Enrollment

office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

1. Admission to Academic Programs

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

Questions about the TOEFL should be directed to the Educational Testing Services at the following address: TOEFL Services, P.O. Box 6151, Princeton, NJ 08543-6151.

2. Admission to the Intensive English Program

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

- 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) or 23 (on the internet-based TOEFL, known as the iBT);
- An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- 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.

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

3. Financial Support

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

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

Tuition and fees:	\$ 6,800 ¹
Living Expenses:	8,700 ²
Books:	800 ³
Health Insurance:	1,000 ⁴
Total	\$17,300 ⁵

4. Dependent Financial Guarantee

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

5. Health Insurance

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

Footnotes:

¹ Based on 2007-2008 tuition and fee schedule.

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

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

⁴ Based on 2007-2008 insurance premium for the mandatory Maricopa Community Colleges' International Student Health Plan.

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

Admission Information (AR 2.2.2)

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

A. Student Status

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

B. Student Identification Number

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

C. Declaration of Previous College Attendance

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

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

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

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

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

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802.01, 15-1803, et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

Implementation

1. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
2. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records, or other designee, at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
3. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

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, or any military reserve unit of any branch of the Armed Forces of the United States.

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

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

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

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

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

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

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

Criteria for Determining Residency

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 the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
 1. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
 2. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.

Admission/Registration/Enrollment

3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
 4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
 - C. The domicile of an unemancipated person is that of such person's parent.
 - D. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, 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 twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one (1) year before enrollment to qualify for in-state student classification does not apply.
 - 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
 - g. Other materials of whatever kind or source relevant to domicile or residency status
 3. Filed an Arizona income tax return with the Arizona Department of Revenue during the previous tax year.
 - H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ### Alien In-State Student Status
- A. An alien 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.
 - B. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01.
 - C. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
- ### Visa Type - Description
- | | |
|-----------|--|
| A | - Foreign Government Official or Adopted Child of a Permanent Resident |
| E | - Treaty Trader |
| G | - Principal Resident Representative of Recognized Foreign Member Government to International Staff |
| K | - Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen |
| L | - Intracompany Transferee, or Spouse or Child |
| N6 | - NATO-6 |
| V | - Spouses and Dependent Children of Lawful Permanent Residents |

Admission/Registration/Enrollment

- D. Students who hold visas as listed in section C above, or who were issued a visa of a type other than those listed in section C above and have submitted an I-485 to Citizenship and Immigration Services (CIS) may establish residency if other domicile requirements have been met. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event an alien student's parent is domiciled in this state and whose parent is allowed to claim him or her as an exemption for state or federal tax purposes (B.1), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph C above.

Presumptions Relating to Student Status

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

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

Proof of Residency

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

A. In-State Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying residency; **and**
2. Any of the following may be used in determining a student's domicile in Arizona:
 - a. Arizona income tax return
 - b. Arizona voter registration
 - c. Arizona Motor Vehicle registration
 - d. Arizona driver's license
 - e. Employment history in Arizona
 - f. Place of graduation from high school
 - g. Source of financial support
 - h. Dependency as indicated on federal income tax return
 - i. Ownership of real property
 - j. Notarized statement of landlord and/or employer
 - k. Transfer of major banking services to Arizona
 - l. Change of permanent address on all pertinent records
 - m. Other relevant information

B. County Residency

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

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

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

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

Other Admission Information (AR 2.2.3)

A. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (2) years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal, Appendix S-7, page 35.)

B. Ability to Benefit – Classifications

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

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

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

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

C. Transcripts

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

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

D. Educational Assessment

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

Credit for Prior Learning (AR 2.2.4)

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

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

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some Maricopa Community Colleges for 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.

A. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as noncollegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

I. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE *Guide to the Evaluation of Educational Experiences in the Armed Services*. A student may receive college credit if:

- a. Training parallels a discipline area offered through the Maricopa Community Colleges; **and**
- b. Credit meets a program requirement or is used as elective credit.

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

2. College Credit Recommendation Service (CREDIT)

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

- a. Training parallels a discipline area offered through the Maricopa Community Colleges; **and**
- b. Credit meets a program requirement or is used as elective credit.

3. Departmental Credit by Evaluation

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

Students may not request:

- a. The evaluation of a course a second time;
- b. The evaluation of a course while currently enrolled in the course;
- c. To establish credit in a previously completed course; or
- d. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCDC colleges for their unique programs of study.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

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

B. College-Level Equivalency Examinations

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

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

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

1. Advanced Placement Examinations

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

English AP Recommendation:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	4 or 5	6 credit hrs./ENG101, ENG100AA, AC, AD eligible for Honors ENG102
English-Literature and Composition	4 or 5	6 credit hrs./ENG101, ENH110 eligible for Honors ENG102

Math AP Recommendation:

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

2. College Level Examination Program

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

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

English Composition

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

Continued on page 20...

Admission/Registration/Enrollment

College Level Examination Program (CLEP)

Examination	MCCCD			
	General	Score	Sem. Hrs.	Equivalency
English Composition		50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit *
Social Sciences & History		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	5	Elective Credit
Subject				
Accounting, Principles of		ACE Score	6	ACC Elective Credit
American Government		ACE Score	3	POS110
American Literature		ACE Score	6	ENH241, 242
Analyzing & Interpreting Literature		ACE Score	3	Elective Credit
Biology		ACE Score	8	BIO Elective Credit*
Calculus (Calculus with Elem Functions)		ACE Score	4	MAT221
Chemistry		ACE Score	9	CHM Elective Credit*
College Algebra (1993) (replaces College Algebra [1979])		ACE Score	3	MAT152
College Algebra - Trigonometry		ACE Score	3	MAT152
English Literature		ACE Score	3	Elective Credit
French Language		50-54	4	FRE101
French Language		55-61	8	FRE101, 102
French Language		62-65	12	FRE101, 102, 201
French Language		66-80	16	FRE101, 102, 201, 202
Freshman College Composition		ACE Score	3	With Essay ENG101
German Language		39-45	4	GER101
German Language		46-50	8	GER101, 102
German Language		51-59	12	GER101, 102, 201
German Language		60-80	16	GER101, 102, 201, 202
Human Growth & Development		ACE Score	0	No Credit
Information Systems & Computer Applications		ACE Score	3	CIS Elective Credit
Intro to Educational Psychology		ACE Score	3	EDU Elective Credit
Introductory Business Law		ACE Score	3	GBS Elective Credit
Introductory Psychology		50	3	PSY101
Introductory Sociology		ACE Score	3	SOC101
Mathematics, College		ACE Score	3	MAT142
Macroeconomics, Principles of (replaces Introductory Macroeconomics)		ACE Score	3	ECN211
Management, Principles of		ACE Score	3	MGT Elective Credit
Marketing, Principles of		ACE Score	3	MKT271
Microeconomics, Principles of (replaces Introductory Microeconomics)		ACE Score	3	ECN212
Spanish Language		50-54	4	SPA101
Spanish Language		55-65	8	SPA101, 102
Spanish Language		66-67	12	SPA101, 102, 201
Spanish Language		68-80	16	SPA101, 102, 201, 202
Trigonometry		ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877		ACE Score	6	HIS103
U.S. History II – 1865 to Present		ACE Score	3	HIS104
Western Civilization – Ancient Near East to 1648		ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present		ACE Score	3	HIS102

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

Admission/Registration/Enrollment

Advanced Placement Credit

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art – Studio – Drawing	5	ART111, 112	6
	4	ART111	3
Art – Studio – General	5	ART111, 112	6
	4	ART112	3
Biology	5 or 4	BIO181, 182	8
	3	BIO100 or Equivalent	4
Chemistry	5 or 4	CHM151/151LL and CHM152/152LL or CHM154/154LL	8 or 9
	3	CHM151, 151LL	4
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics – Introductory Macroeconomics	5 or 4	ECN211	3
Economics – Introductory Microeconomics	5 or 4	ECN212	3
English – Language & Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English – Literature & Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
French – Language	5, 4, or 3	FRE101, 102, 201, 202	16
French – Literature	5, 4, or 3	FRE101, 102, 201, 202	16
German – Language	5, 4, or 3	GER101, 102, 201, 202	16
German – Literature	5, 4, or 3	GER101, 102, 201, 202	16
History – American	5 or 4	HIS103, HIS104	6
History – European	5 or 4	HIS101, HIS102	6
	3		3
Latin – Language	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Mathematics – Calculus AB	5, 4, or 3	MAT220 or MAT221	4 or 5
Mathematics – Calculus BC	5 or 4	MAT220 or MAT221 and MAT230 or MAT231 upon completion of MAT241	8 to 10
	3	MAT220 or MAT221	4 or 5
Music	5 or 4	MTC105	3
Physics B	5	PHY111, PHY112	8
Physics C – Electricity & Magnetism	5	PHY116, with calculus and laboratory course work, or	5
		PHY112 with laboratory course work	4
Physics C – Mechanics	5	PHY115 with calculus and laboratory course work, or	5
		PHY111 with laboratory course work	4
Political Science – American Government	5 or 4	POS110	3
Political Science – Comparative Government and Politics	5 or 4	POS140	3
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101, 102, 201, 202	16
Spanish – Literature	5, 4, or 3	SPA101, 102, 201, 202	16
Statistics	5, 4 or 3	MAT206	3

Admission/Registration/Enrollment

Foreign Languages

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

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

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

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

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

The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENGI02 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

4. American College Testing Proficiency Examination Program

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

5. Departmental Credit by Examination

Students may apply for departmental credit by examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; or
- To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCDC colleges for their unique programs of study.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination.

Only grades of **A, B, C, D** or **P** earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.

When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average.

6. International Baccalaureate Diploma/Certificate

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

International Baccalaureate Diploma/Certificate Credit

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

Admission/Registration/Enrollment

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

National/Regional Credential Recognition

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

Credit by Examination and Credit by Skills Demonstration Assessment

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

Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; or
- To establish credit for a lower level of a course in which credit has been received.

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

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

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

D. Transfer Credit

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

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

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

E. Servicemen's Opportunity College

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

F. Transfer Articulation Guidelines (Appendix S-2)

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

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

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

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

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

3. Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges offer three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABus), and Associate in Science (AS). Each degree articulates with specific majors offered by Arizona's public universities. In addition, the degrees are recognized and transfer based on articulation agreements with several other baccalaureate degree-granting institutions. The three transfer Associate degrees transfer as a "block" and include groups or blocks of courses, e.g. the Arizona General Education Curriculum (AGEC), and the Common Lower-Division Courses. Completed blocks are treated as whole; the components are not examined separately to determine transferability. All credits are accepted and applied toward the designated/appropriate baccalaureate degree.

The Maricopa Community Colleges also offer Associate in Transfer Partnership (ATP) Degrees for specific majors at

identified public universities. These degrees may not be available at all of the Maricopa Community Colleges. Maricopa's Associate degrees are accessible on the web at:

www.maricopa.edu/academic/ccta/curric/cphb/hb_academic.php
Select Matrix of MCCCD Courses

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

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

5. Transfer Options for Maricopa Community Colleges' Associate in Applied Science Degrees

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

6. Course Acceptability and Applicability

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

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

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

7. University Transfer Guides

Each of Arizona’s public universities have developed University Transfer Guides to show how Maricopa Community College courses apply to specific baccalaureate degree requirements. The transfer guides are useful both for students pursuing Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona’s public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following websites:

Arizona State University Main or East:

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

Arizona State University West:

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

Northern Arizona University:

<http://www4.nau.edu/aio/articulation/tginfo.htm>

The University of Arizona:

<http://transferguides.arizona.edu>

8. Arizona Course Applicability System (AZCAS) Transfer Planning Guides

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

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

Student Course Placement Process (AR 2.2.7)

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

A. Testing for Course Placement

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

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

B. Course Placement

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

C. Implementation of Policy

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

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

D. Evaluation

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

Academic Advising (AR 2.2.6)

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

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources, and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

- gain an understanding of their academic abilities and interests.
- be reinforced in their successes.
- be provided information regarding the nature and purpose of higher education.
- be referred to counselors and other resources to explore their interests, skills, abilities and values.
- define and refine educational goals and objectives and understand the consequences of alternative courses of action.
- consider alternative careers through counselors, workshops, seminars and other resources.
- make course, certificate, and/or degree selections.
- understand and utilize placement test results.
- be encouraged to be active participants in their educational planning and college life.
- be informed of support services that are available and how to make an appointment, if appropriate.
- be aware of transfer articulation arrangements.
- be informed about research results and general perceptions of student experiences at the institution.
- receive accurate printed materials on academic majors, minors, and other degree and program requirements.
- be encouraged to use the technology which supports the academic advising process.

Registration (AR 2.2.8)

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

Emissions Control Compliance (AR 2.4.6)

Pursuant to A.R.S. §15-1444 C, no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner’s expense.

Admission/Registration/Enrollment

Transcripts for Transfer (AR 2.3.10)

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

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

Tuition and Fees (AR 2.2.9)

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

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

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

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802.01, 15-1803, et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community Colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy, page 15, under the Residency section of this publication.)

A. Time of Payment

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

B. Tuition and Fees Schedule (Appendix S-4)

(Effective July 1, 2008, for Fall, Spring and Summer Sessions)

Current information can be found at www.maricopa.edu/gypolicy/adminregs/appendices/S-4.htm

The following is a tuition and fees schedule for 2008-2009 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: \$69.00 <i>plus</i> Fees: \$2.00.....	\$71.00
2. County Resident - Audit Rate - per credit hour	
Audit Fee Surcharge: \$25.00 <i>plus</i>	
General Tuition: \$69.00 <i>plus</i> Fees: \$2.00.....	\$96.00
3. Out-of-County Resident - (7+ credit hours system-wide); per credit hour	
Out-of-County Surcharge: TBD***	
(Applies only to counties with no community college.)	
<i>plus</i> General Tuition: \$69.00 <i>plus</i> Fees: \$2.00	TBD***
4. Out-of-State Resident* - (including F-I nonimmigrants - 7+ credit hours system-wide); per credit hour	
Out-of-State Surcharge: \$215.00 <i>plus</i>	
General Tuition: \$69.00 <i>plus</i> Fees: \$2.00	\$286.00
5. Unclassified Student: Out-of-State & Out-of-County* (less than 7 credit hours system-wide); per credit hour	
Unclassified Student Surcharge: \$25.00 <i>plus</i>	
General Tuition: \$69.00 <i>plus</i> Fees: \$2.00	\$96.00
6. Out-of-State students participating in Western Undergraduate Exchange Program* (any number of credit hours); per credit hour	
WUE Out-of-State Surcharge: \$35.50 <i>plus</i>	
General Tuition: \$69.00 <i>plus</i> Fees: \$2.00.....	\$106.50
7. Courses offered out of Arizona, including distance learning, to non-resident Out-of-State students**	
Total tuition per credit hour.....	\$159.00
8. Corporate Tuition Rate: Out-of-State* (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour	
Out-of-State Surcharge: \$76.00 <i>plus</i>	
General Tuition: \$69.00 <i>plus</i> Fees: \$2.00.....	\$147.00

Admission/Registration/Enrollment

9. Skill Center Hourly Tuition Rates: \$4.60

10. Credit by Examination and Credit by Evaluation:

per credit hour (excludes HCIES courses)

Regular Rate \$69.00

Contract Testing Rate \$34.50

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments: Apache, Greenlee and Santa Cruz. Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

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

** According to A.R.S. §15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an Arizona community college district distance learning course or a classroom based credit course.

***Rate for 2008-2009 not determined at time of printing. Rates set according to Arizona Revised Statute. Applies only to counties with no community college.

Special Fees

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

Check Returned from Bank \$15.00

Course Materials Fee actual cost

Distance Learning Fees actual cost

Electronic Health Record

Student Access Fee actual cost

Emergency Medical Technology (EMT)

actual cost, not to exceed \$400.00

Excessive Laboratory Breakage actual cost

Field Studies actual cost

Field Trips and Out-of-County/Country Tours actual cost

Fitness Center \$20.00

Graduation Fees:

Application/Recording/Issuance Fee (Degrees/
Certificates - 25 or more credits)

nonrefundable effective March 2006 -0-

Commencement Fee (One-time fee refundable
up to two weeks prior to graduation) \$25.00

HCIES Skills Demonstration Assessment Fee actual cost

HESI-PN (Health Education System):

Practical Nurse for Advanced Placement actual cost

Library Fines - List price of lost materials plus \$5.00

NET - Nursing Entrance Test actual cost

Nursing

NUR151 \$140.00

NUR171 \$140.00

NUR251 \$140.00

NUR271 \$100.00

Parking Fines*:

Displaying an altered or substituted permit \$50.00

Failure to register a vehicle/display parking permit \$30.00

Falsifying info on vehicle registration application \$50.00

Improper display of parking permit

(i.e., not affixed to window) \$15.00

Obstructing a properly parked/moving vehicle \$15.00

Parking in an unauthorized parking area \$25.00

Parking by a college employee/student in a visitor area \$15.00

Parking in a fire lane \$50.00

Parking on or blocking a pedestrian path \$15.00

Parking outside stall lines \$15.00

Parking beyond posted time limit \$15.00

Parking in an undesignated, restricted or
unauthorized off-pavement area \$25.00

Pulling through or backing into an angled
parking space \$15.00

Removing a barricade or failure to obey vehicle
control device \$25.00

Violating disabled parking stall or access \$50.00

***All parking fines are doubled if not paid within 15 working days. Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: http://www.maricopa.edu/gvpolicy/adminregs/students/2_10.htm**

PED Special Course Charge actual cost

Private Music Lessons:

Music Majors

First 1/2 hr. per wk/per semester \$0.00

Each additional 1/2 hr. per wk/per semester \$102.00

Non-music Majors

First 1/2 hr. per wk/per semester \$320.00

Each additional 1/2 hr. per wk/per semester \$320.00

Registration Processing Fee

(assessed on a per student, per semester, per college basis)

Refundable only if the student drops all credit classes

at a particular college during the 100% refund period \$15.00

Transcript Fee \$5.00

Scottsdale Community College Specific Fees

The College may assess individual course fees, other fees, assessments, fines, or require deposits as authorized by the MCCCDD Governing Board. For current fee information, students should consult the appropriate course schedule or contact the Bursar's Office.

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

**Non-Credit Courses/Seminars/Workshops/
Community Services**

Fees for these courses are determined by the length and type of each course and will cover total costs.

Admission/Registration/Enrollment

C. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

1. The college fiscal agent is responsible for:
 - a. verifying the student's districtwide debt,
 - b. notifying the student of the debt,
 - c. attempting to collect the debt, **AND**
 - d. notifying credit reporting organizations of the debt.
2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.
3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
 - a. collection agency, requiring payment of collection fees by the student;
 - b. the Tax Refund Setoff Programs as stated in A.R.S. §42-133;
 - c. litigation, requiring payment of court costs and legal fees by the student.

D. Discounted Fees and Waivers

1. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
2. **Employees, Dependents and Mandated Groups**
The Maricopa Community Colleges waive tuition and student activity fees for employees and their dependents, and for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.
3. **Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community**
Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa Indian Community who live on the Pima-Maricopa Reservation.

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

Refund Policy (AR 2.2.10)

A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. *Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than ten (10) calendar days in length or as specified by the college.* **Calendar days include weekdays and weekends.** Refer to individual colleges for withdrawal and refund processes.

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

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

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

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

Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

B. Refund Policy for Non-Credit Classes

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

C. Canceled Classes

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

D. Other Refunds

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

- A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.

Admission/Registration/Enrollment

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

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

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

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

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

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/>. Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

Types of Aid

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

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

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

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

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

I. Evaluation of Financial Aid Eligibility

- A. Standards of Satisfactory Academic Progress (SAP) are applied at least once per year, beginning on or about June 1 to determine the eligibility for the following academic year.
- B. The **evaluation period** will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2008-2009 academic year, academic progress will be evaluated on Spring 2008, Fall 2007, and Summer 2007).
- C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
- D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in sections V and VI.

II. Eligibility

- A. Students must meet the following criteria:
 1. Students who have attempted at least six (6) credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, **or**
 2. Students who have **not** attempted at least six (6) credit hours in the last evaluation period must complete with passing grades 2/3 of **all** credits attempted.**and**

Admission/Registration/Enrollment

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

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

*For which grade points are computed.

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

III. Maximum Time Frame Eligibility

- A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.
- B. All evaluated transfer credits will be included when determining Maximum Time Frame Eligibility.
- C. A student with a Bachelor's degree or higher will be considered to have exhausted Maximum Time Frame Eligibility. An exception to this rule occurs if the student is enrolled in a state-approved teacher certification program.
- D. A student may appeal as outlined in section V.
- E. Reinstatement procedures as outlined in section VI are not applicable to Maximum Time Frame Eligibility.

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

- A. Financial aid may be used to cover the cost of repeated courses.
- B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- C. Courses funded through a consortium agreement are included in determining academic progress.
- D. All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)
- E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process

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

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

- B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
- C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
- D. The condition or situation must be resolved which will allow the student the ability to complete coursework successfully or an appeal will not be granted.
- E. The outcome of an appeal may include approval, a probationary period, or denial.
- F. A student will be notified in writing of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

VI. Reinstatement of Financial Aid Eligibility

- A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six (6) credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
- B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
- C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
- D. It is the student's responsibility to notify the Office of Student Financial Aid when this condition has been met.

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

Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive financial aid in the future at any school. For a student receiving financial aid, also see Appendix S-7 for withdrawal procedures, page 35.

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.

Admission/Registration/Enrollment

Veterans Services (AR 2.9)

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

Veteran's benefits available:

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

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

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

Academic Progress Policy for Students Receiving Veteran's Educational Benefits

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

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

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



SCHOLASTIC STANDARDS

Academic Load (AR 2.3.1)

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

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

Courses vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are **typically** sixteen (16) weeks in length. Summer sessions are typically five (5) or eight (8) weeks in length.

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

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

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

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see Appendix S-7 for Withdrawal Procedures, page 35).

Attendance (AR 2.3.2)

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

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

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

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures, page 35.

A. Official Absences

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

Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

B. Religious Holidays

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

Continued next page...

Grading (AR 2.3.3)

A. Policy

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

Grade Key

- A** - Excellent..... 4 grade points per credit hour
 - B** - Above Average 3 grade points per credit hour
 - C** - Average 2 grade points per credit hour
 - D** - Passing 1 grade point per credit hour
 - F** - Failure..... 0 grade point per credit hour
 - I** - Incomplete Not computed in grade point average
 - IP** - Course in Progress.. Not computed in grade point average
 - N** - Audit Not computed in grade point average
 - P*** - Credit Not computed in grade point average
 - W** - Withdrawn, passing... Not computed in grade point average
 - Y** - Withdrawn, failing 0 grade point per credit hour
 - Z** - No Credit..... Not computed in grade point average
- *A **P** is judged to be equivalent to a grade of **C** or higher.

B. Incomplete Grade

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

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

C. Repeating a Course/Improving a Grade

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

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

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

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 33.)

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

In courses with standard grading (**A, B, C, D, F**), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

E. Audit Courses

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

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 33.)

Scholastic Standards

IMPORTANT DEADLINES FOR STUDENTS

Deadlines are based on calendar days and begin with the first day of class.
Deadlines that fall on a weekend or holiday advance to the next college work day.

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

Academic Probation (Progress) (AR 2.3.4)

A. Probation

A student will be placed on academic probation under the following conditions:

1. If, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

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

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

2. If, in transferring from any accredited institution of higher education, the student's cumulative grade point average from other colleges and universities does not meet the requirements listed above.

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

B. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours.

Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

C. Admission of Suspended Students

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

Instructional Grievance Process (AR 2.3.5 & Appendix F)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments has the right to appeal according to the approved procedures. The appeal process for grades expires one (1) year from the date the grade was issued.

Steps for students to take:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made 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 vice president of academic affairs or designee a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Non-Instructional (Outside the Classroom) Complaint Resolution Process

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

Steps for students to take:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing

Scholastic Standards

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

Withdrawal (AR 2.3.6)

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

The official date of withdrawal is the date the withdrawal is received in the Office of Admissions and Records.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy, page 27.

Student Withdrawal Procedures (Appendix S-7)

A. Withdrawal from Specific Courses

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

1. Through the 7th week*, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. A grade of **W** (withdrawn, passing—not computed in the grade point average) will be assigned.
2. After the 7th week*, a student may initiate a withdrawal request. After consultation with the student, the faculty member will sign the form and assign a grade of **W** or **Y**. A grade of **W** (withdrawn, passing - not computed

in the grade point average) or **Y** (withdrawn, failing - computed in the grade point average as a failing grade) will be assigned. The form is then to be returned to the Office of Admissions and Records.

3. A student must withdraw by the last day* a student-initiated withdrawal is accepted according to the academic calendar. See the academic calendar for specific dates.

B. Complete Withdrawal from College

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—not computed in the grade point average) or **Y** (withdrawn, failing—computed in the GPA as a failing grade).

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 33.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

C. Withdrawal of Financial Aid Students

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

Faculty Withdrawal Procedures (Appendix S-7)

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of **W** will be assigned through the 7th week*. After the 7th week*, a grade of **W** or **Y** will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 33.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

Scholastic Standards

Academic Renewal (AR 2.3.7)

Students who are returning after a separation of five (5) years or more from the Maricopa Community College District may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Records at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

- A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average (GPA) of 2.5 or higher within Maricopa Colleges after reenrollment.
- B. Upon approval, all courses taken prior to reenrollment with a grade of **A, B, C, D, F,** and **Y** will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades **A, B** or **C** will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.

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

Honors Program (AR 2.3.8)

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

President's Honor List

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



MCCCD ARIZONA GENERAL EDUCATION CURRICULUM (AGEC)

AGEC-A, AGEC-B, AGEC-S

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

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

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

Purpose of the AGECS

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

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

Select **Student Information** followed by:

Degrees and Pathways

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

1. The **AGEC-A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC-A Mathematics requirement is less stringent than the AGEC-B and AGEC-S. AGEC-A and AGEC-B Natural Sciences requirements are less stringent than AGEC-S.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC-S articulates with the Associate in Science. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

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

- requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 GPA on a 4.0 grading scale or equivalent.

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

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

- follows the general education policy below:

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

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

Select **Student Information** followed by:
Course Applicability System (CAS)
Course Equivalency Guide (CEG)
Maricopa Community College District

- require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG. The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;
- include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;
- accept one of the courses that is cross-referenced with other courses;
- provide for exemption from Arizona university admission requirements for: Students who complete the AGEC-A, AGEC-B or AGEC-S with a minimum 2.0 GPA on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

AGEC Requirements

The 35-38 semester credits required for each of the three AGECS follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed at the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

Continued next page...

Arizona General Education Curriculum

A. CORE AREAS (35 credits required):

1. **First-Year Composition (FYC)**..... 6
2. **Literacy and Critical Inquiry [L]**..... 0-3

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

AGEC-S: Select a course that satisfies the L and SB (Social and Behavioral Sciences) **OR** L and HU (Humanities and Fine Arts) requirements simultaneously (0-3)

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

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

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

AGEC-A requires:

- a. Mathematics [MA] (3 credits) **AND**
(Requires a course in college mathematics [MAT142] or college algebra [MAT150, MAT151, MAT152] or precalculus [MAT187] or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.)
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC-B requires:

- a. Mathematics [MA] (3 credits) **AND**
(Requires a course in brief calculus [MAT212] or a higher level mathematics course [MAT216, MAT220, or MAT221] or any course for which these courses are prerequisites.)
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)
CIS105 Survey of Computer Information Systems

AGEC-S requires:

- a. Mathematics [MA] (4 credits) **AND**
(Requires a calculus course [MAT220 or MAT221] OR any mathematics course for which MAT220 or MAT221 are prerequisites; OR if pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.)

4. **Humanities and Fine Arts [HU]** 6

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

AGEC-S: Select a course that satisfies both L and SB; **OR** L and HU requirements simultaneously.

5. **Social and Behavioral Sciences [SB]** 6

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

AGEC-S: Select a course that satisfies both L and SB; **OR** L and HU requirements simultaneously.

6. **Natural Sciences [SQ/SG]**..... 8

To complete the Natural Sciences requirement:

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

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

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

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

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

B. AWARENESS AREAS:

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

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC)

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

Literacy and Critical Inquiry [L]

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

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

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

Mathematical Studies [MA/CS]

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

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

Arizona General Education Curriculum

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

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

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

Mathematics [MA] AGEC-A

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

Mathematics [MA] AGEC-B

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

Mathematics [MA] AGEC-S

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

Computer/Statistics/Quantitative Applications [CS]

AGEC-A and B [CS] requires: courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, and courses that involve the use of computer programming languages or software in the development of skills in analytical thinking. **AGEC-B specifies CIS105 as the course that meets the [CS] requirement.**

Humanities and Fine Arts [HU]

Courses must be completed with a grade of “C” or better in the Humanities and Fine Arts Core Area. Students are encouraged to choose coursework from more than one discipline.

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

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

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

Social and Behavioral Sciences [SB]

Courses must be completed with a grade of “C” or better in the Social and Behavioral Sciences Core Area. Students are encouraged to choose coursework from more than one discipline.

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

Natural Sciences [SQ/SG]

Courses must be completed with a grade of “C” or better in the Natural Sciences Core Area.

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

Natural Sciences - Quantitative [SQ] A and B

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

Natural Sciences - General [SG] A and B

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

Natural Sciences - S

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

SQ = Natural Science - Quantitative

SG = Natural Science - General

Subject Options (for AGEC-S)

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

AWARENESS AREAS

Students must satisfy two Awareness Areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same

Continued next page...

Arizona General Education Curriculum

time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

Global Awareness [G]

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines—for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.



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

The Arizona General Education Curriculum (AGEC) is a 35-38 semester credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. There are three types of MCCCD AGE Cs. They are the AGE C A, AGE C B, and the AGE C S. Designed to articulate with different academic majors, the requirements vary accordingly.

The following is a list of courses supporting the MCCCD AGE C A, AGE C B and/or AGE C S general education requirements. This list is also referred to as the MCCCD general education course matrix and includes the following: course prefix/number, credits, title, general education designations, and notes related to policies and/or courses. Due to the dynamic nature of curriculum, course information is subject to change.

This list contains single courses and course combinations. Course combinations are multiple courses that must be taken to meet the general education designation. For course combinations, the general education areas satisfied by the combined courses is listed at the end of the combination. For example, GLG 110 & GLG 111 combined satisfy Natural Sciences [SG] in the Core Area.

The MCCCD Center for Curriculum and Transfer Articulation (CCTA) maintains this information on an ongoing basis. Before registering for any of the courses listed below, students are advised to access the

most up-to-date information on general education designations at the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGE C A, AGE C B and/or AGE C S**

Click on the link

Courses that have been processed and have gained a general education designation will be listed on the MCCCD Matrix for users to access in the process of advising students for transfer and curricular purposes. Action taken on MCCCD processed curriculum and changes to General Education Designations may impact the courses listed on the Matrix.

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

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

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

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
AFR110	3	Introduction to African-American Studies.....	C, *SB	ARH203	3	Art of Ancient Egypt.....	H, HU
AFR202	3	Ethnic Relations in the United States	C, H, SB	ARH217	3	Mexican Art History.....	H, HU
AFR203	3	African-American History: The Slavery Experience	C, H, SB	ASB102	3	Intro to Cultural and Social Anthropology.....	G, SB
AFR204	3	African-American History: Reconstruction to the Present.....	C, H, SB	ASB202	3	Ethnic Relations in the United States.....	C, H, SB
AGB139	3	Agribusiness Computer Operations.....	CS	ASB211	3	Women in Other Cultures.....	G, HU, SB
AGS164	4	Plant Growth and Development.....	SQ	ASB214	3	Magic, Witchcraft and Healing.....	SB
AGS260	4	Origin and Composition of Soils.....	SQ	ASB220	3	Anthropology Goes to the Movies.....	HU
AIS101	3	Survey of American Indian Issues.....	C, H, SB	ASB222	3	Buried Cities and Lost Tribes: Old World.....	G, H, HU, SB
AIS105	3	Introduction to American Indian Studies.....	C, *SB	ASB223	3	Buried Cities and Lost Tribes: New World.....	G, H, HU, SB
AIS110	3	Navajo Government.....	C, H	ASB230	3	Principles of Archaeology.....	SB
AIS140	3	American Indian History.....	C, H, SB	ASB231	4	Intro to Archaeological Field Methods.....	SG
AIS141	3	Sovereign Indian Nations.....	C, H, SB	ASB234	3	Art and Archaeology of Ancient Egypt.....	H
AIS160	3	American Indian Law.....	C, H	ASB235	3	Southwest Archaeology.....	C, H, SB
AIS170	3	American Indian History of the Southwest.....	C, H, SB	ASB238	3	Archaeology of North America.....	H, SB
AIS213	3	American Indian Religions.....	C, HU, L	ASB245	3	Indians of the Southwest.....	C, H, SB
AJS101	3	Introduction to Criminal Justice.....	SB	ASM104	4	Bones, Stones and Human Evolution.....	*H, SB, SG
AJS119	3	Computer Applications in Justice Studies.....	CS	ASM265	4	Laboratory Methods in Archaeology.....	SG
AJS123	3	Ethics and Administration of Justice.....	HU	AST101	3	Survey of Astronomy AND	
AJS162	3	Domestic Violence.....	SB	AST102	1	Survey of Astronomy Laboratory.....	SG
AJS200	3	Current Issues in Criminal Justice.....	SB	AST111	3	Introduction to Astronomy I AND	
AJS225	3	Criminology.....	SB	AST113	1	Astronomy I Laboratory.....	SQ
AJS258	3	Victimology and Crisis Management.....	C, SB	AST112	3	Introduction to Astronomy II AND	
AJS270	3	Community Relations.....	C, SB	AST114	1	Astronomy II Laboratory.....	SQ
AMS150	4	Digital Systems and Microprocessors.....	CS	BIO100	4	Biology Concepts.....	SQ
ARB201	4	Intermediate Arabic I.....	G	BIO101	4	Gen Bio (Non-Majors) Selected Topics.....	SQ
ARB202	4	Intermediate Arabic II.....	G	BIO102	4	Gen Bio (Non-Majors) Additional Topics.....	SQ
ARH100	3	Introduction to Art.....	HU	BIO105	4	Environmental Biology.....	SQ
ARH101	3	Prehistoric Through Gothic Art.....	*G, H, HU	BIO107	4	Introduction to Biotechnology.....	G, SQ
ARH102	3	Renaissance Through Contemporary Art.....	*G, H, HU	BIO108	4	Plants and Society.....	G, SQ
ARH115	3	History of Photography.....	HU	BIO109	4	Natural History of the Southwest.....	SG
ARH118	3	Introduction to Chinese Art.....	G, HU	BIO145	4	Marine Biology.....	SG
ARH145	3	History of American Indian Art.....	C, HU	BIO156	4	Human Biology for Allied Health.....	SQ
ARH201	3	Art of Asia.....	G, H, HU	BIO160	4	Intro to Human Anatomy and Physiology.....	SG

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 Mathematical Studies
 SB Social and Behavioral Sciences
 SG & SQ Natural Sciences

*General Education designation in effect through Spring 2009.

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
BIO181	4	General Biology (Majors) I.....	SQ	CSCI80AB	4	Computing for Scientists, Eng. & Med/Health Spec.....	CS
BIO182	4	General Biology (Majors) II.....	SG	CSCI81	3	Applied Problem Solving with Visual Basic.....	CS
BIO201	4	Human Anatomy and Physiology I.....	SG	CSCI81AA	3	Applied Problem Solving with Visual Basic.....	CS
BIO205	4	Microbiology.....	SG	CSCI81AB	4	Applied Problem Solving with Visual Basic.....	CS
BIO294	3	Scientific Diving.....	CS, L	CSC205	3	Object Oriented Programming/Data Structures.....	CS
BPC110	3	Computer Usage and Applications.....	CS	CSC205AA	3	Object Oriented Programming/Data Structures.....	CS
BPC217AM	3	Adv. Microsoft Access: Database Management.....	CS	CSC205AB	4	Object Oriented Programming/Data Structures.....	CS
CCS101	3	Chicana and Chicano Studies.....	C	CSC205AC	4	Object Oriented Programming/Data Structures.....	CS
CFS157	3	Marriage and Family Life.....	SB	CSC205AD	4	Object Oriented Programming/Data Structures.....	CS
CFS159	3	The Modern Family.....	SB	CSC210AA	3	Data Structures and Algorithms (Java).....	CS
CFS176	3	Child Development.....	SB	CSC210AB	4	Data Structures and Algorithms (Java).....	CS
CFS205	3	Human Development.....	SB	CSC283	3	Bioinformatics and Scientific Computing.....	CS
CFS242	3	Curriculum Planning for Diversity.....	C	DAH100	3	Introduction to Dance.....	G, HU
CFS259	3	Sexuality Over the Life Span.....	SB	DAH201	3	World Dance Perspectives.....	G, HU
CHI201	5	Intermediate Chinese I.....	G	DFT105	3	Computer Aided Drafting I.....	CS
CHI202	5	Intermediate Chinese II.....	G	DFT253	3	Computer Aided Drafting IIA.....	CS
CHM107	3	Chemistry and Society.....	G	ECE102	2	Engineering Analysis Tools and Techniques AND	
CHM107	3	Chemistry and Society AND		ECE103	2	Engineering Problem Solving and Design.....	CS
CHM107LL	1	Chemistry and Society Lab.....	G, SQ	ECE102AA	2	Engineering Analysis Tools and Techniques AND	
CHM130	3	Fundamental Chemistry AND		ECE103AB	2	Engineering Problem Solving and Design.....	CS
CHM130LL	1	Fundamental Chemistry Lab.....	SQ	ECH176	3	Child Development.....	SB
CHM150	4	General Chemistry I AND		ECN160	3	Economic History of United States.....	H, SB
CHM151LL	1	General Chemistry I Lab.....	SQ	ECN211	3	Macroeconomic Principles.....	SB
CHM151	3	General Chemistry I AND		ECN212	3	Microeconomic Principles.....	SB
CHM151LL	1	General Chemistry I Lab.....	SQ	ECN213	3	The World Economy.....	G, SB
CHM152	3	General Chemistry II AND		ECN250	3	World Economic Systems.....	G, SB
CHM152LL	1	General Chemistry II Lab.....	SQ	EDU221	3	Introduction to Education.....	SB
CHM154	3	General Chemistry II with Qual AND		EDU222	3	Introduction to the Exceptional Learner.....	C, SB
CHM154LL	2	General Chemistry II with Qual Lab.....	SQ	EDU225	3	Foundations for Serving English Language Learners (ELL).....	C
CHM230	3	Fundamental Organic Chemistry AND		EDU230	3	Cultural Diversity in Education.....	C
CHM230LL	1	Fundamental Organic Chemistry Lab.....	SQ	EDU235	3	Mexican-American Child in Classroom.....	C
CIS105	3	Survey of Computer Information Systems.....	CS	EDU291	3	Children's Literature.....	HU
CIS158	3	COBOL Programming I.....	CS	EDU292	3	The Art of Storytelling.....	C, HU
CIS159	3	Visual Basic Programming I.....	CS	EDU294	3	Multicultural Folktales.....	C, HU
CIS162	3	C Programming I.....	*CS	ELE150	4	Digital Systems and Microprocessors.....	CS
CIS162AA	3	C: Level I.....	CS	ELT241	4	Microcontrollers.....	CS
CIS162AB	3	C++: Level I.....	CS	ELT282	4	Structured Assembly Language Programming.....	CS
CIS162AC	3	Visual C++: Level I.....	CS	EMT258	3	Victimology and Crisis Management.....	C, SB
CIS162AD	3	C#: Level I.....	CS	ENG101	3	First-Year Composition.....	FYC
CIS175JA	3	Java Programming for Non-C Programmers.....	CS	ENG102	3	First-Year Composition.....	FYC
CIS217AM	3	Adv. Microsoft Access: Database Management.....	CS	ENG107	3	First-Year Composition for ESL.....	FYC
CNS101	3	Construction and Culture.....	G, H, HU	ENG108	3	First-Year Composition for ESL.....	FYC
COM100	3	Intro to Human Communication.....	SB	ENG111	3	Technical Writing.....	L
COM100AA	1	Intro Human Communication, Part I AND		ENG200	3	Reading and Writing About Literature.....	HU, L
COM100AB	1	Intro Human Communication, Part II AND		ENG213	3	Introduction to the Study of Language.....	L
COM100AC	1	Intro Human Communication, Part III.....	SB	ENG215	3	Strategies of Academic Writing.....	L
COM110	3	Interpersonal Communication.....	SB	ENG216	3	Persuasive Writing on Public Issues.....	L
COM110AA	1	Interpersonal Communication, Part I AND		ENG217	3	Personal and Exploratory Writing.....	L
COM110AB	1	Interpersonal Communication, Part II AND		ENG218	3	Writing About Literature.....	L
COM110AC	1	Interpersonal Communication, Part III.....	SB	ENH110	3	Introduction to Literature.....	C, HU
COM207	3	Introduction to Communication Inquiry.....	L	ENH112	3	Chicano Literature.....	C, HU
COM222	3	Argumentation.....	L	ENH113	3	Writers and Current Issues.....	HU
COM225	3	Public Speaking.....	L	ENH114	3	African-American Literature.....	C, HU
COM230	3	Small Group Communication.....	L, SB	ENH201	3	World Literature Through Renaissance.....	G, H, HU
COM241	3	Introduction to Oral Interpretation.....	HU, L	ENH202	3	World Literature After Renaissance.....	G, H, HU
COM263	3	Elements of Intercultural Communication.....	C, G, SB	ENH204	3	Introduction to Contemporary Literature.....	HU
CPD160	3	Introduction to Multiculturalism.....	C	ENH205	3	Asian American Literature.....	C, HU
CRE101	3	Critical and Evaluative Reading I.....	L	ENH206	3	Nature and Environmental Literature.....	HU
CSC100	3	Intro to Computer Science for Non-Computer Majors.....	CS	ENH214	3	Poetry Study.....	HU
CSC100AA	3	Intro to Computer Science for Non-Computer Majors.....	CS	ENH221	3	Survey of English Literature Before 1800.....	HU
CSC100AB	4	Intro to Computer Science (C++).....	CS	ENH222	3	Survey of English Literature After 1800.....	H, HU
CSC110	3	Intro to Computer Science for Majors.....	CS	ENH230	3	Introduction to Shakespeare.....	HU
CSC110AA	3	Intro to Computer Science for Majors.....	CS	ENH231	3	Introduction to Shakespeare: The Early Plays.....	HU
CSC110AB	4	Intro to Computer Science (Java).....	CS	ENH232	3	Introduction to Shakespeare: The Late Plays.....	HU
CSC150	3	Programming in C/C++.....	CS	ENH235	3	Survey of Gothic Literature.....	HU
CSC150AA	4	Programming in C/C++.....	CS	ENH241	3	American Literature Before 1860.....	HU
CSC180	3	Computing for Scientists, Eng. & Med/Health Spec.....	CS	ENH242	3	American Literature After 1860.....	HU
CSC180AA	3	Computing for Scientists, Eng. & Med/Health Spec.....	CS	ENH250	3	Classical Backgrounds in Literature.....	HU

*General Education designation in effect through Summer II 2008.

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
HUM202	3	Humanities: Universal Themes.....	G, HU	MHL153	3	Rock Music and Culture.....	H, HU
HUM205	3	Introduction to Cinema.....	HU	MHL155	3	Survey of American Music.....	C, H, HU
HUM206	3	Introduction to Television Arts.....	HU	MTC180	3	Computer Literacy for Musicians.....	CS
HUM208	3	Arts and World Views of the Southwest.....	C, HU	PHI101	3	Introduction to Philosophy.....	HU
HUM209	3	Women and Films.....	C, H, HU	PHI102	3	Introduction to Philosophy.....	HU
HUM210	3	Contemporary Cinema.....	HU	PHI103	3	Introduction to Logic.....	HU, L
HUM211AA	3	Foreign Films: Classics.....	G, HU	PHI104	3	World Philosophy.....	G, HU
HUM211AB	3	Foreign Films: Japanese.....	G, HU	PHI105	3	Introduction to Ethics.....	HU
HUM211AC	3	Foreign Films: French.....	G, HU	PHI106	3	Critical Thinking and Problem Solving.....	HU, L
HUM213	3	Hispanic Film.....	G, HU	PHI109	3	Philosophy of the Arts.....	HU
HUM214	3	African-Americans in Film.....	C, HU	PHI201	3	History of Ancient Philosophy.....	H, HU
HUM250	3	Ideas and Values in the Humanities.....	H, HU, L	PHI212	3	Contemporary Moral Issues.....	HU
HUM251	3	Ideas and Values in the Humanities.....	H, HU, L	PHI213	3	Medical and Bio-Ethics.....	HU
HUM260	3	Intercultural Perspectives.....	C, HU	PHI216	3	Environmental Ethics.....	G, HU
HUM261	3	Asian Ideas and Values.....	G, H, HU	PHI218	3	Philosophy of Sexuality.....	HU
HUM292	3	The Art of Storytelling.....	C, HU	PHI224	3	Political Philosophy.....	HU
IBS101	3	Introduction to International Business.....	G	PHI225	3	African-American Religions.....	C, HU
IBS109	3	Cultural Dimensions of International Trade.....	G, SB	PHI233AA	3	Metaphysics: An Introduction.....	HU
IFS101	3	Information Skills in the Digital Age.....	L	PHI233AB	3	Theory of Knowledge.....	HU
IGS291	3	Studies in Global Awareness.....	G, L	PHI234AA	3	Plato.....	HU
IGS292	3	Studies in Cultural Diversity.....	C	PHI243	3	World Religions.....	G, H, HU
IGS293	3	Studies in Historical Awareness.....	H, L	PHI244	3	Philosophy of Religion.....	HU
INT115	3	Historical Architecture and Furniture.....	H, HU	PHI245	3	Introduction to Eastern Philosophy.....	G, HU
INT120	3	Modern Architecture and Furniture.....	H, HU	PHI246	3	Amer Indian Euroamerican Comparative Worldviews.....	HU
INT225	3	History of Decorative Arts.....	HU	PHI247	3	Introduction to Irish Philosophy.....	G, HU
ITA201	4	Intermediate Italian I.....	G	PHS110	4	Fundamentals of Physical Science.....	SQ
ITA201AA	4	Intermediate Italian I.....	G	PHS120	4	Introduction to Physical Science.....	G, SQ
ITA202	4	Intermediate Italian II.....	G	PHY101	4	Introduction to Physics.....	SQ
ITA202AA	4	Intermediate Italian II.....	G	PHY111	4	General Physics I.....	SQ
JAS225	3	Statistics for Social Research/Justice & Government.....	CS	PHY112	4	General Physics II.....	SQ
JPN201	5	Intermediate Japanese I.....	G	PHY115	5	University Physics I.....	SQ
JPN202	5	Intermediate Japanese II.....	G	PHY116	5	University Physics II.....	SQ
JRN201	3	News Writing.....	L	PHY121	4	University Physics I: Mechanics.....	SQ
JRN234	3	Feature Writing.....	L	PHY131	4	University Physics II: Electricity & Magnetism.....	SQ
LAT201	4	Intermediate Latin I.....	HU	POR102	5	Elementary Portuguese I.....	G
LAT202	4	Intermediate Latin II.....	HU	POR201	5	Intermediate Portuguese I.....	G
MAT140	5	College Mathematics.....	MA	POR202	5	Intermediate Portuguese II.....	G
MAT141	4	College Mathematics.....	MA	POS100	3	Introduction to Political Science.....	SB
MAT142	3	College Mathematics.....	MA	POS110	3	American National Government.....	SB
MAT150	5	College Algebra/Functions.....	MA	POS115	3	Issues in American Politics.....	L, SB
MAT151	4	College Algebra/Functions.....	MA	POS120	3	World Politics.....	G, SB
MAT151AA	1	College Algebra/Functions I AND		POS125	3	Issues in World Politics.....	G, SB
MAT151AB	1	College Algebra/Functions II AND		POS130	3	State and Local Government.....	SB
MAT151AC	1	College Algebra/Functions III AND		POS140	3	Comparative Government.....	G, SB
MAT151AD	1	College Algebra/Functions IV.....	MA	POS180	3	United Nations Study.....	G
MAT152	3	College Algebra/Functions.....	MA	POS210	3	Political Ideologies.....	SB
MAT172	3	Finite Mathematics.....	MA	POS223	3	Civil Rights.....	C, SB
MAT150 OR MAT151 OR MAT152 AND				POS285	3	Public Policy.....	SB
MAT182	3	Plane Trigonometry.....	MA	PSY101	3	Introduction to Psychology.....	SB
MAT187	5	Precalculus.....	MA	PSY132	3	Psychology and Culture.....	C, G, SB
MAT206	3	Elements of Statistics.....	CS	PSY143	3	Lesbian, Gay, Bisexual and Transgendered Studies.....	C
MAT212	3	Brief Calculus.....	MA	PSY157	3	African/Black Psychology.....	C, G, SB
MAT213	4	Brief Calculus.....	MA	PSY215	3	Introduction to Sport Psychology.....	SB
MAT220	5	Calculus with Analytic Geometry I.....	MA	PSY218	3	Health Psychology.....	SB
MAT221	4	Calculus with Analytic Geometry I.....	MA	PSY225	3	Psychology of Religion.....	C, G, SB
MAT227	3	Discrete Mathematical Structures.....	MA	PSY230	3	Introduction to Statistics.....	CS
MAT230	5	Calculus with Analytic Geometry II.....	MA	PSY235	3	Psychology of Gender.....	C, SB
MAT231	4	Calculus with Analytic Geometry II.....	MA	PSY240	3	Developmental Psychology.....	SB
MAT240	5	Calculus with Analytic Geometry III.....	MA	PSY241	3	Understanding and Changing Behavior.....	SB
MAT241	4	Calculus with Analytic Geometry III.....	MA	PSY243	3	The Psychology of Developmental Disabilities.....	SB
MAT251	4	Calculus for Life Science.....	MA	PSY245	3	Psychology of Adult Development.....	SB
MAT261	4	Differential Equations.....	MA	PSY250	3	Social Psychology.....	SB
MAT262	3	Differential Equations.....	MA	PSY258	3	Domestic Problems and Crises.....	SB
MCO120	3	Media and Society.....	SB	PSY260	3	Psychology of the Personality.....	SB
MCO220	3	Cultural Diversity and the Media.....	C, L	PSY266	3	Abnormal Psychology.....	SB
MHL140	3	Survey of Music History.....	H, HU	PSY270	3	Personal and Social Adjustment.....	SB
MHL143	3	Music in World Cultures.....	G, HU	PSY277	3	Psychology of Human Sexuality.....	SB
MHL145	3	American Jazz and Popular Music.....	C, HU	PSY280	3	Organizational Psychology.....	SB
MHL146	3	Survey of Broadway Musicals.....	HU	PSY290AB	4	Research Methods.....	L, SG

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
PSY290AC	4	Research Methods	L, SG	SWU292	3	Effective Helping in a Diverse World	C, SB
PSY292	3	Psychology of Altered States of Consciousness	SB	THE111	3	Introduction to Theatre	HU
REC120	3	Leisure and the Quality of Life	SB	THE205	3	Introduction to Cinema	HU
REL101	3	Introduction to Religion	HU	THE206	3	Introduction to Television Arts	HU
REL201	3	Classics of Western Religions	HU	THE210	3	Contemporary Cinema	HU
REL202	3	Classics of Asian Religions	G, HU	THE220	3	Modern Drama	HU, L
REL203	3	American Indian Religions	C, HU, L	THP241	3	Introduction to Oral Interpretation	HU, L
REL205	3	Religion and the Modern World	*C, HU, L	WED110	3	Principles of Physical Fitness/Wellness	SB
REL213	3	Medical and Bio-Ethics	HU	WST100	3	Women and Society	C, SB
REL225	3	African-American Religions	C, HU	WST105	3	Women of Color in America	C
REL243	3	World Religions	G, H, HU	WST110	3	Women and Gender: A Feminist Psychology	SB
REL244	3	Philosophy of Religion	HU	WST120	3	Gender, Class and Race	C
REL246	3	Amer Indian Euroamerican Comparative Worldviews	HU	WST160	3	Women and the Early American Experience	C, H, SB
REL250	3	History of Religion in Ireland	H, HU	WST161	3	American Women since 1920	C, H, SB
REL251	3	History of Religion in Ireland: Medieval to Modern	H, HU	WST209	3	Women and Films	C, H, HU
REL270	3	Introduction to Christianity	HU	WST284	3	19th Century Women Writers	C, HU
REL290	3	Women and Religion	G, HU	WST285	3	Contemporary Women Writers	C, HU
RUS201	4	Intermediate Russian	G	WST290	3	Women and Religion	G, HU
RUS201AA	4	Intermediate Russian	G	YAQ100	3	Yaqui Indian History and Culture	C, H, SB
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				
SOC110	3	Drugs and Society	SB				
SOC130	3	Human Sexuality	SB				
SOC140	3	Racial and Ethnic Minorities	C, SB				
SOC141	3	Sovereign Indian Nations	C, H, SB				
SOC142	3	Sociology of the Chicano Community	C, SB				
SOC143	3	Sociology of Afro-American Problems	C, SB				
SOC157	3	Sociology of Marriage and Family	SB				
SOC160	3	American Indian Law	C, H				
SOC180	3	Social Implications of Technology	SB				
SOC210	3	The Child in Society	SB				
SOC212	3	Gender and Society	C, SB				
SOC215	3	Sociology of Adolescence	SB				
SOC240	3	Race and Ethnic Relations: American and Global Perspectives	C, SB				
SOC245	3	Social Deviance	SB				
SOC251	3	Social Problems	SB				
SOC253	3	Social Class and Stratification	SB				
SOC265	3	Sociology of Aging	SB				
SOC266	3	Sociology Through Film	SB				
SOC270	3	Sociology of Health and Illness	SB				
SPA201	4	Intermediate Spanish I	G				
SPA201AA	4	Intermediate Spanish I	G				
SPA202	4	Intermediate Spanish II	G				
SPA202AA	4	Intermediate Spanish II	G				
SPA203	4	Spanish for Spanish Speaking Students I	G				
SPA204	4	Spanish for Spanish Speaking Students II	G				
SPA241	3	Spanish and Spanish-American Film I	G, HU				
SPA242	3	Spanish and Spanish-American Film II	G, HU				
SPA265	3	Advanced Spanish I	HU				
SPA266	3	Advanced Spanish II	HU				
SPH245	3	Hispanic Heritage in the Southwest	C, HU				
STO292	3	The Art of Storytelling	C, HU				
STO294	3	Multicultural Folktales	C, HU				
SWU102	3	Introduction to Social Work	H, SB				
SWU171	3	Introduction to Social Welfare	H, SB				
SWU225	3	Statistics for Social Research/Justice & Government	CS				
SWU258	3	Victimology and Crisis Management	C, SB				

University Transfer Guides

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

Arizona State University Main/East:

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

Arizona State University West:

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

Northern Arizona University:

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

The University of Arizona:

<http://transferguides.arizona.edu/>

AZCAS Transfer Planning Guides

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

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

Select **Student Information** followed by:

Course Applicability System (CAS)

Go to CAS!

General Education Designations

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

*General Education designations in effect through Spring 2009.

ASSOCIATE IN ARTS (AA) DEGREE

Description

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

Purpose of the Degree

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

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

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

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the

transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

I. MCCCD General Education Credits

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

A. MCCCD AGEC-A 35

I. Core Areas

- a. First-Year Composition (FYC)..... 6
 - b. Literacy and Critical Inquiry [L]..... 3
 - c. Mathematical Studies [MA/CS]..... 6
- To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
- 1) Mathematics [MA] A (3 credits)
Note: Requires a course in college mathematics (MAT 142) or college algebra (MAT 150, MAT 151, MAT 152) or precalculus (MAT 187) or any other mathematics course designated

Associate in Arts (AA) Degree

with the MA general education value and for which college algebra is a prerequisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
- d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- e. Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences [SQ/SG] 8
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, **OR** eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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

2. Awareness Areas

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

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

I. Oral Communication

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

Select from the following options:

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

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

OR

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

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

OR

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

COM230 [L] [SB] (3 credits)

2. Critical Reading

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

CRE101 [L] **OR**

equivalent as indicated by assessment

II. General Electives

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

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

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

http://az.transfer.org/cas/students/transfer_guides.htm

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

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

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

Associate in Arts Total Credits:

60-64

ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION (AAEE) DEGREE

Description

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

Purpose of the Degree

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

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. (For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 16.)

Academic Policies that Govern the Associate in Arts Elementary Education Degree

- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area Requirement and one or more Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
 3. Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
 4. A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities.

The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

Degree Requirements

Credits

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

A. MCCCD AGEC-A

I. Core Areas

- a. First-Year Composition (FYC)..... 6
ENG101/ENG102 **OR** ENG107/ENG108
- b. Mathematical Studies [MA] **AND**
Computer/Statistics/Quantitative Applications [CS]..... 6
 - 1) MAT142 [MA] College Mathematics or higher
(Note: MAT150, MAT151, MAT152, MAT156 and MAT157 are excluded.)
AND
 - 2) CIS105 [CS] Survey of Computer Information Systems
OR
BPC110 [CS] Computer Usage and Applications
- c. Literacy and Critical Inquiry [L]..... 3
 - 1) Select 3 semester credits from the following courses:
COM225 Public Speaking
OR
COM230 Small Group Communication
- d. Humanities and Fine Arts [HU]..... 6
 - 1) Select 3 semester credits from the following courses:
ARH100 Introduction to Art
ARH101 Prehistoric through Gothic Art
ARH102 Renaissance through Contemporary Art
AND
 - 2) Select 3 semester credits from the following courses:
ENH110 Introduction to Literature
ENH241 American Literature Before 1860
ENH242 American Literature After 1860

Associate in Arts in Elementary Education (AAEE) Degree

EDU/ENH291 Children's Literature
 HUM250 **OR** HUM251 Ideas and Values in the Humanities
 THE111 Introduction to Theatre
 DAH100 Introduction to Dance
 DAH201 World Dance Perspectives
 MHL140 Survey of Music History
 MHL143 Music in World Cultures

e. Social and Behavioral Sciences [SB] 6

1) Select 3 semester credits from the following courses:

HIS103 United States History to 1870
 HIS104 United States History 1870 to Present

AND

2) Select 3 semester credits from the following courses:

PSY101 Introduction to Psychology
 GCU121 World Geography I: Eastern Hemisphere
 GCU122 World Geography II: Western Hemisphere
 ECN211 Macroeconomic Principles
 ECN212 Microeconomic Principles
 POS110 American National Government
 ECH/CFS176 Child Development

f. Natural Sciences [SQ/SG] 8

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

1) Life Sciences - Select 4 semester credits from the following courses:

BIO100 Biology Concepts [SQ]
 BIO105 Environmental Biology [SQ]
 BIO108 Plants and Society [SQ]

AND

2) Physical Sciences **OR** Earth/Space Sciences - Select 4 semester credits of SQ or SG credits from the following prefixes:

AGS - Agricultural Science
 ASM - Anthropology
 AST - Astronomy
 GPH - Physical Geography
 GLG - Geology
 PHS - Physical Science
 PHY - Physics

2. Awareness Areas

The MCCC CD AAEE requires coursework in two Awareness Areas:

Cultural Diversity in the United States [C]

AND

Historical Awareness [H]

OR

Global Awareness [G]

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

B. MCCC CD Additional Requirements (0-3)

1. Oral Communication

Satisfied by COM225 or COM230 taken for Literacy and Critical Inquiry Requirement

2. Critical Reading

CRE101 or exemption by testing

II. Elementary Education Requirements 25

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

A. Education Foundations (15)

Complete the following courses to satisfy the Education Foundations requirements:

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

B. Electives for Arizona Professional Teacher Standards (10)

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

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

1. Additional Education Course Requirement

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

2. Content Area Electives

Select seven (7) credits from the following:

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

AAEE Total Credits:

60-63

ASSOCIATE IN ARTS, FINE ARTS - DANCE (AAFA - DANCE) DEGREE

Description

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

Purpose of the Degree

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

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

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

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

- Completion of the Associate in Arts, Fine Arts - Dance degree or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.
- A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**,

page 41 (2008-2009 catalog), for specific course information via the following website:

<http://www.maricopa.edu/academic/curric/>

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

Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41 (2008-2009 catalog), for specific course information. The most up-to-date information can be accessed via the web address listed above.

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

I. MCCCD General Education

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

A. MCCCD AGEC-A

Credits

I. Core Areas: Credits 35

- a. First-Year Composition (FYC)..... 6
- b. Literacy and Critical Inquiry [L]..... 3
- c. Mathematical Studies [MA/CS]..... 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
 - 1) Mathematics [MA] A (3 credits)
Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite; **AND**
 - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
- d. Humanities and Fine Arts [HU]..... 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits. Select from the following options to complete three credits:
DAH100 Introduction to Dance..... 3
DAH201 World Dance Perspectives..... 3
- e. Social and Behavioral Sciences [SB]..... 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences [SQ/SG]..... 8
To complete the Natural Sciences requirement:
Select four (4) semester credits of [SQ] and four (4)

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

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

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

Select from the following options to complete four credits:
 BIO160 Introduction to Human Anatomy/Physiology 4
 BIO201 Human Anatomy and Physiology I 4

2. Awareness Areas: Credits 0

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (35) semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCC Additional Requirements Credits: 0-6

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

1. Oral Communication: Credits 3

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

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

2. Critical Reading: Credits 3

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

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

II. Fine Arts Requirements - Dance: Credits 29

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

Part I: Credits 11

Select the following:

DAN150 Dance Performance I 1

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

Part II: Credits 9

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

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

Part III: Restricted Electives: Credits 9

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

DAH++++ Any DAN prefixed course EXCEPT DAH100 or DAH201 is selected to satisfy the AGEC A Humanities and Fine Arts Area.

DAN115++ Contemporary Dance Trends (any module) 1
 DAN120++ World Dance (any module) 1
 DAN125++ Social Dance (any module) 1
 DAN129 Musical Theatre Dance I 1
 DAN130 Musical Theatre Dance II 1
 DAN133 Modern Jazz Dance I 1
 DAN136 Modern Jazz Dance II 1
 DAN140 Tap Dance I 1
 DAN141 Dance Workshop 1
 DAN150 Dance Performance I 1
 DAN164 Improvisation 1
 DAN230 Musical Theatre Dance IV 1
 DAN231 Ballet III 1
 DAN231AA Ballet III: Intensive 2
 DAN232 Modern Dance III 1
 DAN233 Modern Jazz Dance III 1
 DAN234 Ballet IV 1
 DAN234AA Ballet IV: Intensive 2
 DAN235 Modern Dance IV 1
 DAN236 Modern Jazz Dance IV 1
 DAN237 Ballet Pointe I 1
 DAN290++ Dance Conservatory I (any module) 1-3
 DAN291++ Dance Conservatory II (any module) 1-3
 DAN292++ Dance Conservatory III (any module) 1-3
 *DAN298++ Special Projects (any module) 1-3

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

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

ASSOCIATE IN ARTS, FINE ARTS - ART (AAFA - ART) DEGREE

Description

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

Purpose of the Degree

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

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

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

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

- Completion of the Associate in Arts, Fine Arts - Art degree or the AGECA provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGECA may be completed in 35 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGECA requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the

transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECA, AGECA-B and/or AGECA-S**, page 41 (2008-2009 catalog), for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGECA, AGECA B and/or AGECA S**

Click on the link

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

Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECA, AGECA-B and/or AGECA-S**, page 41 (2008-2009 catalog), for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGECA, AGECA B and/or AGECA S**

Click on the link

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

I. MCCCD General Education

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

A. MCCCD AGECA

Credits

I. Core Areas: Credits 35

1. First-Year Composition (FYC)..... 6
 2. Literacy and Critical Inquiry [L]..... 3
 3. Mathematical Studies [MA/CS]..... 6
- To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

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

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

AND

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

d. Humanities and Fine Arts [HU]..... 6
 Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.

Select the following:

ARH101 Prehistoric Through Gothic Art (3 credits)

e. Social and Behavioral Sciences [SB]..... 6
 Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.

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

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

2. Awareness Areas: Credits 0

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (35) semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCC Additional Requirements Credits: 0-6

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

I. Oral Communication: Credits 3

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

Select from the following options:

COM100 [SB] (3 credits) **OR**
 COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

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

2. Critical Reading: Credits 3

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

Select from the following options to complete three credits:

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

II. Fine Arts Requirements - Art: Credits 28

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

Foundations: Credits 16

Select the following:

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

Restricted Electives: Credits 12

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

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

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

ASSOCIATE IN ARTS, FINE ARTS - THEATRE (AAFA - THEATRE) DEGREE

Description

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

Purpose of the Degree

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

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

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

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

- Completion of the Associate in Arts, Fine Arts - Theatre degree or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is

valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41 (2008-2009 catalog), for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

Degree Requirements

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre degree follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41 (2008-2009 catalog), for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

I. MCCCD General Education

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

A. MCCCD AGEC-A

Credits

I. Core Areas: Credits 35

- a. First-Year Composition (FYC)..... 6
- b. Literacy and Critical Inquiry [L]..... 3
Select the following:
THE220 Modern Drama (3 credits)
- c. Mathematical Studies [MA/CS]..... 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

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

- 1) Mathematics [MA] A (3 credits)
Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite.
AND
- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
- d. Humanities and Fine Arts [HU]..... 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
Select the following:
THE205 Introduction to Cinema (3 credits)
- e. Social and Behavioral Sciences [SB]..... 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences [SQ/SG]..... 8
To complete the Natural Sciences requirement:
Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, **OR** eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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

2. Awareness Areas: Credits 0

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (35) semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

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

B. MCCC Additional Requirements Credits: 0-6

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

I. Oral Communication: Credits 3

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

Select from the following options:

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

2. Critical Reading: Credits 3

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

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

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

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

Foundations: Credits 13

Select the following:

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

Restricted Electives: Credits 12-16

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

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

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

Associate in Arts, Fine Arts - Theatre Total Credits: 60-64

ASSOCIATE IN SCIENCE (AS) DEGREE

Description

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

Purpose of the Degree

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

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

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

Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science or the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for nonresidents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better.
- The General Education Requirements for AGEC-S may be completed in 36-38 semester credits with the following stipulations:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.
 3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core Area for the AGEC-S.
- General Education courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the **term** in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC),

or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGEC A, AGEC B and/or AGEC S**

Click on the link

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

Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. See the list titled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S**, page 41, for specific course information. The most up-to-date information can be accessed via the web address listed above.

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

I. MCCCD General Education Credits

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

A. MCCCD AGEC-S

36-38

I. Core Areas

- a. First-Year Composition (FYC)..... 6
- b. Literacy and Critical Inquiry [L]..... 0-3
Select a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) **OR** L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) simultaneously.
- c. Mathematical Studies [MA]..... 4
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] S.
 - 1) Mathematics [MA] S (4 credits)
Select a calculus course, MAT220 or MAT221, **OR**
Any mathematics course for which MAT220 or MAT221 is a prerequisite, **OR**

Associate in Science (AS) Degree

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

- d. Humanities and Fine Arts [HU] 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits. Select a course that satisfies both L and HU requirements simultaneously.
- e. Social and Behavioral Sciences [SB] 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits. Select a course that satisfies both L and HU requirements simultaneously.
- f. Natural Sciences 8
To complete the Natural Sciences requirement:
Select eight (8) semester credits of either general chemistry
CHM151 & CHM151LL, and CHM152 & CHM152LL
OR
Eight (8) semester credits of university physics
PHY115 & PHY116 or PHY121 & PHY131
OR
Eight (8) semester credits of general biology,
BIO181 & BIO182 appropriate to the major.
- g. Subject Options (subject based on major).....6-8
Students completing AGEC-S, through careful selection of courses that meet the other major or prerequisite requirements for Science degree, will meet this requirement. Using a transfer guide, select courses from Mathematics courses above Calculus and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

2. Awareness Areas

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

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

B. MCCCDC Additional Requirements 0-6

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

I. Oral Communication

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

Select from the following options:

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

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

OR

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

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

OR

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

COM230 [L] [SB] (3 credits)

2. Critical Reading

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

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

II. General Electives

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

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

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

http://az.transfer.org/cas/students/transfer_guides.htm

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

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

Select *Student Information* followed by:

Course Applicability System (CAS)

Course Equivalency Guide (CEG)

Maricopa Community College District

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

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

Associate in Science Total Credits: 60-64

ASSOCIATE IN BUSINESS (ABUS) DEGREE

General Requirements (GR)

Description

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

Purpose of the Degree

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

The degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus-GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 16.

Academic Policies that Govern the Associate in Business General Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- Uses the following policies to help students complete the required Core and Awareness Areas in 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 education policy below:

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

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

Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements (ABus-GR) follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGECE A, AGECE B and/or AGECE S**

Click on the link

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

I. MCCCD General Education Credits

A. MCCCD AGECE-B 35

I. Core Areas

- a. First-Year Composition (FYC)..... 6
- b. Literacy and Critical Inquiry [L]..... 3
- c. Mathematical Studies [MA/CS]..... 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].
 - 1) Mathematics [MA] B (3 credits)
MAT212, Brief Calculus, or a higher level mathematics course**AND**
 - 2) Computers/Statistics/Quantitative Applications [CS] (3 credits)
CIS105 [CS] Survey of Computer Information Systems
- d. Humanities and Fine Arts [HU]..... 6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.

Associate in Business (ABus) General Requirements (GR)

- e. Social and Behavioral Sciences [SB] 6
 Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences [SQ/SG] 8
 To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, **OR** eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (35) semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

II. Common Lower Division Program Requirements 27-28

A total of 27-28 credits is required to satisfy the Common Lower Division Program Requirements. However, if students select courses that simultaneously satisfy multiple areas of the degree; then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

Complete the following:

Accounting

6-7

Accounting 6-7

- * ACC111 Accounting Principles **AND**
- ACC230 Uses of Accounting Information I **AND**
- ACC240 Uses of Accounting Information II

OR

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

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

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

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

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

Business Elective

6

Select from the following options:

CIS114DE	Excel Spreadsheet
CIS133DA	Internet/Web Development Level I
CIS159 [CS]	Visual Basic Programming I
CIS162AD	C#: Level I
CIS163AA	Java Programming: Level I
**GBS220	Quantitative Methods in Business
**MAT217	Mathematical Analysis for Business
**MAT218	Mathematical Analysis for Business
GBS151	Introduction to Business
GBS233 [L]	Business Communication
GBS110	Human Relations in Business and Industry
OR	
MGT251	Human Relations in Business
MGT253	Owning and Operating a Small Business
REA179	Real Estate Principles I
REA180	Real Estate Principles II

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

III. General Electives

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

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

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

Select **Student Information** followed by:
Course Applicability System (CAS)
Course Equivalency Guide (CEG)
Maricopa Community College District

ABus-General Requirements Total Credits: 62-63

ASSOCIATE IN BUSINESS (ABUS) DEGREE

Special Requirements (SR)

Description

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

Purpose of the Degree

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

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

Select **Student Information** followed by:
Degrees and Pathways

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business Special Requirements will apply to university graduation requirements of the university major for which the ABus-SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning, page 16.

Academic Policies that Govern the Associate in Business Special Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- Uses the following policies to help students complete the required Core and Awareness Areas in 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 education policy below:

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

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

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

Degree Requirements

The 62-63 semester credits required for the Associate in Business Special Requirements (ABus-SR) follow. See the list entitled **MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S**, page 41, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.maricopa.edu/academic/curric/>

Click on the **Resources** tab

Scroll down to: **Matrix of MCCCD Courses That Can be Used to Satisfy AGECE A, AGECE B and/or AGECE S**

Click on the link

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

I. MCCCD General Education Credits

A. MCCCD AGECE-B 35

I. Core Areas

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

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

- 1) Mathematics [MA] B (3 credits)
MAT212, Brief Calculus, or a higher level mathematics course

AND

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

Associate in Business (ABus) Special Requirements (SR)

- d. Humanities and Fine Arts [HU].....6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- e. Social and Behavioral Sciences [SB].....6
Students are encouraged to choose course work from more than one discipline for a total of six (6) semester credits.
- f. Natural Sciences [SQ/SG].....8
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, **OR** eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

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

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five (35) semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

II. Common Lower Division Program Requirements 27-28

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

Complete the following:

Accounting

6-7

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

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

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

Programming I 3

CIS162AD C#: Level I

Programming II 3

CIS250 Management Information Systems

ECN211 [SB] Macroeconomic Principles 3

ECN212 [SB] Microeconomic Principles 3

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

GBS221 [CS] Business Statistics 3

Quantitative Methods 3

GBS220 Quantitative Methods in Business **OR**

* MAT217 Mathematical Analysis for Business **OR**

* MAT218 Mathematical Analysis for Business

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

III. General Electives

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

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

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

Select **Student Information** followed by:

Course Applicability System (CAS)

Course Equivalency Guide (CEG)

Maricopa Community College District

ABus-Special Requirements Total Credits: 62-63



ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE

Purpose of the Degree

The Maricopa County Community College District (MCCCD) Associate in Transfer Partnership (ATP) degree is designed to meet the needs of Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

The Associate in Transfer Partnership degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student, and the primary Maricopa Community College the student attends. The program of study will “parallel” the student’s four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the freshman and sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.

The ATP degree requires a core of general education credits in the following general education categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences, or related area general education requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following web site:

<http://www.maricopa.edu/academic/curric/>

Select **Curriculum Procedures Handbook - Programs**
Followed by **Academic Programs** to access ATPs

Exemption From Arizona University Admission Requirements

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

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

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

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

The Associate in Transfer Partnership (ATP) degrees may not be available at all the MCCCD colleges. Associate in Transfer Partnership degrees are available in the following areas. Other ATP degrees may be added later depending on curricular needs. ATP information may be accessed via the following website: <http://www.maricopa.edu/academic/curric/atp.php>

- Accountancy
- Computer Information Systems
- Early Childhood Teacher Education
- Elementary Education
- Exercise and Wellness
- General Business
- Global Business
- Human Nutrition
- Justice Studies
- K-12 Classroom Instructional Support
- Kinesiology
- Molecular Biosciences/Biotechnology
- Psychology
- Recreation (various emphasis)
- Social Work

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

Description

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

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

Academic Policies that Govern the Associate in General Studies Degree

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

Degree Requirements

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

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

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

Mathematics: 3 credits

MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/225/227/230/231/240/241/251/261/262/equivalent course
Satisfactory completion of a higher level Mathematics course.

Computer Usage: 1 credit

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

ACC	Accounting 115/115AA/115AB/115BA/115BB
ADA	Advertising Arts 169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
AGB	Agribusiness 139
AJS	Administration of Justice Studies 117/ 119 /205
ARC	Architecture 243/244/245
ART	Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AAB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
BIO	Biology 119/219
BPC	Business-Personal Computers Any BPC Course(s)
CFS	Child/Family Studies 180
CIS	Computer Information Systems Any CIS Course(s) (except CIS163AA, 169, 259)
CSC	Computer Science Any CSC Course(s) (except CSC183)
CTR	Court Reporting 101/102
DFT	Drafting Technology 103/105/any 105 module/150/251/ any 251 module/253/any 253 module/any 254 module/ any 256 module
ECE	Engineering Science 102/102AA/103/103AB/139
ECH	Early Childhood Education 238
EEE	Electrical Engineering 120
ELE	Electronic 115/131/150/181/241/243/245/281
ELT	Electronic Technology 131/131AA/131AB/241/243/249/273/ 281/282
ENG	English 100AE
FON	Food and Nutrition 100/100AA/100AC/100AD/140BC
GPH	Physical Geography 219/220
HRM	Hotel Restaurant Management 126
JAS	Justice & Government Agencies Admin 225
JRN	Journalism 133
LAS	Paralegal Studies 229
LBT	Library Technology 106
MAT	Mathematics 206
MET	Manufacturing Technology 105AA/140/264
MTC	Music Theory/Composition 191
NET	Networking Technology 181/181AA/181AB/247
OAS	Office Automation Systems 111AA/111AB/113/113AA & 113AB/119/130/ any 130 module/any 135 module/any 235 module
PSY	Psychology 230
QCT	Quality Control Technology 274
SBS	Small Business 211
SMT	Semiconductor Manufacturing Technology 131/131AA/131AB/150
SWU	Social Work 225
TCM	Telecommunications 106

Continued next page...

Diagonal (/) between numbers signifies "or."

Associate in General Studies (AGS) Degree

TVL Travel Agent Technology 203/205
VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts: 9 credits

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

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/220/222/223
COM Communication 241
DAH Dance Humanities 201
EDU Education 291/292/294
ENG English 200
ENH English Humanities Any ENH Course(s)
FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/109/111/243/253
HUM Humanities Any HUM Course(s) (**EXCEPT 203, 207**)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155
PHI Philosophy Any PHI Course(s) (**EXCEPT 113**)
REL Religious Studies Any REL Course(s)
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
STO Storytelling 292/294
THE Theatre 111/205/206/210/260
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290

Social and Behavioral Sciences: 9 credits

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

AFR African American Studies 110*/202/203/204
AIS American Indian Studies 101/105*/140/141/160/170
AJS Administration of Justice Studies 101/119/200/225/258/259/270
ASB Anthropology 100/102/202/211/214/222/223/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communication **100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/230/250/263**
ECH Early Childhood Education 176
ECN Economics Any ECN Course(s)
EDU Education 221/222
EMT Emergency Medical Technology 258
FSC Fire Science Technology 258
FUS Future Studies 101
GBS General Business 280
GCU Cultural Geography 102/121/122/141/221/223/253
HES Health Science 100
HIS History Any HIS Course(s) (**EXCEPT 111**)
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*/215/218/225/235/240/241/243/245/250/258/259/260/266/270/277/280/281/292
REC Recreation 120/160

SBU Society and Business 200
SOC Sociology Any SOC course(s) (**EXCEPT 242**)
SWU Social Work 102/171/258/292
TEC Textiles and Clothing 106
WED Wellness Education 100/110
WST Women's Studies 100/105/110/120/160/161
YAQ Yaqui Indian History and Culture 100

Natural Sciences: 7-8 credits

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

AGS Agricultural Science 164/183
ASB Anthropology 231
ASM Anthropology 104/265*
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/145/149AF/149AH/149AI/149AJ/149AK/149AL/149AM/149AN/150/156/160/181/182/201/205/241/247
CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
FON Food and Nutrition 241 & 241LL
FOR Forensic Science 105/106
GLG Geology Any GLG Course(s)
GPH Physical Geography 111/112/113/210/211/212 & 214/213 & 215
ISS Interdisciplinary Science Studies 111/112
PHS Physical Science 110/120
PHY Physics 101/101AA/111/111AA/112/115/116/121/131/252
PSY Psychology 290AB/290AC

Literacy and Critical Inquiry: 3 credits

AIS American Indian Studies 213
COM Communication 207*/222/225/230*/241
CRE Critical Reading **101**
DAH Dance Humanities 201
ENG English 111/200/213/215/216/217/218
ENH English Humanities 254/255
FON Food and Nutrition 206
GBS General Business 233
GPH Physical Geography 211
HCR Health Care Related 220
HUM Humanities 250/251
IFS Information Studies 101
IGS Integrated Studies 290AA & 290AB/291/293
JRN Journalism 201/212/234
MCO Mass Communication 220
MHL Music: History/Literature 140
PHI Philosophy 103/106/225
POS Political Science 115
PSY Psychology 290AB/290AC
REL Religious Studies 101/203/205/225
THE Theatre 220
THP Theatre Performance/Production 241

ELECTIVE COURSES (15-16 credits)

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

AGS Total Credits:

Minimum of 60

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

Purpose of the Degree

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

Academic Policies that Govern the AAS Degree

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

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

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

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

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses;
- 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 EDUCATION CORE (15 credits with a grade of "C" or better)

Demonstrate college-level skills in the following areas:

First-Year Composition: 6 credits

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

Oral Communication: 3 credits

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

Critical Reading: 3 credits

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

Mathematics: 3 credits

MAT Mathematics 102/105/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/225/227/230/231/240/241/251/261/262/equivalent course/Satisfactory completion of a higher level mathematics course.

GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

Humanities and Fine Arts: 2-3 credits

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

AIS American Indian Studies 213
AJS Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/220/222/223
COM Communication 241
DAH Dance Humanities 201
EDU Education 291/292/294
ENG English 200
ENH English Humanities Any ENH Course(s)
FRE French 265
HCR Health Care Related 210
HIS History 101/102/103/111/243/253
HUM Humanities Any HUM Course(s) (**EXCEPT** 203, 207)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/153/155
PHI Philosophy Any PHI Course(s) (**EXCEPT** 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 241/242/265/266
SPH Spanish Humanities 245
STO Storytelling 292/294
THE Theatre 111/205/206/210/260
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285/290

Associate in Applied Science (AAS) Degree

Social and Behavioral Sciences: 3 credits

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

AFR	African American Studies 110*/202/203/204
AIS	American Indian Studies 101/105*/140/141/160/170
AJS	Administration of Justice Studies 101/200/258/259/270
ASB	Anthropology 100/102/202/211/214/222/223/230/235/238/245
ASM	Anthropology 104
CFS	Child/Family Studies 157/159/176/205/259
COM	Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/230/263
ECH	Early Childhood Education 176
ECN	Economics Any ECN Course(s)
EDU	Education 221/222
EMT	Emergency Medical Technology 258
FSC	Fire Science 258
FUS	Future Studies 101
GBS	General Business 280
GCU	Cultural Geography 102/121/122/141/221/223/253
HES	Health Science 100
HIS	History Any HIS Course(s) (EXCEPT 111)
IBS	International Business 109
MCO	Mass Communications 120
PHI	Philosophy 243
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/125/132/156/157*/215/218/225/235/240/241/243/245/250/258/259/260/266/270/277/280/281/292
REC	Recreation 120/160
SBU	Society and Business 200
SOC	Sociology Any SOC course(s) (EXCEPT 242)
SWU	Social Work 102/171/258/292

- TEC Textiles and Clothing 106
- WED Wellness Education 100/110
- WST Women's Studies 100/105/110/120/160/161
- YAQ Yaqui Indian History and Culture 100

Natural Sciences: 4 credits

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

- AGS Agricultural Science 164
- ASB Anthropology 231
- ASM Anthropology 104/265*
- AST Astronomy 101/102/111/112/113/114
- BIO Biology 100/101/102/105/107/108/109/145/149AN/150/156/160/181/182/201/205/241/247
- CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
- FON Food and Nutrition 241 & 241LL
- FOR Forensic Science 105/106
- GLG Geology Any GLG Course(s) (**EXCEPT** 140/251/MC/275)
- GPH Physical Geography 111/112/113/212 & 214/213 & 215
- ISS Interdisciplinary Science Studies 111/112
- PHS Physical Science 110/120
- PHY Physics 101/101AA/111/111AA/112/115/116/121/131/252
- PSY Psychology 290AB/290AC

AAS Total Credits:

Minimum of 60

*Deletion effective Summer I 2009.
Diagonal (/) between numbers signifies "or."

ACADEMIC CERTIFICATE

Purpose of the Academic Certificate

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

Academic Policies that Govern the Academic Certificate

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

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

GENERAL GRADUATION REQUIREMENTS (AR 2.3.9)

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

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

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of twelve (12) semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

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

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

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

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

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

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

6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCDC college/center.

8. Have paid required degree or certificate application fee. See fee schedule for charges.

See Graduation with Honors for information on honors designation.

Graduation Grade Point Average

Students must meet all requirements for graduation. Graduation requires a **minimum** grade point average of 2.00. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements. For more information, see the above General Graduation Requirements section.

Graduation with Honors

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations. Students who have the following grade point averages will graduate with the following designations:

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

Graduation - Honors Program

Students who meet all the requirements of the Honors Program at the district college granting the degree will be designated as Honors Program Graduates.

Certificates/Degrees

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

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

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

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

Graduate Guarantee Policy

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

1. Graduation from an Associate in Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate's ability to perform approved program competencies will be judged by employers. Should the

Continued next page...

Graduation Requirements

employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.

2. Because technical occupations change rapidly, initial employment in an AAS Degree-related field must occur within one year of graduation from the AAS Degree program in question.

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

Licensure Disclaimer

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

MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally

- Think critically, make informed decisions, solve problems and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

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

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

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

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

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.

Graduation Requirements

Catalog Under Which a Student Graduates (AR 2.2.5) - Appendix C

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

Continuous Enrollment

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

EXAMPLE A:

Admitted and earned course credit at a public community college or university	F93	(Active)
Continued at a public community college	Sp94, F94	(Active)
Transferred to a university	Sp95	(1993 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F92	(Active)
Enrolled but earned all W, Z or F grades	Sp93	(Inactive)
Enrolled in audit courses only	F93	(Inactive)
Nonattendance	Sp94	(Inactive)
Transferred to a university	F94	(1994 or any subsequent catalog)

Non-Continuous Enrollment

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

Admitted and earned course credit at a public community college or university	F92	(Active)
Nonattendance	Sp93, F93, Sp94	(Inactive)
Readmitted and earned course credit at a public community college	F94	(Active)
Transferred to a university	Sp95	(1994 or any subsequent catalog)

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F92	(Active)
Nonattendance	Sp93	(Inactive)
Readmitted and earned course credit at a public community college	Su93	(Active)
Nonattendance	F93, Sp94	(Inactive)
Transferred to a university	F94	(1992 or any subsequent catalog)

*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

Summer Readmission

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:

Admitted and earned course credit at a public community college or university	Su94	(Active)
Continued at a public community college	F94, Sp95	(Active)
Nonattendance	F95	(Inactive)
Readmitted and earned course credit at a public community college	Sp96	(Active)
Transferred to a university	Su96	(1994 or any subsequent catalog)

Institutional Transfer

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

TEACHER EDUCATION: MARICOPA COMMUNITY COLLEGE DISTRICT-WIDE OFFERINGS

In direct response to the ever growing need for highly qualified P-12 teachers and in support of the many communities it serves, the Maricopa Community College District has made a strong commitment to contributing to the recruitment and training of early childhood, elementary, secondary, and special education school teachers. With quality curriculum and excellent instruction as the primary focus of its faculty, the Maricopa colleges are well positioned to provide state and national leadership in the quality and nature of instruction thus helping students to become excellent teachers through the offering of current and responsive teacher education course work.

The District also supports professional development for certified teachers through the offering of course work, seminars, workshops and specialized training. This includes Bilingual Education, Computer Science, English as a Second Language (ESL), Math Specialist, Middle School, Reading Specialist, and Structured English Immersion (SEI).

In support of this commitment, the Maricopa Community College District offers teacher education course work, degrees, and/or programs at all ten Maricopa Colleges.*

Teacher Education Options Available to Students Instructional Aide/Associate/Paraprofessional Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education, Special Education, Early Childhood Education or Multicultural/Multilingual program at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all ten Maricopa Community Colleges)
- **Associate in Applied Science (AAS) in Teacher Assisting:** prepares students for employment as an assistant to the classroom teacher in grades K-12. It provides foundation work, which will allow the aide to pursue a higher degree in the field of education. (Offered at EMCC and GWCC)
- **Associate in Applied Science (AAS) in Instructional Assistance:** prepares students to work as instructional assistants. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching children. Students develop knowledge and skills required of the instructional assistant through a combination of courses in methodology and practicum experience. (Offered at MCC and PC)
- **Associate in Transfer Partnership (ATP) in K-12 Classroom Instructional Support:** designed for students planning on becoming an Instructional Associate/Paraprofessional in K-12. Transfers as a block without loss of credit to Charter Oak State College. (Offered at RSC)
- **Certificate of Completion (CCL) in Instructional Assistance:** provides coursework which focuses on meeting the educational needs of learners. All Certificate Program requirements can be used toward completion of the Instructional Assistance AAS Program. (Offered at MCC and PC)

Elementary Education Teacher Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education, Special Education, Early Childhood Education or Multicultural/Multilingual program at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all ten Maricopa Community Colleges)

- **Associate in Transfer Partnership (ATP) in Elementary Education:** designed for students planning to transfer into Elementary Education at Arizona State University West Campus. Transfers as a block without loss of credit. (Offered at all ten Maricopa Community Colleges)

Elementary and Special Education Teacher Preparation

- **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program and Special Education at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona's public universities. (Offered at all ten Maricopa Community Colleges)

Elementary, Secondary and Special Education Teacher Preparation

- **Baccalaureate Partnership Program with Northcentral University:** designed for students in elementary, secondary, and special education who will transfer to Northcentral University after completing 90 credits at the community college. (Offered at RSC)
- **Aztec/Education:** housed in the Office of Program Articulation, this program assists and supports students throughout the first two years of their bachelor's degree in elementary, secondary, or special education. (Offered at GCC)
- **Dynamic Learning Teacher Education Program:** a four-semester cohort model designed to prepare future teachers to transform inner city schools. It is based on current research on teaching and learning and utilizes a team-taught interdisciplinary curriculum with strong partnerships with community schools and Arizona State University. (Offered at SMCC)
- **inspire.teach:** a program that supports and encourages the choice of teaching as a profession. It reflects a commitment among secondary, community college, and university partners to inspire students from under-represented groups to explore, pursue and excel in teaching careers. (Offered at EMCC)
- **The Teacher Connection:** designed to identify, connect, and support individuals as they work toward careers in teaching. It reflects a commitment among Cave Creek Unified School District, Paradise Valley Unified School District, Paradise Valley Community College, and ASU West's College of Education to inspire a diverse population of students to explore, pursue, and excel in teaching careers. (Offered at PVCC)
- **Teaching and Learning Communities (TLC) Education Program:** a student support program structured in a four-semester plan with courses selected to enhance students' knowledge of teaching as a career and to prepare for certification. (Offered at MCC)
- **Teachers Today and Tomorrow (T3):** this two-semester interdisciplinary learning community combines English, Education and Technology. After two semesters, education courses along with technology courses designed for teacher education majors complement the general education courses required for university transfer. (Offered at CGCC)
- **General Studies and Subject Matter Courses:** designed to fulfill lower division general education requirements for students planning to transfer to public or private community colleges or universities. (Offered at all Maricopa Community Colleges)
- **Post Baccalaureate Teacher Prep Programs:** prepares students with a baccalaureate degree to become a certified Elementary (K-8), Secondary (7-12), or Special Education (K-12) teacher. The

Teacher Education: MCCCD Offerings

programs are approved by the Arizona Department of Education. (All programs offered online at RSC; elementary [K-8] offered on campus at SCC)

- **Urban Teacher Corps:** a teacher development program that supports urban classified school district employees in Phoenix to successfully complete a bachelor's degree in Education and return to their school districts as teachers. After completion of lower division courses, UTC participants transfer to the initial Teacher Certification program at Arizona State University, Tempe. (Offered at PC)

Master's Degree Partnerships for Students who Complete the Rio Salado College and Scottsdale Community College Teacher Prep Programs

- **Master's Degree Partnership with Northcentral University:** 18 credits of the post baccalaureate teacher prep program can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)
- **Master's Degree Partnership with Plymouth State University:** 18 credits of the post baccalaureate teacher prep program can apply toward the 33 credits required for an online MS in Education Degree. (Offered at RSC, SCC)

Professional Development for Certified Teachers

- **Certificate of Completion (CCL) in Bilingual Endorsement:** designed for certified teachers pursuing bilingual endorsement. Includes all coursework required for state issued Bilingual Endorsement as specified by the Arizona Department of Education. Valid Arizona teaching certificate is required for state endorsement. (Offered at MCC, PC)
- **Certificate of Completion (CCL) in English as a Second Language (ESL) Endorsement:** designed for certified teachers pursuing ESL endorsement. Includes all coursework required for state issued English as a Second Language Endorsement as specified by the Arizona Department of Education. Valid Arizona teaching certificate is required for state endorsement. (Offered at MCC, PC)
- **Certificate of Completion (CCL) in Reading Specialist Endorsement:** qualifies certified teachers for Reading Specialist Endorsement as specified by the Arizona Department of Education. Includes all coursework required for those with valid Arizona teaching certificates to qualify for the Reading Specialist Endorsement in Arizona. (Offered at MCC)
- **Professional Development Endorsement Courses for K-12 Teachers:** courses have been designed and are accepted by the Arizona Department of Education and lead to endorsements in Computer Science, Structured English Immersion (SEI), English as a Second Language (ESL), Math Specialist, Reading Specialist, and Middle School. (All courses offered online at RSC; MCC offers Reading, ESL, SEI and Middle Grade on campus; SCC offers Reading, ESL, and SEI on campus.)
- **Master's Degree Partnership with Northcentral University:** 15 credits of identified endorsement coursework can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)

*NOTE:

- (1) Refer to specific college catalog for degree, program and course information.
- (2) Students are strongly encouraged to seek academic advisement prior to enrolling.

Early Childhood Education and Family Studies Options Available to Students

It is important to note that there is a wide range of difference in educational requirements for early childhood professionals both locally and nationally. Check with the contact person at the college you are planning to attend prior to enrolling in coursework.

Associate Degrees

- **Associate in Applied Science (AAS) in Early Childhood Education:** prepares individuals to work with children in early childhood programs, with a specialization in either center-based, family childcare, or administration of early childhood programs. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC, RSC)
- **Associate in Applied Science (AAS) in Early Childhood Education:** designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)
- **Associate in Applied Science (AAS) in Early Childhood Development:** designed to meet the needs of individuals who are interested in working in early childhood. The program emphasizes working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)
- **Associate in Applied Science (AAS) in Early Childhood Development:** prepares students to enter a professional field which encompasses many services provided directly to young children, birth to age 8, and their families. (Offered at SCC)
- **Associate in Applied Science (AAS) in Early Care and Education:** is based upon an inclusive vision of high-quality services for all children. Provides area a sequence of lively, interactive classes and a variety of field experiences, which greatly expands the student's understanding of children. Unique student teaching opportunities are offered in the Evelyn H. Warren Child Development Lab, a multi-age preschool that is accredited by the National Association for the Education of Young Children. (Offered at MCC)
- **Associate in Applied Science (AAS) in Early Childhood Education and Administration:** designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. (Offered at PC)
- **Associate in Applied Science (AAS) in Family Life Education:** prepares individuals to enter the family life education, human development, or child and family organizations field at the paraprofessional level. (Offered at GCC, MCC, RSC)
- **Associate in Applied Science (AAS) in Family Development:** prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. Includes skills in assessing and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. (Offered at PC)

Continued next page...

Teacher Education: MCCCD Offerings

- **Associate in Transfer Partnership (ATP) in Early Childhood Teacher Education:** designed for students planning on becoming certified teachers in Early Childhood Education (birth through third grade). Transfers as a block without loss of credit to Northern Arizona University. (Offered at GCC, MCC, RSC, and SCC)

Post Baccalaureate Programs

- **Post Baccalaureate Early Childhood Teacher Education Program:** designed for individuals with a baccalaureate degree who want to become an early childhood teacher. The program enables students to obtain an Arizona Department of Education (ADE) early childhood teaching certificate that meets Arizona requirements to teach in a public school program, including children from birth through third grade. (Offered at RSC)
- **Early Childhood Endorsement:** designed for individuals who have a current elementary or special education teaching certificate, or are about to receive one. This program enables students to obtain an early childhood Endorsement that meets Arizona requirements to teach in a public school program, including children from birth through third grade. (Offered at RSC)

Academic Certificates

- **Academic Certificate (AC) in Early Childhood Education:** designed to provide students with an understanding of universal concepts and basic practices which are the foundation of early childhood care and education. The Certificate includes courses identified as core elements of early care and education such as health, safety, nutrition, curriculum, family values, community, diversity, professionalism, guidance and discipline, and child development as well as general education courses relevant to early childhood education. (Offered at RSC)

Certificates of Completion

- **Certificate of Completion (CCL) in Early Childhood Education:** designed for those who are interested in studying and working with young children. It prepares individuals to work with children in early child programs, with a specialization in either center-based or family child care. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC)
- **Certificate of Completion (CCL) in Early Childhood Education:** designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. (Offered at PVCC)
- **Certificate of Completion (CCL) in Early Childhood Development:** prepares individuals to assume entry-level positions within preschool, child care and family support programs. (Offered at SCC)
- **Certificate of Completion (CCL) in Early Childhood Development:** designed to meet the needs of individuals who are interested in working in early childhood. Emphasis on working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)
- **Certificate of Completion (CCL), Montessori (AMS) National Montessori Certification** (Offered at SMCC)
- **Certificate of Completion (CCL) in Early Care Specialist:** prepares students for entry-level position in early childhood

programs. The sequence of coursework is designed to increase understanding of education and care of young children. (Offered at MCC)

- **Certificate of Completion (CCL) in Early Childhood Education and Administration:** designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. (Offered at PC)
- **Certificate of Completion (CCL) in Early Childhood Classroom Management:** designed for understanding infants, toddlers and preschool children and managing their early childhood classroom settings. Focuses on key areas related to early childhood. (Offered at PC)
- **Certificate of Completion (CCL) in Curriculum for Young Children:** focuses on developmentally appropriate methods and uses of creative art media; science skills and experience; rhythmic, music, and creative movement; language and literacy activities; math and logical thinking experiences; and multicultural/anti-bias activities. (Offered at PC)
- **Certificate of Completion (CCL) in Family Development:** prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. Includes skills in assessing and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. (Offered at PC)
- **Certificate of Completion (CCL) in Infant/Toddler Development:** prepares individuals to serve children from birth through age three years and their families within preschool, child care and family support programs. (Offered at SCC)
- **Certificate of Completion (CCL) in Parent Education:** prepares individuals to enter the family life education with a focus on parent education. (Offered at GCC, MCC, RSC)
- **Certificate of Completion (CCL) in Adolescent Studies:** designed to prepare individuals preparing to work or those who are employed in professions that require interaction with adolescents and/or adolescent-related issues such as school personnel, parents, health educators, etc. (Offered at PC)

*NOTE:

- (1) Refer to specific college catalog for degree, program and course information.
- (2) Students are strongly encouraged to seek academic advisement prior to enrolling.

College Contact Information

Chandler-Gilbert Community College (CGCC)

Teacher Education: Sharon Fagan (Pecos Campus) sharon.fagan@cgccmail.maricopa.edu 480-732-7124

Early Childhood Education: Jennifer Peterson (CGCC) jennifer.peterson@cgccmail.maricopa.edu 480-857-5535

Estrella Mountain Community College (EMCC)

Teacher Education: Marsha Carlen marsha.carlen@emccmail.maricopa.edu 623-935-8479

Early Childhood Education: Marsha Carlen marsha.carlen@emccmail.maricopa.edu 623-935-8479

Teacher Education: MCCCD Offerings

Glendale Community College (GCC)

Teacher Education: Nancy Oreshack nancy.oreshack@gcmail.maricopa.edu 623-845-3265

Early Childhood Education: Dr. Carlos Nunez 623-845-3178

Mesa Community College (MCC)

Teacher Education:

Transfer Services 480-461-7452 or 480-654-7600

Dr. Richard Malena (Red Mountain Campus) 480-461-7890

richard.malena@mccmail.maricopa.edu

Dr. Nora Reyes (MCC Campus) 480-461-7781

nora.reyes@mccmail.maricopa.edu

Early Childhood Education:

Dr. Christine Osgood osgood@mail.mc.maricopa.edu 480-461-7938

Dr. Annapurna Ganesh aganesh@mail.mc.maricopa.edu 480-461-7305

Paradise Valley Community College (PVCC)

Teacher Education:

Debbie Voll debbie.voll@pvmail.maricopa.edu 602-787-6659

Early Childhood Education: Christie Colunga christie.colunga@pvmail.maricopa.edu 602-787-7731

Phoenix College (PC)

Teacher Education: Ofelia Canez 602-285-7657

Early Childhood Education: Alverta McKenzie alverta.mckenzie@pcmail.maricopa.edu 602-285-7292

Rio Salado College (RSC)

Teacher Education:

academic.advisement@email.rio.maricopa.edu 480-517-8580

Early Childhood Education:

Dr. Diana Abel diana.abel@riomail.maricopa.edu 480-517-8122

Scottsdale Community College (SCC)

Teacher Education: Dr. Bobbie Sferra 480-423-6217

Early Childhood Education: Dr. Rosanne Dlugosz 480-423-6204

South Mountain Community College (SMCC)

Teacher Education:

Dr. Eufemia Amabisca

eufemia.amabisca@smccmail.maricopa.edu 602-243-8019

Dr. Yvonne Montiel

yvonne.montiel@smccmail.maricopa.edu 602-243-8023

Early Childhood Education:

Joy Mills joy.mills@smccmail.maricopa.edu 602-305-5783

Montessori Director:

Billie Larime billie.larime@smccmail.maricopa.edu 602-305-5601

College of Attendance

Completion of teacher education course work for the various degrees, certificates and programs available can be met through the completion of teacher education course work taken at any Maricopa Community College. Refer to specific college catalogs and course schedules for available offerings.

Common College Requirements for Students Enrolled in Teacher Education Course Work

Students taking Teacher Education Courses are expected to:

- Receive a grade of "C" or better in all course work.
- Participate in site-based practicums, field experiences or service learning. This may include observation, tutoring, and some basic teaching. Work with the person identified by the college to coordinate the site-based school placements.
- Be fingerprinted, if required. Some school districts require this before students are allowed to participate in a site-based school experience. The cost of fingerprinting is the sole responsibility of the student. Contact each individual college for specific information.
- Meet additional health requirements.
- Pay course fees. Refer to specific college course schedules and catalogs.

University Transfer Students

Students planning to transfer to a college/university **other than** Arizona State University (ASU), University of Arizona (UofA), or Northern Arizona University (NAU) to obtain a teacher education degree may also take their prerequisite course work at any Maricopa College. For information on transferability of course work that meets the university's requirements for admission into their teacher preparation baccalaureate programs, students **must** contact an adviser at that college/university.

Teacher Education Scholarship Availability

The National Center for Teacher Education (NCTE) has created scholarships for teacher education students attending the Maricopa Community Colleges. Currently there are four (4) \$500 scholarship awards available for each of the ten Maricopa colleges. Visit <http://www.maricopa.edu/academic/teachered/scholarship.html> for additional information.

The National Association of Community College Teacher Education Programs (NACCTEP) has a national scholarship program. The purpose of the NACCTEP National Scholarship Program is to provide financial assistance to community college students who are studying to become teachers. This scholarship is promoted through the National Association of Community College Teacher Education Programs and is facilitated by the National Center for Teacher Education. Awards are \$1,000 over the course of two semesters and will be made available through college financial aid institutions. Visit <http://www.nacctep.org/Scholarship/05-06scholarship.php> for additional information.

The Professional Career Pathway Project (PCPP) is sponsored by the Arizona Department of Economic Security Child Care Administration. This program offers Family Child Care and Center-based caregivers the opportunity to apply for funding to cover the cost of the tuition/fees for college coursework. The PCPP offers students a seamless pathway to meet the requirements for the Child Development Associate (CDA) Credential, the National Association for Family Child Care (NAFCC) Accreditation, and the Certificate of Completion. (EMCC, GCC, MCC, PVCC, SCC, SMCC)

Early Childhood Education Scholarship Opportunities information is available at each college. Make contact with the designated college Early Childhood contact person directly. Scholarship opportunities vary with each program.

OCCUPATIONAL PROGRAMS OF MCCCD

Colleges:

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

Agriculture

Agribusiness Sales and Service

Pest Management Aide..... MC

Agricultural Production and Management

Agribusiness..... MC

(See also Agribusiness Sales and Service and Horticulture sections)

Ranch and Livestock Management Aide..... MC

Ranch and Livestock Management Specialist..... MC

Urban Horticulture..... MC

(See also Horticulture section)

Equine Training and Management

Equine Science..... SC

Veterinary Technology/Animal Health..... MC

Horticulture

Landscape Aide..... MC

Landscape Specialist..... MC

Workforce Development: Horticulture Level I & II..... RS

(See also Agricultural Production and Management section)

Business

Accounting

Accounting..... GW, PC

Accounting-Specialized Para-Professional..... PV

Bookkeeping..... SC

Microcomputer Accounting..... PC, PV

(See also Business Administration section)

Paraprofessional Accounting..... GC

Business Administration

Business..... MC

Business (FASTRACK)..... SC

Business (Tracks: Accounting, Management, Marketing.....

Retail Management and Marketing, or Small Business Management..... SC

General Business..... CG, GC, GW, PC, PV

(See also Management and Finance section)

Import/Export Trade..... GW, PV

International Business..... GW, PV

International Trade..... MC

Computer Science

Computer Applications Technology..... EM

Computer Applications: Microsoft Office Specialist/Advanced..... MC

Computer Applications: Microsoft Office Specialist/Basic..... MC

Computer Hardware and Desktop Support..... CG, EM, GW, MC, PC, SC

Computer Hardware and Network Support..... SC

Computer Information Systems..... GC, MC, PC, PV, SC, SM

Computer Networking Technology..... PV

Computer Programming..... MC

Computer Systems Maintenance..... PV

Computer Technology..... RS

Computer Usage and Applications, Advanced..... RS

Database Development..... SC

Desktop Publishing..... EM

Education Technology..... GW

Geographic Information Systems..... MC

Helpdesk Specialist..... GC

Information Assurance..... MC

Information Security..... CG, EM, GC, GW, SM

Information Security Administration..... CG, EM, GC, GW, SM

Information Security Technology..... CG, EM, GC, GW, SM

Information Security Wireless Networks..... CG, EM, GC, GW, SM

Information Technology..... CG

Information Technology Support..... SM

Information Technology: Cisco Networking Professional..... SM

Information Technology: Computer Applications Specialist..... SM

Information Technology: Network Security..... SM

Information Technology: Network Server..... SM

Information Technology: Programming & Systems Analysis..... SM

Information Technology: Web and Graphic Design..... SM

Linux Associate..... CG, EM, GC, GW, MC, SM

Linux Networking Administration..... CG, EM, GC, GW, MC, SM

Linux Professional..... CG, EM, GC, GW, MC, PV, SM

Microcomputer Applications..... GC

(See also Office Occupations section)

Microcomputer Applications: Office Specialist/Core Level..... CG

(See also Office Occupations section)

Microcomputer Applications: Office Specialist/Expert Level..... CG

(See also Office Occupations section)

Microcomputer Business Applications..... CG, GC

(See also Office Occupations section)

Microsoft Database Administration..... CG

Microsoft Desktop Support Technology..... CG, EM, GC, GW, MC, PV, SC

Microsoft Networking Technology..... CG, EM, GC, GW, PV, SC

Microsoft Product Specialist..... CG, EM, GC, GW, PV, SC

Microsoft Applications Development..... CG, GW, MC, PV, SC

Microsoft Systems Administration..... CG, EM, GC, GW, PV, SC

Microsoft Systems Engineer..... CG, EM, GC, GW, PV, SC

Network Administration..... SC

Network Administration:

 Cisco Network Associate..... MC

 Cisco Network Professional..... MC

 Microsoft Windows NT..... MC

 Microsoft Windows..... MC

 Novell..... MC

 UNIX-Solaris..... MC

Network Professional..... RS

Network Security..... MC

Networking..... RS

Networking Administration: Cisco..... CG, EM, GC, GW, SM

Networking System Administration..... MC

Networking Technology: Cisco..... CG, EM, GC, GW, SM

Oracle Database Administration..... EM

Oracle Database Operations..... CG

Personal Computer Applications..... SC

Programming..... RS

Programming and System Analysis..... CG, EM, GC, GW, MC, PC, PV, SC, SM

Software Development..... SC

Technology Troubleshooting and A+ Preparation..... RS

Web Design..... GC, GW, PV

Web Design..... SC

Web Designer..... MC

Advanced Web Designer..... MC

Web Developer..... EM, GC, GW, MC, PC, PV

Web Development..... SC

Web Design..... RS

Web Server Administrator..... MC

Web Technology..... MC

Finance

Banking and Finance..... EM, PC

Home Inspection..... MC

Occupational Programs of MCCCD

Licensed Real Estate Appraiser	MC	Data Entry Clerk.....	EM
Real Estate	GC, MC	General Office Secretary	EM, GC
Real Estate: Prelicense.....	PC	Paralegal Studies	PC
Real Estate Residential Appraisal.....	MC	Legal Secretarial.....	PC
Residential Appraisal Apprentice	MC	Medical Office Support (Basic Clerical & Basic Transcription)	PC
Management		Office Automation Systems	SC, SM
Business Management	SM	Office Coordinator	GC
Credit Union Management	PC	Office Fundamentals.....	SC
General Business.....	PC	Office Support I and II	PC
Human Resources Management.....	PC	Office Technology.....	GW
Management	MC, PC, SC	Realtime Reporting (Scoping, Broadcast Captioning, CART or Judicial).....	GW
Management I and II	PC	Realtime Reporting-Advanced Placement CART	GW
Middle Management.....	GC, PV	Realtime Reporting-Advanced Placement Broadcast Captioning.....	GW
Military Leadership.....	RS	Receptionist.....	EM
Project Management.....	MC	Technology Support Analyst: Levels I and II	MC
Public Administration.....	RS	Word Processing.....	SC
Public Administration: Legal Services.....	RS	Total Quality Management	
Public Relations	GC	Automobile Insurance: Customer Service	RS
		Automobile Policy: Customer Service	RS
<i>(See also Middle Management section)</i>		Credit Counseling: Customer Service	RS
Retail Management	CG, GC, GW, EM, MC, PC, PV, RS, SC, SM	Customer Service Management	EM
Retail Management and Marketing.....	SC	Digital Telecommunications: Customer Service	RS
Retail Sales Manager.....	MC	Human Services - Assistance: Customer Service.....	RS
Small Business	MC	Human Services - Long Term Care: Customer Service.....	RS
Small Business Entrepreneurship.....	GC, SM	Human Services - Specialist: Customer Service	RS
Small Business Management	EM, SC	Insurance - Customer Service	RS
Supervision	GC	Insurance Claims and Losses: Customer Service	RS
Supervision and Management I and II.....	SM	Motor Vehicle: Customer Service.....	RS
Supply Chain and Operations Management.....	GW	Organizational Leadership	CG, EM, GW, MC, PV, RS
Tribal Development.....	SC	Organizational Management.....	CG, EM, GW, MC, PV, RS
Marketing		Pharmacy Benefits Management: Customer Service.....	RS
Marketing	MC, PC, SC	Pharmacy: Customer Service	SM
Marketing I and II	PC	Quality Customer Service	GW, RS
Salesmanship	MC	Quality Process Leadership	GW, RS
Media Technology		Travel Agency: Customer Service.....	RS
Animation: Advanced Imaging and Animation	GC	Utilities Customer Service.....	RS
Animation: Drawing for Animation	GC		
Animation: Imaging and Design Foundation	GC	Health Occupations	
Digital Arts.....	MC	Allied Health	
Digital Photography.....	PC	Advanced Behavioral Health Sciences.....	GC, SM
Game Technology.....	MC	Basic Behavioral Health	GC, SM
Media Arts: Computer Art/Illustration.....	CG, MC, PC, PV	Clinical Laboratory Sciences	PC
Media Arts: Desktop Publishing	MC, PC	Community Health Advocate: Diabetes.....	MC, SC
Media Arts: Digital Animation.....	MC, PC	Computed Tomography	GW
Media Arts: Digital Imaging.....	CG, MC, PC	Developmental Disabilities Specialist	CG, GC
Media Arts: Web Design.....	PC	Diagnostic Medical Ultrasound.....	GW
Motion Picture/Television Production.....	SC	Direct Care Practice	MC
Broadcast Production	SC	Donor Phlebotomy.....	PC
Editing.....	SC	Electroneurodiagnostics	GW
Film Analysis and Criticism	SC	Health Information	PC
Film Production.....	SC	Health Information Technology.....	PC
Screenwriting	SC	Health Services Management	GW
Multimedia	GC	Health Unit Coordinating	GW
Multimedia Technology.....	MC	Histology Technology	PC
Video Production Technology	GC	Hospital Central Service Technology.....	GW
Web Publishing Design: Foundation.....	GC	Laboratory Assisting.....	PC
Web Publishing Design: Design and Authoring.....	GC	Magnetic Resonance Imaging.....	GW
Middle Management		Medical Assisting.....	PC
Public Relations	MC	Medical Coding: Hospital-Based.....	PC
		Medical Coding: Physician Based.....	PC
<i>(See also Management section)</i>		Medical Front Office	PC
Office Occupations		Medical Radiography.....	GW
Administrative Office Coordinator	GC	Medical Transcription Level I	GW
Administrative Office Professional.....	PV	Nuclear Medicine Technology	GW
Administrative Technology	GW	Patient Care Technician.....	PC
Business Technology Specialist	GW	Perioperative Nursing.....	GW
Computer Applications.....	PC	Phlebotomy.....	PC
Computer Software Applications.....	PV		
Customer Service/Information Professional.....	PV		

Occupational Programs of MCCC

Physical Therapist Assisting	GW	Professional Food and Beverage Service	PC
Radiation Therapy	GW	Workforce Development: Culinary Arts	RS
Recovery	SM	Home Economics	
Respiratory Care	GW	Advanced Interior Design	PC
Speech Language Pathology Assistant.....	EM	Alteration Specialist.....	MC
Surgical Technologist First Assisting	GW	Apparel Construction.....	PC
Surgical Technology.....	GW	Costume Design and Production.....	MC
Dental		Costuming	PC
Clinical Dental Assisting (Advanced and Basic).....	RS	Fashion Design.....	PC
Dental Assisting	PC	Fashion Design Level I and II.....	PC
Dental Hygiene.....	MC, PC, RS	Fashion Illustration Level I, II and III.....	PC
Dental Office Management.....	PC	Home Furnishing and Materials.....	GC, MC, PC
Emergency Medical Technology		Interior Design	MC, PC, SC
Advanced Emergency Medical Technology (Paramedic).....	GC, PC, PV, SC	Interior Design:Advanced.....	MC
Basic Emergency Medical Technology.....	GC, MC, PC, PV, SC	Interior Design: Professional Level.....	SC
Community Emergency Response Team (CERT): Level I.....	PC	Kitchen and Bath Design.....	PC
Emergency Communications and Deployment.....	PC	Pattern Design Level I and II.....	PC
Intermediate Emergency Medical Technology.....	MC, PC	Merchandising	
<i>(See also Allied Health section)</i>			
Paramedicine.....	MC	Fashion Merchandising & Design.....	MC
Secondary Basic Emergency Medical Technology.....	PC	Fashion Merchandising.....	PC
Nursing		Image Consultant	MC
Fast Track Practical Nursing.....	GW	Service Occupations	
Nursing.....	CG, EM, GC, GW, MC, PC, PV, RS, SC	Administration of Justice	
Nurse Assisting.....	CG, EM, GC, GW, MC, PC, PV, RS, SC	Administration of Justice.....	EM, GC, PC, PV
Practical Nursing.....	CG, EM, GC, GW, MC, PC, PV, RS, SC	Administration of Justice - Comprehensive.....	PC
Home Economics		Administration of Justice - Fundamentals.....	PC
Adolescent Studies	PC	Administration of Justice Studies.....	CG, MC, SC
Adolescent Development.....	GC, MC, RS	Corrections (Advanced and Basic).....	RS
Adult Development and Aging	GC, MC, RS	Crime and Accident Scene Photography	PC
Child/Family Organizations Management/Administration	GC, MC, RS	Crime and Intelligence Analysis	CG
Curriculum for Young Children.....	PC	Crime Scene Investigation.....	SC
Early Care and Education.....	MC	Crime Scene Technology	SC
Early Care Specialist.....	MC	Cyber Forensics Technician.....	MC
Early Childhood Classroom Management.....	PC	Detention Services	RS
Early Childhood Development.....	SC, SM	Evidence Technology.....	PC
Early Childhood Development: Montessori.....	SM	Fingerprint Classification and Identification.....	PC
Early Childhood Education	GC, PV, RS	Forensic Investigation.....	MC
Early Childhood Education and Administration	PC	Forensic Science: Crime Lab.....	SC
Family Life Education.....	GC, MC, RS	Forensic Science.....	CG
Family Development.....	PC	Forensic Technology	PC
Family Support.....	PC	Global Citizenship.....	MC
Infant/Toddler Development.....	SC	Homeland Security	CG
Parent Education.....	GC, MC, RS	Information Assurance.....	MC
Community Re-Entry		Information Security Forensics	EM, GC, GW, SM
Workforce Development and Community Re-Entry	RS	Judicial Studies.....	MC
Education		Justice/Government Agency Admin. Levels I & II.....	MC
Bilingual Endorsement.....	MC, PC	Justice Studies	CG, MC, SC
English as a Second Language (ESL) Endorsement	MC, PC	Law Enforcement	SC
Instructional Assistance	MC, PC	Law Enforcement Field Training	RS
Reading Specialist Endorsement.....	MC	Law Enforcement Investigator.....	GC
Teacher Assisting.....	EM, GW	Law Enforcement Technology.....	RS
Family and Consumer Science		Law Enforcement Training Academy.....	CG, GC
Nutrition for Fitness and Wellness	GC, MC	Legal Studies.....	MC
Food and Nutrition		Police Academy Preparation: Level I	SC
Advanced Professional Culinary Arts.....	SC	Police Science.....	MC, SC
Basic Culinary Studies.....	EM	Police Supervision.....	GC
Commercial Baking.....	PC	Public Safety Technology.....	RS
Commercial Food Preparation	PC	Victimology.....	MC
Culinary Arts.....	SC	Fire Science	
Culinary Fundamentals	SC	Basic Firefighter.....	EM, MC, PV
Culinary Studies	EM, PC, MC	Driver Operator	MC
<i>(See also Hospitality section)</i>			
Dietetic Technology	CG, PV	Emergency Management.....	GC, GW, MC, PV, SM
Food Service Administration	PC	Fire Academy.....	GC, SC
		Fire Officer I.....	MC
		Fire Science.....	CG, GC, PC, PV, RS

Occupational Programs of MCCC

Fire Science Technology.....	EM, GC, MC, PV, SC
Firefighter Operations.....	GC, MC, PC, PV, SC
Hospitality	
Advanced Professional Culinary Arts.....	SC
Airline Operations.....	RS
Airline Operations: Ground Operations.....	RS
Airline Operations: Initial Flight Attendant.....	RS
Airline Operations: Passenger Services.....	RS
Airline Operations: Reservations.....	RS
Airline Operations: Reservations and Ticketing Operations.....	RS
Airline Operations: Vacations.....	RS
Culinary Arts.....	SC
<i>(See also Food and Nutrition section)</i>	
Hospitality/Hotel Management.....	EM
Hospitality and Tourism/Golf Management.....	SC
Hospitality and Tourism/Hotel Management.....	SC
Hospitality and Tourism/Restaurant Management.....	SC
Hospitality and Tourism/Spa and Wellness Center Management.....	SC
Hospitality and Tourism/Tourism Development and Management.....	SC
Library Media Technology	
Library Information Technology: Basic/Advanced/Practitioners.....	MC
Library Information Technology: School Library Media Center.....	MC
Mortuary Science	
Mortuary Science.....	MC
Music	
Audio Production Technologies.....	GC, MC, PC, PV, SC
Dance Technology.....	SC
Music Business.....	CG, GC, GW, MC, PC, PV, SC, SM
Parks, Recreation, Leisure and Fitness Studies	
Recreation Management.....	MC, PC, SC
Health and Physical Education/Fitness	
Group Fitness Instructor.....	GC, MC
Personal Trainer.....	GC, MC
Strength and Conditioning Personal Trainer.....	CG, EM, GC, GW, MC, PV, SC, SM
Strength, Nutrition and Personal Training.....	CG, EM, GC, GW, MC, PV, SC, SM
Teaching, Healing, Meditation and Stress Management.....	PV
Therapeutic Massage.....	CG, PC
Yoga Instruction.....	SC
Social Sciences	
Chemical Dependency.....	RS
Chemical Dependency: Level I and II.....	RS
Clinical Research Coordinating.....	GW
Deaf Studies.....	PC
Interpreter Preparation.....	PC
Professional Addictions Counseling.....	RS
Social Services	
Gerontology.....	PC
Human Services.....	GC
Technology and Trade Industrial	
Air Conditioning and Refrigeration	
Air Conditioning/Refrigeration/Facilities.....	GW
Apprenticeship Related Instruction	
Bricklaying.....	GW
Carpentry.....	GW
Construction Management.....	GW, PC
Construction Trades: Carpentry, Millwright, Painting or Sheet Metal.....	GW
Electricity.....	GW
Heat and Frost Insulation.....	GW
Heavy Equipment Operations.....	GW
Ironworking.....	GW
Mechanical Trades: Plumbing.....	GW
Mechanical Trades: Heating, Ventilating & AC.....	GW

Mechanical Trades: Sheet Metal.....	GW
Millwright.....	GW
Painting.....	GW
Pipefitter-Refrigeration.....	GW
Plumbing.....	GW
Power Plant Technology.....	EM, GC, 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 Engines and Drive Trains.....	GC
Automotive Engine Performance Diagnosis & Air Conditioning.....	GC
Automotive Performance Technology.....	MC
Automotive Suspension, Steering and Brakes.....	GW
Automotive Technology.....	GC, GW
Brakes, Alignment, Suspension and Steering.....	MC
Caterpillar Technician Training.....	MC
Engine Performance and Diagnosis.....	GW, MC
Transmissions and Power Trains.....	MC
Workforce Development: Auto Technology Level I & II.....	RS
Building and Construction	
Building Inspection.....	EM, MC
Building Safety and Construction Technology.....	PC
Building Safety Technology.....	SC
Carpentry.....	GW
Civil Engineering Technology.....	PC
Heavy Equipment Operations.....	GW
Home Improvement Retail Operations (Flooring, Kitchen or Millworks).....	GW
Plan Review.....	MC
Pre-Contractor Licensing.....	MC
Workforce Development: Carpentry Level I & II.....	RS
Workforce Development: Furniture Const/Refin Level I & II.....	RS
Commercial Art/Advertising Art	
Computer Graphic Design.....	PC
Graphic Design.....	SC
Workforce Development: Graphic Arts Level I & II.....	RS
<i>(See also Media Technology section)</i>	
Drafting Technology	
CAD Technology.....	GC
Architectural CADD Level III.....	MC
Architectural Detailing CADD Level III.....	MC
Architectural Drafting.....	PC
Architectural Technology.....	SC
Architecture.....	MC
Basic CAD.....	GC
CAD Application.....	GC
Commercial Drafting CADD Level II.....	MC
Computer Aided Design/Drafting CADD Level I.....	MC
Computer Aided Drafting.....	MC, PC
Construction.....	MC

Occupational Programs of MCCC

Construction Drafting I, II and III	MC
Construction Drafting CADD Level III.....	MC
Electro/Mechanical Drafting.....	MC
Electromechanical Manufacturing Technology	MC
Graphic Design.....	SC
Journalism	MC
Journalism	GC, PC, PV, SC, SM
Manufacturing Productivity	GW
Mechanical Drafting.....	MC
Micro Circuit Mask Design	MC
Microcomputer Servicing.....	GC
Residential Drafting CADD Level II	MC
Surveying and Civil Drafting CADD Level II.....	MC

Electronics/Electrical Technology

Computer and Networking Technology	GC
Electric Utility Technology.....	CG
Electrical Technology	GW
Electromechanical Automation Technology.....	MC
Electronics Engineering Technology	MC
Electronics Manufacturing Technology	GC
Electronics Technology.....	MC
Industrial Education	GC, MC
Industrial Operations Technology.....	EM, GW
Network Maintenance.....	GC
Telecommunications Technology	SM
Workforce Development: Electrical Level I & II.....	RS

Engineering

Civil Engineering Technology	PC
Surveying Technology	PC

Environmental Technology

Biotechnology	MC
Biotechnology and Molecular Biosciences.....	GC
Environmental Science Technology	GW
Geospatial Technology: Environmental Sciences	PC
Geospatial Technologies.....	MC
Hazardous Materials Response.....	PC
Hydrologic Studies.....	GW
Occupational Safety and Health Technology.....	GW
Safety, Health and Environmental Studies	PV
Wastewater Treatment	GW
Water Distribution and Collection.....	GW
Water Purification Technology.....	GW
Water Technologies: Level I, II, III & IV.....	GW
Water Treatment.....	GW

Manufacturing

Aerospace Manufacturing Technology	GW
Automated Manufacturing Systems	CG
Manufacturing Engineering Technology	MC
Manufacturing Machining.....	MC
Manufacturing Management.....	MC
Manufacturing Technology CNC/CAD/CAM	MC
Manufacturing Welding.....	MC

(See also Welding Technology section)

Machinist

Machinist and Product Development Technology.....	MC
Machinist, Tool and Die: Level I and II	MC
Tractor-Trailer Driving.....	GC

Welding Technology

Welding	MC, PC
Workforce Development: Welding Level I & II.....	RS

(See also Manufacturing section)

Maricopa Skill Center Areas/Programs/ Certificates

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 East Buckeye Road, Phoenix, AZ. The more than 200 courses and 60 noncredit Maricopa Skill Center certificates are open-entry/open-exit and self-paced. Several programs hold credit articulation agreements with ASU and GateWay Community College and most programs culminate in leading industry certifications.

- Accounting
- Auto Body
- Computer Aided Drafting
- Computer Technology Programs
- Construction Trades
- Cosmetology
- Culinary Arts
- Customer Service
- Facilities Maintenance
- Health Care Services
- Industrial Spray Painter
- Machine Trades
- Meat Cutter
- Nursing
- Printing Trades
- Soldering
- Travel & Tourism
- Welding

SouthWest Skill Center at EMCC Certificates

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training. The programs are listed below and reference any certificate issued by that program.

Distribution Logistics Technician Program (Certificate Programs)

Certified Distribution Logistics Technician (2/2008)

Emergency Medical Technology Program (Certificate Programs)

Emergency Medical Technician (2/2008)

Medical Assistant Program (Certificate Programs)

- Medical Assistant Front Office/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office
- Medical Billing and Coding
- Phlebotomy

Nursing Programs (Certificate Programs)

- Nurse Assistant Program
- Practical Nurse Program



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Programs pp. 80-126
Index pg. 4
Courses pp. 128-214
Index pg. 127



**LEARN.
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SCOTTSDALE COMMUNITY COLLEGE PROGRAMS

ACCOUNTING

Business Division Office

ACC

AP 237A 480.423.6253

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

Students can earn a Certificate of Completion in Bookkeeping. Please see page 86 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Accounting. Please see page 85, "Business" for detailed information on the required coursework.

ADMINISTRATION OF JUSTICE STUDIES AJS

Applied Sciences Division Office AP 237B 480.423.6599
Program Director, Dr. John Kavanagh AP 248 480.423.6345

The Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement, courts, corrections, crime scene processing, forensic science and related technical occupations. The program also provides practitioners within the criminal justice field the opportunity for continuing education and growth and development, or the background to continue their education at a four-year institution. Upon satisfactory completion of the outlined program, the students will receive an Associate in Applied Science degree in Administration of Justice Studies (see page 81).

In addition, an AAS degree is offered in Forensic Science: Crime Lab and Certificates of Completion are offered in Crime Scene Investigation, Crime Scene Technology, Justice Studies, and Police Academy Preparation (Level I).

CERTIFICATE OF COMPLETION IN CRIME SCENE INVESTIGATION: 16-18 CREDITS

The Certificate of Completion in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

REQUIRED COURSES: 16-18 credits

AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4).....	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4).....	3-4
AJS/FOR223	Forensic Pathology: Death Investigation.....	3
AJS243	Crime Scene Reconstruction.....	3
AJS275	Criminal Investigation I.....	3
AJS290BN	Courtroom Testimony Seminar.....	1

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

CERTIFICATE OF COMPLETION IN

CRIME SCENE TECHNOLOGY: 16-18 CREDITS

The Certificate of Completion in Crime Scene Technology prepares students for careers as police or civilian crime scene technicians. The program provides comprehensive instruction in crime scene photography, fingerprint classification and processing, crime scene search techniques, chemical processing of evidence, packaging evidence, and related skills.

REQUIRED COURSES: 16-18 credits

AJS213	Evidence Technology/Fingerprints.....	3
AJS214	Evidence Technology/Photography.....	3
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4).....	3-4
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4).....	3-4
AJS242	Crime Scene Processing.....	3
AJS290BN	Courtroom Testimony Seminar.....	1

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 Justice Studies.....	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

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.

Scottsdale Community College Programs

AAS IN ADMINISTRATION OF JUSTICE STUDIES: 64-66 credits

REQUIRED COURSES: 27 credits

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law.....	3
AJS201	Rules of Evidence.....	3
AJS210	Constitutional Law.....	3
AJS212	Juvenile Justice Procedures.....	3
AJS225	Criminology.....	3
AJS230	The Police Function.....	3
AJS240	The Correction Function.....	3
AJS260	Procedural Criminal Law.....	3

RESTRICTED ELECTIVES: 15 credits

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

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. E. course from the First-Year Composition area..... 6

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM100AA	Intro to Human Communication Part I (1) AND	
COM100AB	Intro to Human Communication Part II (1) AND	
COM100AC	Intro to Human Communication Part III (1) OR	
COM225	Public Speaking (3)	3

Critical Reading

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

Any approved G. E. course from 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. E. course from 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 FORENSIC SCIENCE: CRIME LAB: 60-65 credits

The Associate of Applied Science (AAS) in Forensic Science: Crime Lab prepares students for employment in forensic crime labs as assistants to crime lab criminalists and provides the first half of a four-year undergraduate program of study designed to prepare students as crime lab criminalists. The program combines crime scene technology and criminal justice courses with general education courses and additional math, physics and chemistry courses.

REQUIRED COURSES: 33-34 credits

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice.....	3
AJS216	Criminalistics: Biological Evidence.....	3
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4).....	3-4
AJS275	Criminal Investigation I.....	3
AJS290BN	Courtroom Testimony Seminar.....	1
PHY111	General Physics I.....	4
PHY112	General Physics II.....	4
CHM151	General Chemistry I.....	3
CHM151LL	General Chemistry I Laboratory.....	1
CHM154	General Chemistry II with Qualitative Analysis.....	3
CHM154LL	General Chemistry II w/Qualitative Analysis Laboratory.....	2

RESTRICTED ELECTIVES: 12-14 credits

CHM130	Fundamental Chemistry.....	3
CHM130LL	Fundamental Chemistry Laboratory.....	1
MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3).....	3-5
MAT150	College Algebra/Functions (5) OR	
MAT151	College Algebra/Functions (4) OR	
MAT152	College Algebra/Functions (3).....	3-5
Any AJS, BIO, CHM, MAT or Foreign Language Courses..... 1-12		
Recommended courses include AJS213, AJS214, AJS223, AJS242, BIO181/182, or CHM235/235LL.		

GENERAL EDUCATION (G.E.) REQUIREMENTS: 15-17 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM225	Public Speaking.....	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR Equivalent by assessment.....	3
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Mathematics

MAT182	Trigonometry (3) OR	
MAT187	Precalculus (5).....	3-5

DISTRIBUTION: 0 credits

Humanities and Fine Arts

Met by AJS123 in Required Courses area..... 0

Natural Sciences

Met by PHY111 or PHY112 or CHM151/151LL or CHM154/154LL in the Required Courses area..... 0

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 Forensic Science: Crime Lab.

Scottsdale Community College Programs

AMERICAN INDIAN ARTS INSTITUTE (AIAI) ART

Art Department Office AB 112 480.423.6344
 Fine Arts Division Office MB 139 480.423.6328

American Indian Arts Institute (AIAI) is a new program of study at SCC. Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community (SRPMIC) and wishes, in conjunction with the Community, to develop a year-round American Indian Cultural Center, with a focus on American Indian students and American Indian art instructors.

At present classes vary depending on instructor availability. Art Beyond the Classroom is offered only in the summer months and travels to Australia and New Zealand for cultural arts exchange. SRPMIC students are given first consideration for filling classes. American Indian students of any other nation as well as non-American Indians of high school age or older are welcome to apply to any or all of our classes.

ARCHITECTURAL TECHNOLOGY (Computer-Aided Drafting) ARC

Applied Sciences Division Office AP 237B 480.423.6599
 Program Director, Myron Brower AP 227 480.423.6229

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

NOTE: Effective Fall 2006, course prefixes, numbers, and titles for Architectural Technology/CAD were changed from the DFT prefix to ARC. Students currently enrolled in the program are urged to contact Myron Brower (480) 423-6229 or Michael Kuzmik (480) 423-6293 with questions or to set an appointment for advisement.

CERTIFICATE OF COMPLETION IN ARCHITECTURAL TECHNOLOGY: 30 credits

REQUIRED COURSES: 30 credits

ARC121	Introduction to Architectural Drafting : Manual.....	3
ARC141	Architectural CAD I: Introduction	3
ARC142	Architectural CAD II: Plans and Elevations	3
ARC146	Architectural Print Reading.....	3
ARC148	Methods and Materials of Construction.....	3
ARC243	Architectural CAD III: Site Plans and Sections	3
ARC244	Architectural CAD IV: Structural Systems.....	3
ARC245	Architectural CAD V: Mechanical and Electrical Systems.....	3
ARC270	Architectural Technology Synthesis.....	3
BLT263AK	Building Codes: IBC.....	3

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

ARC121	Introduction to Architectural Drafting: Manual	3
ARC141	Architectural CAD I: Introduction	3
ARC142	Architectural CAD II: Plans and Elevations	3
ARC146	Architectural Print Reading.....	3
ARC148	Methods and Materials of Construction	3
ARC243	Architectural CAD III: Site Plans and Sections	3
ARC244	Architectural CAD IV: Structural Systems.....	3
ARC245	Architectural CAD V: Mechanical and Electrical Systems.....	3
ARC270	Architectural Technology Synthesis	3
BLT263AK	Building Codes: IBC.....	3

RESTRICTED ELECTIVES: 11 credits

ARC++++	Any ARC Architecture courses	1-9
ARC296++	Cooperative Education (any suffixed courses)	1-4
ARH100	Introduction to Art	3
ART111	Drawing I	3
BLT263AL	Building Codes: IRC	3
CAD++++	Any CAD Computer-Aided Drafting courses	1-6
CIS/BPC+++	Any Windows/Internet/Word Processing course	1-3
DFT++++	Any DFT Drafting Technology courses.....	1-6
INT115	Historical Architecture and Furniture.....	3
INT120	Modern Architecture and Furniture.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 24-26 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. E. course from the First-Year Composition area.....6

Oral Communication

Any approved G. E. course from 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. E. course from the Mathematics area.....3-5

DISTRIBUTION: 9 credits

Humanities and Fine Arts

Any approved G. E. course from 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. E. course from the Natural Sciences area 4 |

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area 3 |

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



Scottsdale Community College Programs

BUILDING SAFETY TECHNOLOGY

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

ARC121	Introduction to Architectural Drafting: Manual	3
ARC146	Architectural Print Reading.....	3
ARC148	Methods and Materials of Construction.....	3
BLT120	Techniques of Building Inspection.....	3
BLT121	Electrical Codes.....	3
BLT127	Plumbing Codes.....	3
BLT128	Mechanical Codes.....	3
BLT140	Environmentally Responsible Building.....	3
BLT263AK	Building Codes: IBC.....	3
BLT263AL	Building Codes: IRC	3

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

AAS IN BUILDING SAFETY TECHNOLOGY: 64-66 credits

REQUIRED COURSES: 30 credits

ARC121	Introduction to Architectural Drafting: Manual	3
ARC146	Architectural Print Reading.....	3
ARC148	Methods and Materials of Construction.....	3
BLT120	Techniques of Building Inspection.....	3
BLT121	Electrical Codes.....	3
BLT127	Plumbing Codes.....	3
BLT128	Mechanical Codes.....	3
BLT140	Environmentally Responsible Building.....	3
BLT263AK	Building Codes: IBC.....	3
BLT263AL	Building Codes: IRC	3

RESTRICTED ELECTIVES: 9 credits

ARC141	Architectural CAD I: Introduction	3
ARC142	Architectural CAD II: Plans and Elevations	3
ARC246	Architectural CAD VI: Construction Details.....	3
BLT124	Designing for the Americans with Disabilities Act (ADA)...	3
BLT296VWC	Cooperative Education.....	3
BPC/CIS121AE	Windows Operating System: Level I.....	1
BPC/CIS133AA	Internet/Web Development Level I-A.....	1
GCU102	Intro to Human Geography.....	3
GTC122	Building Materials.....	3
MGT101	Techniques of Supervision	3
MGT126	Customer Service Skills and Strategies.....	3
MGT251	Human Relations in Business.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits
First-Year Composition
 Any approved G. E. course from the First-Year Composition area.....6

Oral Communication
 Any approved G. E. course from 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. E. course from the Mathematics area.....3-5

DISTRIBUTION: 10 credits
Humanities and Fine Arts
 Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences
 Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences
 Any approved G. E. course from the Social/Behavioral Sciences area.....3

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

BLT : BUSINESS (FASTRACK)

For program information and advisement, contact Jessica Morris at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com.

The AAS in Business (FASTRACK) Program is designed for working adults seeking to update, upgrade or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. A Business (FASTRACK) Certificate is also available to students with all of the features of the AAS Program, but does not include a General Studies component.

Program features include:

- Hands-on activities and projects in accelerated five-week formats.
- Two convenient course delivery options: on campus and online.
- Student-directed learning stressing the dynamic business environment, communication skills and leadership development.
- Utilization of Microsoft Office package including Word, Excel and PowerPoint.
- Integration of international business issues and practices.
- Practical application of study concepts to workplace situations.

On campus, instructor-led classes meet once per week for four hours with student teams obliged to complete group assignments outside of the classroom as prescribed by course/module requirements.

Fastrack online classes begin every few weeks.

How online works:

1. Assignments are posted online for convenient access 24/7.
2. Asynchronous learning, no specified "meeting" times. Log on from home, work, or on the road.
3. Weekly assignments due every Monday by noon.
4. Students and instructors communicate and exchange assignments via email.
5. Cautions:
 - Due to the accelerated nature of these classes, students without strong time management, reading, computer and Internet skills should consider the instructor-led program.
 - **Take the online skills quiz!**
 - Students may only withdraw within the first two weeks of each five-week class. Refund requests must be received by the Admissions Office within three calendar days including the start date.



SCC Business Institute

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN BUSINESS (FASTRACK): 33 credits

PROGRAM PREREQUISITES:

Minimum of two years of full-time employment, permission of Department/Division, and basic computer skills. (See prerequisite and success matrix below.)

Note: Access to Microsoft Office software required.

REQUIRED COURSES: 33 credits

ACCI 10	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, permission of Department/Division, and basic computer skills.

Note: Access to Microsoft Office software required.

REQUIRED COURSES: 36 credits

ACCI 10	Understanding and Using Accounting Systems.....	3
BPCI 10	Computer Usage and Applications (3) OR	
CISI05	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 EDUCATION (G.E.) 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. E. course from 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. E. course from the Mathematics area.....3-5		
•	DISTRIBUTION: 10 credits		
•	Humanities and Fine Arts		
•	Any approved G. E. course from the Humanities and Fine Arts area (HUM205 recommended).....3		
•	Natural Sciences		
•	Any approved G. E. course from the Natural Sciences area.....4		
•	Social and Behavioral Sciences		
•	ECN211	Macroeconomic Principles (3) OR	
•	ECN212	Microeconomic Principles (3) OR	
•	PSY101	Introduction to Psychology (3) OR	
•	SOC101	Introduction to Sociology (3).....	3
•	<i>Grade of "C" or better required for all courses in the AAS in Business (FASTRACK).</i>		

Prerequisites and Success Factors by Delivery Type

Criteria	On-campus	Online
Two+ years of full-time work experience	X	X
Very good computer skills	X	X
Microsoft Office software (Office 2000 or better preferred. Office '97 at a minimum, Mac Office 2000)	X	X
Very good reading and time management skills	X	X
Must feel comfortable in a self-directed learning environment		X
Internet connection 56K at a minimum		X
Internet skills including, but not limited to: sending emails with attachments, basic browser and software troubleshooting, and file management		X

Scottsdale Community College Programs

BUSINESS

Business Division Office

AP 237A 480.423.6253

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

AAS IN BUSINESS: 64-66 credits

Students completing this degree will receive an AAS in Business with a specialization in any one of the following categories:

- Accounting
- Management
- Marketing
- Retail Management and Marketing
- Small Business Management

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 five specializations.

CORE: 24 credits

ACCI11	Accounting Principles I (3) OR	
ACC230	Uses of Accounting Information I.....	3
BPC110	Computer Usage and Applications (3) OR	
CISI05	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
IBS101	Introduction to International Business.....	3
MGT175	Business Organization and Management.....	3
MKT271	Principles of Marketing.....	3

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS:

Track I:	Accounting specialization	Credits: 15
ACCI05	Payroll, Sales and Property Taxes.....	3
ACCI12	Accounting Principles II.....	3
ACCI15	Computerized Accounting.....	2
ACC212	Managerial Accounting.....	3
ACC221	Tax Accounting.....	3
OASI18	10-Key By Touch.....	1
	OR	
Track II:	Management specialization	Credits: 15
GBS131	Business Calculations.....	3
MGT109	Development of Professional Skills and Standards	3
MGT127	Managing and Leading for Competitive Advantage (3) OR	
MGT251	Human Relations in Business (3).....	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resource Management (3)	3
MGT253	Owning and Operating a Small Business.....	3
	OR	
Track III:	Marketing specialization	Credits: 15
GBS131	Business Calculations.....	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising.....	3
	OR	

GBS

Track IV:	Retail Management/Marketing specialization....	Credits: 15
MKT/TEC109	Introduction to Fashion Merchandising.....	3
MKT/TEC151	Display and Visual Merchandising	3
MKT/TEC200	Retail Buying.....	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising.....	3
	OR	

Track V:	Small Business Management specialization	Credits: 11
SBS200	Small Business Operations	2
SBS202	Small Business Bookkeeping and Tax Preparation.....	1
SBS203	Financing and Cash Management for a Small Business.....	1
SBS204	Small Business Marketing and Advertising.....	2
SBS213	Hiring and Managing Employees.....	1
SBS214	Small Business Customer Relations	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business.....	2

RESTRICTED ELECTIVES: 0-4 credits

Track I:	Accounting	
	No additional courses required	0

Track II:	Management	
	No additional courses required	0

Track III:	Marketing	
	No additional courses required	0

Track IV:	Retail Management and Marketing	
	No additional courses required	0

Track V:	Small Business Management	
ACC+++++	Any Accounting courses (1-3) OR	
GBS+++++	Any General Business courses (1-3) OR	
MGT+++++	Any Management courses (1-3) OR	
MKT+++++	Any Marketing courses (1-3) OR	
SBS+++++	Any Small Business courses (1-3)	4

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

	Any approved G. E. course from the First-Year Composition area.....	6
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Oral Communication

	Any approved G. E. course from 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. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area.....	3
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Natural Sciences

	Any approved G. E. course from the Natural Sciences area	4
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Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3).....	3

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

Continued next page...

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN

BOOKKEEPING: 27 credits

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

PROGRAM PREREQUISITES: 3 credits

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) OR	
	permission of the Program Director	3

REQUIRED COURSES: 27 credits

ACC105	Payroll, Sales and Property Taxes	3
ACC111	Accounting Principles I	3
ACC112	Accounting Principles II	3
ACC115	Computerized Accounting	2
ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
BPC110	Computer Usage and Applications	3
GBS151	Introduction to Business	3
GBS233	Business Communication	3
OASI18	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

MANAGEMENT: 30 credits

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

REQUIRED COURSES: 30 credits

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

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

CERTIFICATE OF COMPLETION IN

MARKETING: 39 credits

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

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I	3
ACC230	Uses of Accounting Information I	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3

GBS233	Business Communication	3
MGT175	Business Organization and Management	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

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

CERTIFICATE OF COMPLETION IN

RETAIL MANAGEMENT AND MARKETING: 30 credits

This program is designed to train students for careers in the retail clothing business: selling, merchandising and buying. The program requirements include components of management, communications, merchandise presentation, and small business development.

REQUIRED COURSES: 30 credits

GBS120	Workplace Communication Skills (3) OR	
GBS233	Business Communication (3)	3
GBS131	Business Calculations	3
MGT101	Techniques of Supervision	3
MGT253	Owning and Operating a Small Business	3
MKT/TEC109	Introduction to Fashion Merchandising	3
MKT/TEC151	Display and Visual Merchandising	3
MKT/TEC200	Retail Buying	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3
MKT210	Applied Marketing Strategies (3) OR	
MKT271	Principles of Marketing (3)	3

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

CERTIFICATE OF COMPLETION IN

SMALL BUSINESS MANAGEMENT: 24-25 credits

This program prepares students to start up, organize and manage a small business operation. Areas of emphasis include effective management, utilization of resources, development of customer service culture, and marketing.

REQUIRED COURSES: 23 credits

GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT109	Development of Professional Skills and Standards	3
MGT251	Human Relations in Business	3
SBS200	Small Business Operations	2
SBS202	Small Business Bookkeeping and Tax Preparation	1
SBS203	Financing and Cash Management for a Small Business	1
SBS204	Small Business Marketing and Advertising	2
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business	2

RESTRICTED ELECTIVES: 1-2 credits

SBS++++	Any SBS Small Business Management course	1-2
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Grade of "C" or better required for all courses in the Certificate of Completion in Small Business Management.

For more information and advisement on the Small Business Management program, contact Jessica Morris at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com

Scottsdale Community College Programs

BUSINESS-PERSONAL COMPUTERS

Business Division Office
Program Director, Pat Serrano

AP 237A 480.423.6253
CM 416 480.423.6264

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 participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare to take examinations for MCAS (Microsoft Certified Application Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE: Computer Hardware/Network Support, page 87
 Computer Information Systems, page 88
 Microsoft Networking Technology, page 112
 Microsoft Applications Development, page 113
 Network Administration, page 89
 Office Automation Systems, page 122
 Programming and System Analysis, page 90
 Web Design, page 91
 Web Development, page 91

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

REQUIRED COURSES: 24-26 credits

BPC110	Computer Usage and Applications	3
BPC111AA	Computer Keyboarding I (1) OR	
OAS101AA	Computer Typing I: Keyboard Mastery (1)	1
BPC/CIS114++	Any two spreadsheet modules (1)	2
BPC/CIS117++	Any Database Management modules (1-3) OR	
CIS119++	Any modules (1-3)	3
BPC/CIS118AB	PowerPoint: Level I	1
BPC/CIS121AB	Microsoft Command Line Operations	1
BPC/CIS121AE	Windows Operating System: Level I	1
BPC/CIS133AA	Internet/Web Development Level I-A	1
BPC/CIS133BA	Internet/Web Development Level I-B	1
BPC/OAS135++	Any Word Processing DD or DK module	2
BPC/OAS235++	Any Advanced Word Processing DD or DK module	2
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: 12 credits

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

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

BPC : COMPUTER INFORMATION SYSTEMS

CIS

Computer Information Systems Programs

Business Division Office AP 237A 480.423.6253
Program Director, Pat Serrano CM 416 480.423.6264

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

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare to take examinations for MCAS (Microsoft Certified Application Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE: Microsoft Networking Technology, page 112
 Microsoft Applications Development, page 113
 Network Administration, page 88
 Web Design/Development, pages 91-92

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

REQUIRED COURSES: 23 credits

BPC/CIS121AB	Microsoft Command Line Operations	1
BPC170	Computer Maintenance I: A+ Essentials Prep	3
BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration (3) OR	
MST150	Microsoft Windows Professionals (3)	3
CIS240	Local Area Network Planning and Design	3

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

CERTIFICATE OF COMPLETION IN DATABASE DEVELOPMENT: 29 credits

REQUIRED COURSES: 29 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS17AM	Advanced Microsoft Access: Database Management	3
CIS105	Survey of Computer Information Systems (3)	3
CIS119DO	Introduction to Oracle: SQL and PL/SQL	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS164AB	Oracle: PL/SQL Programming	3
CIS164AC	Oracle: Developer Forms I (3) OR	
CIS164AE	Oracle: Developer Reports (3)	3
CIS164AG	Oracle: Data Modeling and Relational Database Design	2
CIS225AB	Object-Oriented Analysis and Design	3

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

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN SOFTWARE DEVELOPMENT: 36 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) **OR**
permission of department.....3

REQUIRED COURSES: 30 credits

BPC/CIS117DM Microsoft Access: Database Management.....3
 BPC/CIS217AM Advanced Microsoft Access: Database Management.....3
 CIS126DA UNIX Operating System.....3
 CIS150 Programming Fundamentals.....3
 CIS159 Visual Basic Programming I.....3
 CIS225AB Object-Oriented Analysis and Design.....3
 CIS234 XML Application Development.....3
 CIS259 Visual Basic Programming II.....3
 CIS263AA Java Programming: Level II.....3
 CIS280 Current Topics in Computing.....3

RESTRICTED ELECTIVES: 6 credits

BPC/CIS133DA Internet/Web Development Level I.....3
 CIS119DO Introduction to Oracle: SQL.....3
 CIS166 Web Scripting/Programming.....3
 CIS233DA Internet/Web Development Level II.....3
 CIS235 e-Commerce.....3
 CIS+++++ Any other programming language.....3

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

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

REQUIRED COURSES: 25-27 credits

BPC/CIS117++ Any Database Management modules (1-3) **OR**
 CIS119++ Any Oracle Database Management modules (1-3).....3
 BPC/CIS121AB Microsoft Command Line Operations.....1
 CIS105 Survey of Computer Information Systems.....3
 CIS150 Programming Fundamentals.....3
 CIS159 Visual Basic Programming I.....3
 CIS162AC Visual C++: Level I.....3
 CIS225 Business Systems Analysis and Design.....3
 ENG101 First-Year Composition.....3
 GBS131 Business Calculations (3) **OR**
 MAT102 Mathematical Concepts/Applications (3) **OR**
 MAT120 Intermediate Algebra (5) **OR**
 MAT122 Intermediate Algebra (3).....3-5

RESTRICTED ELECTIVES: 14 credits

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

CIS296WC Cooperative Education.....3
 CNT+++ Any Cisco course.....3
 CSC+++ Any Computer Science course.....3
 MST+++ Any Microsoft course.....3
Grade of "C" or better required for all courses in the Certificate of Completion in Computer Information Systems.

AAS IN COMPUTER INFORMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 22 credits

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

RESTRICTED ELECTIVES: 17 credits

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

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. E. course from the First-Year Composition area.....6

Oral Communication

Any approved G. E. course from 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. E. course from the Mathematics area.....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....3

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

Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS

Network Administration Program

Business Division Office **AP 237A** **480.423.6253**
Program Director, Pat Serrano **CM 416** **480.423.6264**

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

Scottsdale Community College participates in the Microsoft® Solutions Developers Network Academic Alliance (MSDNAA). These classes can help you prepare to take examinations for MCAS (Microsoft Certified Application Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE:
- Computer Hardware/Network Support, page 87
 - Computer Information Systems, page 88
 - Microsoft Applications Development, page 113
 - Microsoft Networking Technology, page 112
 - Network Administration, page 89
 - Office Automation Systems, page 122
 - Personal Computer Applications, page 87
 - Programming and System Analysis, page 90
 - Web Design, page 91
 - Web Development, page 91

CERTIFICATE OF COMPLETION IN NETWORK ADMINISTRATION: 39 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	Microsoft Command Line Operations	1
BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS240	Local Area Network Planning and Design	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

RESTRICTED ELECTIVES: 6 credits

BPC/CIS133DA	Internet/Web Development Level I	3
BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

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

CIS :

AAS IN NETWORK ADMINISTRATION: 64-66 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	Microsoft Command Line Operations	1
BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
CIS191	Novell NetWare System Administration	3
CIS240	Local Area Network Planning and Design	3
MST150	Microsoft Windows Professional	3
MST152	Microsoft Windows Server	4

RESTRICTED ELECTIVES: 6 credits

BPC/CIS133DA	Internet/Web Development Level I	3
BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

Any approved G.E. course in the Oral Communication area

Critical Reading

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

Mathematics

Any approved G. E. course from the Mathematics area

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area

Natural Sciences

Any approved G. E. course from the Natural Sciences area

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area

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



Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS CIS Programming and System Analysis Program

Business Division Office AP 237A 480.423.6253
Program Director, Pat Serrano CM 416 480.423.6264

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

CERTIFICATE OF COMPLETION IN PROGRAMMING AND SYSTEM ANALYSIS: 25-26 credits

PROGRAM PREREQUISITES: 3 credits

ENG101	First-Year Composition (3)	OR	
ENG107	First-Year Composition for ESL (3)	OR	
	equivalent		3

REQUIRED COURSES: 25-26 credits

BPC/CIS117DM	Microsoft Access: Database Management (3)	OR	
BPC/CIS117AM	Database Management: Microsoft Access - Level I (1)	AND	
BPC/CIS117BM	Database Management: Microsoft Access - Level II (1)	AND	
BPC/CIS117CM	Database Management: Microsoft Access - Level III (1)		3
CIS105	Survey of Computer Information Systems		3
CIS121AB	Microsoft Command Line Operations (1)	OR	
CIS121AE	Windows Operating System: Level I (1)	OR	
CIS126AA	UNIX Operating System: Level I (1)	OR	
CIS126AL	Linux Operating System I (1)		1
CIS150	Programming Fundamentals (3)	OR	
CIS150AB	Object-Oriented Programming Fundamentals (3)		3

Select 2 courses for a total of 6 credits:

CIS159	Visual Basic Programming I (3)	OR	
CIS162	C Programming I (3)	OR	
CIS162AA	C: Level I (3)	OR	
CIS162AB	C++: Level I (3)	OR	
CIS162AC	Visual C++: Level I (3)	OR	
CIS162AD	C#: Level I (3)	OR	
CIS163AA	Java Programming: Level I (3)		6
CIS190	Introduction to Local Area Networks (3)	OR	
CNT140	Cisco Networking Basics (4)	OR	
MST140	Microsoft Networking Essentials (3)		3-4

CIS225	Business Systems Analysis and Design (3)	OR	
CIS225AB	Object-Oriented Analysis and Design (3)		3
GBS233	Business Communication		3

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

AAS IN PROGRAMMING AND SYSTEM ANALYSIS: 62-63 credits

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 25-26 credits

BPC/CIS117DM	Microsoft Access: Database Management (3)	OR	
BPC/CIS117AM	Database Management: Microsoft Access - Level I (1)	AND	
BPC/CIS117BM	Database Management: Microsoft Access - Level II (1)	AND	
BPC/CIS117CM	Database Management: Microsoft Access - Level III (1)		3
CIS105	Survey of Computer Information Systems		3

CIS121AB	Microsoft Command Line Operations (1)	OR	
CIS121AE	Windows Operating System: Level I (1)	OR	
CIS126AA	UNIX Operating System: Level I (1)	OR	
CIS126AL	Linux Operating System I (1)		1
CIS150	Programming Fundamentals (3)	OR	
CIS150AB	Object-Oriented Programming Fundamentals (3)		3
CIS159	Visual Basic Programming I		3
CIS162	C Programming I (3)	OR	
CIS162AA	C: Level I (3)	OR	
CIS162AB	C++: Level I (3)	OR	
CIS162AC	Visual C++: Level I (3)	OR	
CIS162AD	C#: Level I (3)		3
CIS190	Introduction to Local Area Networks (3)	OR	
CNT140	Cisco Networking Basics (4)	OR	
MST140	Microsoft Networking Essentials (3)		3-4
CIS225	Business Systems Analysis and Design (3)	OR	
CIS225AB	Object-Oriented Analysis and Design (3)		3
GBS233	Business Communication		3

RESTRICTED ELECTIVES: 15 credits

CIS126DA	UNIX Operating System		3
CIS163AA	Java Programming: Level I		3
CIS166	Web Scripting/Programming		3
CIS166AA	Introduction to JavaScripting		3
CIS166AB	Web Scripting with Perl/CGI		3
CIS166AC	Web Scripting with Active Server Pages (ASP) .NET		3
CIS166AD	Web Scripting with Java Server Pages (JSP)		3
CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)		3
CIS169	Introduction to Visual Basic for Applications		3
CIS224	Project Management Microsoft Project for Windows		3
CIS250	Management Information Systems		3
CIS259	Visual Basic Programming II		3
CIS262	C Programming II		3
CIS262AA	C: Level II		3
CIS262AB	C++: Level II		3
CIS262AC	Visual C++: Level II		3
CIS263AA	Java Programming: Level II		3
CIS290AC	Computer Information Systems Internship		3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22 credits

CORE: 12 credits

First-Year Composition

ENG101	First-Year Composition (3)	OR	
ENG107	First-Year Composition for ESL (3)	AND	
ENG102	First-Year Composition (3)	OR	
ENG108	First-Year Composition for ESL (3)		6

Oral Communication

	Any approved G. E. course from the Oral Communication area		3
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Critical Reading

	Met by CRE101 in Program Prerequisites area		0
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Mathematics

MAT212	Brief Calculus		3
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area		3
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Natural Sciences

	Any approved G. E. course from the Natural Sciences area		4
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Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3)	OR	
ECN212	Microeconomic Principles (3)	OR	
SBU200	Society and Business (3)		3

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

Scottsdale Community College Programs

COMPUTER INFORMATION SYSTEMS

Web Design Program

Business Division Office AP 237A 480.423.6253
Program Director, Pat Serrano CM 416 480.423.6264

The Web Design program prepares students to design, create and administer interactive and professional web sites. Students gain “hands-on” experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions (including store front setup). The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets, JavaScript and Flash.

Completing the program may lead to such positions as web designer, web marketing manager, web manager, or e-commerce manager.

- ALSO SEE: Computer Hardware/Network Support, page 87
 Computer Information Systems, page 88
 Microsoft Networking Technology, page 112
 Microsoft Applications Development, page 113
 Network Administration, page 89
 Office Automation Systems, page 122
 Personal Computer Applications, page 87
 Web Development, page 91

CERTIFICATE OF COMPLETION IN WEB DESIGN: 36 credits

REQUIRED COURSES: 36 credits

ART/MMT190	Art of Web Site Design	3
BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	Internet/Web Development Level I	3
CIS105	Survey of Computer Information Systems	3
CIS119DO	Introduction to Oracle: SQL	3
CIS120DC	Computer Graphics: Macromedia Flash	3
CIS126DA	UNIX Operating System (3) OR	
CIS126DL	Linux Operating System (3)	3
CIS166	Web Scripting/Programming	3
CIS220DC	Advanced Web Programming with Macromedia Flash	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Internet/Web Development Level II	3
CIS235	e-Commerce	3

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

AAS IN WEB DESIGN: 60-63 credits

REQUIRED COURSES: 36 credits

ART/MMT190	Art of Web Site Design	3
BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	Internet/Web Development Level I	3
CIS105	Survey of Computer Information Systems	3
CIS119DO	Introduction to Oracle: SQL	3
CIS120DC	Computer Graphics: Macromedia Flash	3
CIS126DA	UNIX Operating System (3) OR	
CIS126DL	Linux Operating System (3)	3
CIS166	Web Scripting/Programming	3
CIS220DC	Advanced Web Programming with Macromedia Flash	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Internet/Web Development Level II	3
CIS235	e-Commerce	3

CIS

- GENERAL EDUCATION (G.E.) REQUIREMENTS: 24-27 credits**
- CORE: 15-17 credits**
- First-Year Composition**
- Any approved G. E. course from the First-Year Composition area.....6
- Oral Communication**
- Any approved G. E. course from the Oral Communication area.....3
- Critical Reading**
- CRE101 Critical and Evaluative Reading I (3) **OR**
equivalent as indicated3
- Mathematics**
- Any approved G. E. course from the Mathematics area.....3-5
- DISTRIBUTION: 9-10 credits**
- Humanities and Fine Arts**
- Any approved G. E. course from the Humanities and Fine Arts area.....2-3
- Natural Sciences**
- Any approved G. E. course from the Natural Sciences area4
- Social and Behavioral Sciences**
- Any approved G. E. course from the Social/Behavioral Sciences area3
- Grade of “C” or better required for all courses in the AAS in Web Design.*

COMPUTER INFORMATION SYSTEMS CIS

Web Development Program

Business Division Office AP 237A 480.423.6253
Program Director, Pat Serrano CM 416 480.423.6264

The Web Development program prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions (including store front setup) are integral components of this degree, which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language, database design and development using both Microsoft Access and Oracle, and application development with XML.

Completing the program may lead to such positions as web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator.

- ALSO SEE: Computer Hardware/Network Support, page 87
 Computer Information Systems, page 88
 Microsoft Networking Technology, page 112
 Microsoft Applications Development, page 113
 Network Administration, page 89
 Office Automation Systems, page 122
 Personal Computer Applications, page 87
 Web Design, page 91

CERTIFICATE OF COMPLETION IN WEB DEVELOPMENT: 42 credits

REQUIRED COURSES: 42 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	Internet/Web Development Level I	3
CIS105	Survey of Computer Information Systems	3
CIS119DO	Introduction to Oracle: SQL	3
CIS126DA	UNIX Operating System (3) OR	
CIS126DL	Linux Operating System (3)	3

Continued next page...

Scottsdale Community College Programs

CIS150	Programming Fundamentals.....	3
CIS159	Visual Basic Programming I (3) OR	
CIS162++	C Programming Level I (any module) (3) OR	
CIS163AA	Java Programming: Level I (3).....	3
CIS166	Web Scripting/Programming.....	3
CIS225AB	Object-Oriented Analysis and Design.....	3
CIS226++	Internet/Intranet Server Administration (any module).....	3
CIS233DA	Internet/Web Development Level II.....	3
CIS234	XML Application Development.....	3
CIS235	e-Commerce.....	3
CIS259	Visual Basic Programming II (3) OR	
CIS262++	C Programming Level II (any module) OR	
CIS263AA	Java Programming: Level II (3).....	3

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

AAS IN WEB DEVELOPMENT: 63-66 credits

PROGRAM PREREQUISITES: 3 credits

CRE101	Critical and Evaluative Reading I (3) OR Equivalent by assessment.....	3
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REQUIRED COURSES: 42 credits

BPC/CIS117DM	Microsoft Access: Database Management.....	3
BPC/CIS133DA	Internet/Web Development Level I.....	3
CIS105	Survey of Computer Information Systems.....	3
CIS119DO	Introduction to Oracle: SQL.....	3
CIS126DA	UNIX Operating System (3) OR	
CIS126DL	Linux Operating System (3).....	3
CIS150	Programming Fundamentals.....	3
CIS159	Visual Basic Programming I (3) OR	
CIS162++	C Programming Level I (any module) (3) OR	
CIS163AA	Java Programming: Level I (3).....	3
CIS166	Web Scripting/Programming.....	3
CIS225AB	Object-Oriented Analysis and Design.....	3
CIS226++	Internet/Intranet Server Administration (any module).....	3
CIS233DA	Internet/Web Development Level II.....	3
CIS234	XML Application Development.....	3
CIS235	e-Commerce.....	3
CIS259	Visual Basic Programming II (3) OR	
CIS262++	C Programming Level II (any module) OR	
CIS263AA	Java Programming: Level II (3).....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 21-24 credits

CORE: 12-14 credits

First-Year Composition

Any approved G. E. course from the First-Year Composition area.....	6
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Oral Communication

Any approved G. E. course from the Oral Communication area.....	3
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Critical Reading

Met by CRE101 OR equivalent as indicated by assessment in Program Prerequisite area.....	0
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Mathematics

Any approved G. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 9-10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....	2-3
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Natural Sciences

Any approved G. E. course from the Natural Sciences area.....	4
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Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....	3
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Grade of "C" or better required for all courses in the AAS in Web Development.

COMPUTER SCIENCE

CSC

Mathematics/Sciences Division Office PS 153 480.423.6111
CSC Course Coordinator, Gerald Thurman CM 424 480.423.6110

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

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

CHM151	General Chemistry I.....	3
CHM152	General Chemistry II.....	3
CSC110AA	Introduction to Computer Science (Java).....	3
CSC200AA	Principles of Computer Science (Java).....	3
CSC200AB	Principles of Computer Science (Java).....	4
CSC210AB	Data Structures and Algorithms (Java).....	4
ECE102	Engineering Analysis Tools and Techniques.....	2
ECE103	Engineering Problem Solving and Design.....	2
ECE211	Engineering Mechanics-Statics.....	3
MAT220	Calculus with Analytic Geometry I.....	5
MAT227	Discrete Mathematical Structures.....	3
MAT230	Calculus with Analytic Geometry II.....	5
MAT240	Calculus with Analytic Geometry III.....	5
MAT261	Differential Equations.....	4
PHY115	University Physics I.....	5
PHY116	University Physics II.....	5

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

CSC185	WorldWideWeb and Introductory Internet Programming..	3
CSC285	Computer Programming in the WWW Environment.....	4
CSC294AA	Special Topics in Computing.....	3

Contact the CSC Course Coordinator for advice regarding particular needs.



Scottsdale Community College Programs

CULINARY ARTS

Hospitality, Tourism, and Culinary Arts

Division Office AP 253 480.423.6578
Program Director, Karen Chalmers AP 254 480.423.6241

The Culinary Arts Program offers multiple certificate and AAS courses of study for students. Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

Culinary Block Program

The Block Certificate Program accepts 36 students each semester through an application and interview process. Interested students are encouraged to apply well in advance of their intended semester of enrollment. A lab fee of \$475.00 is required upon acceptance.

Advanced Professional Culinary Arts Courses

Advanced Professional Culinary Arts courses are designed to enhance and refine the skills of current employees in the culinary industry, as well as graduates from basic culinary certificate programs. Instruction is provided in intensive, hands-on formats, emphasizing specialized techniques in each course area. **NOTE:** All classes in the advanced program require students to have a kitchen uniform consisting of a chef's coat, chef's pants, kitchen apron and standard knives and tools.

Culinary Fundamentals Program

This online program of study is designed for individuals who wish to learn the fundamentals of culinary arts at home. These classes provide fundamental skills in Bakery/Pastry, Hot Foods and Garde Manger.

ALSO SEE: Hospitality and Tourism/Hotel Management and Hospitality and Tourism/Restaurant Management (HRM), page 104-108.

CERTIFICATE OF COMPLETION IN CULINARY ARTS: 34 credits

ADMISSION CRITERIA:

Entrance into program is by application only. A special fee of \$475 is required each semester in addition to the regular tuition fees. Placement into 100-level English, reading and math classes on the ASSET test, or completion of equivalent coursework.

REQUIRED COURSES: 34 credits

CUL115	Food Service Sanitation, Safety and Stewarding.....	2
CUL120	Food Costing, Purchasing and Inventory Control.....	2
CUL130	Hot Foods I.....	3
CUL140	Culinary Principles and Kitchen Management I.....	3
CUL150	Garde Manger I.....	2
CUL160	Bakery and Pastry Production I.....	3
CUL170	Dining Room Operations I.....	2
CUL210	Menu Planning and Facilities Design.....	2
CUL220	Food Service Nutrition.....	2
CUL230	Hot Foods II.....	3
CUL240	Culinary Principles and Kitchen Management II.....	3
CUL250	Garde Manger II.....	2
CUL260	Bakery and Pastry Production II.....	2
CUL270	Dining Room Operations II.....	3

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

CUL

AAS IN CULINARY ARTS: 65-67 credits

ADMISSION CRITERIA:

Entrance into program is by application only. A special fee of \$475 is required each semester in addition to the regular tuition fees. Placement into 100-level English, reading and math classes on the ASSET test, or completion of equivalent coursework.

REQUIRED COURSES: 34 credits

CUL115	Food Service Sanitation, Safety and Stewarding.....	2
CUL120	Food Costing, Purchasing and Inventory Control.....	2
CUL130	Hot Foods I.....	3
CUL140	Culinary Principles and Kitchen Management I.....	3
CUL150	Garde Manger I.....	2
CUL160	Bakery and Pastry Production I.....	3
CUL170	Dining Room Operations I.....	2
CUL210	Menu Planning and Facilities Design.....	2
CUL220	Food Service Nutrition.....	2
CUL230	Hot Foods II.....	3
CUL240	Culinary Principles and Kitchen Management II.....	3
CUL250	Garde Manger II.....	2
CUL260	Bakery and Pastry Production II.....	2
CUL270	Dining Room Operations II.....	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History.....	3
CUL190	Catering Operations I.....	3
CUL235	Advanced Culinary Techniques I - Meats.....	2
CUL236	Advanced Culinary Techniques II - Seafood.....	2
CUL237	Advanced Culinary Techniques III - Game and Poultry.....	2
CUL245	Professional Kitchen Management Techniques.....	2
CUL255	Advanced Garde Manger I - Salads and Sandwiches.....	2
CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres.....	2
CUL265	Professional Baking I - Base Products and Sauces.....	2
CUL266	Professional Baking II - Breads and Rolls.....	2
CUL267	Professional Baking III - Pastries, Pies and Cakes.....	2
CUL268	Professional Baking IV - Decorative and Design Work.....	2
CUL296++	Cooperative Education (any module).....	1-4
CUL298++	Special Projects (any module).....	1-3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM230	Beverage Management.....	3
HRM275	Restaurant Management.....	3
HRM280	Hospitality and Tourism Law.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved G.E. course from the Oral Communication area.....3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR	
	equivalent as indicated.....	3

Mathematics

Any approved G. E. course from the Mathematics area.....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....3

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

Continued next page...

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN ADVANCED PROFESSIONAL CULINARY ARTS: 20 credits

PROGRAM PREREQUISITES:

High school diploma or GED **AND**
A score of 37 or higher on the math portion of the ASSET Placement Test **AND**
A Certificate of Completion in Culinary Arts **OR**
Two years of work experience in a professional kitchen position **OR**
Permission of Program Director.

REQUIRED COURSES: 20 credits

CUL235	Advanced Culinary Techniques I - Meats.....	2
CUL236	Advanced Culinary Techniques II - Seafood.....	2
CUL237	Advanced Culinary Techniques III - Game and Poultry.....	2
CUL245	Professional Kitchen Management Techniques.....	2
CUL255	Advanced Garde Manger I - Salads and Sandwiches	2
CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres	2
CUL265	Professional Baking I - Base Products and Sauces.....	2
CUL266	Professional Baking II - Breads and Rolls.....	2
CUL267	Professional Baking III - Pastries, Pies and Cakes	2
CUL268	Professional Baking IV - Decorative and Design Work.....	2

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



AAS IN ADVANCED PROFESSIONAL CULINARY ARTS: 60 credits

PROGRAM PREREQUISITES:

High school diploma or GED **AND**
A score of 37 or higher on the math portion of the ASSET Placement Test **AND**
A Certificate of Completion in Culinary Arts **OR**
Two years of work experience in a professional kitchen position **OR**
Permission of Program Director.

REQUIRED COURSES: 20 credits

CUL235	Advanced Culinary Techniques I - Meats.....	2
CUL236	Advanced Culinary Techniques II - Seafood.....	2
CUL237	Advanced Culinary Techniques III - Game and Poultry.....	2
CUL245	Professional Kitchen Management Techniques.....	2
CUL255	Advanced Garde Manger I - Salads and Sandwiches	2
CUL256	Adv. Garde Manger II - Appetizers and Hors d'Oeuvres	2
CUL265	Professional Baking I - Base Products and Sauces.....	2
CUL266	Professional Baking II - Breads and Rolls.....	2
CUL267	Professional Baking III - Pastries, Pies and Cakes	2
CUL268	Professional Baking IV - Decorative and Design Work.....	2

RESTRICTED ELECTIVES: 15 credits

CUL140	Culinary Principles and Kitchen Management I.....	3
CUL180	Food in History.....	3
CUL190	Catering Operations I	3
CUL210	Menu Planning and Facilities Design.....	2
CUL220	Food Service Nutrition	2
CUL240	Culinary Principles and Kitchen Management II.....	3
CUL296WA-WD	Cooperative Education (any module).....	1-4
CUL298AC	Special Projects	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM230	Beverage Management.....	3
HRM275	Restaurant Management	3
HRM280	Hospitality and Tourism Law	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25 credits

CORE: 15 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved G. E. course from the Oral Communication area.....3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR equivalent as indicated.....	3
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Mathematics

Any approved G. E. course from the Mathematics area.....3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area

Grade of "C" or better required for all courses in the AAS in Advanced Professional Culinary Arts.

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN CULINARY FUNDAMENTALS: 16 credits

The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

REQUIRED COURSES: 16 credits

CUL101	Culinary Fundamentals: Culinary Basics	4
CUL102	Culinary Fundamentals: Hot Foods	4
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL104	Culinary Fundamentals: Bakery and Pastry.....	4

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

AAS IN CULINARY FUNDAMENTALS: 60 credits

The Associate in Applied Science will provide students instruction in cooking fundamentals, which can assist them with advancement in a current job in culinary arts or with entry into the industry. It is designed to serve those individuals that are employed full-time who desire to change careers and those who wish to develop skills to transition into cooking within the hospitality industry. It will also serve any student who would like to enter the culinary arts industry whose schedule does not permit attending a block certificate program.

REQUIRED COURSES: 16 credits

CUL101	Culinary Fundamentals: Culinary Basics	4
CUL102	Culinary Fundamentals: Hot Foods	4
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL104	Culinary Fundamentals: Bakery and Pastry.....	4

RESTRICTED ELECTIVES: 17-19 credits

ACC+++++	Any Accounting courses
CUL+++++	Any Culinary courses
HRM+++++	Any Hospitality and Tourism Management courses
IBS+++++	Any International Business courses
MGT+++++	Any Business Management courses
MKT+++++	Any Marketing courses
SBS+++++	Any Small Business Management courses

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved G. E. course from the Oral Communication area.....3

Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR	
	equivalent as indicated.....	3

Mathematics

Any approved G. E. course from the Mathematics area.....3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area

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

DANCE TECHNOLOGY

DAN

HPERD Division Office	PE 155	480.423.6606
Program Director, Angela Rosenkrans	PE 151	480.423.6600

The Dance Technology Program is designed for students who plan to enter the field of dance as performers, choreographers, teachers and dance technologists. Students will study dance theory, performance and production. They will receive hands-on training in multimedia production and the application of video and computer technology to dance.

CERTIFICATE OF COMPLETION IN DANCE TECHNOLOGY: 40-44 credits

PROGRAM NOTE: Students must enroll in one Ballet or Modern Dance technique class each semester.

REQUIRED COURSES: 31-35 credits

ADA/ART177	Computer-Photographic Imaging	3
DAH100	Introduction to Dance.....	3
DAN131	Ballet I (1) OR	
DAN134	Ballet II (1) OR	
DAN231AA	Ballet III: Intensive (2) OR	
DAN234AA	Ballet IV: Intensive (2).....	2-4
DAN132	Modern Dance I (1) OR	
DAN135	Modern Dance II (1) OR	
DAN232	Modern Dance III (1) OR	
DAN235	Modern Dance IV (1) OR	
DAN232AA	Modern Dance III: Intensive (2) OR	
DAN235AA	Modern Dance IV: Intensive (2).....	2-4
DAN210	Dance Production I.....	3
DAN221	Rhythmic Theory for Dance I	2
DAN264	Choreography I.....	3
DAN267	Dance for Children	3
DAN272	Dance Technology.....	2
DAN280	Dance Practicum.....	2
MTC191	Electronic Music I.....	3
TCM100	Digital Multi Media	3
RESTRICTED ELECTIVES: 9 credits		
ADA/ART175	Electronic Publishing Design I.....	3
ART100	Introduction to Computer Graphic Art.....	1
ART131	Photography I	3
ART150	Digital Storytelling (COM150/STO150).....	3
DAH110	Dance in Film.....	3
DAH201	World Dance Perspectives.....	3
DAN120++	World Dance (any modules).....	1-2
DAN133	Modern Jazz Dance I (1) OR	
DAN136	Modern Jazz Dance II (1) OR	
DAN233	Modern Jazz Dance III (1) OR	
DAN236	Modern Jazz Dance IV (1)	1-2
DAN138	Dance Seminar I.....	1
DAN140	Tap Dance I.....	1
DAN150	Dance Performance I.....	1-2
DAN211	Dance Production II.....	3
DAN233AA	Modern Jazz Dance III: Intensive (2) OR	
DAN236AA	Modern Jazz Dance IV: Intensive (2)	2
DAN238	Dance Seminar II.....	1
DAN241	Dance Notation I.....	3
DAN/MUP285++	Multimedia Performance Ensemble (any module).....	3
MKT210	Applied Marketing Strategies	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3

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

Scottsdale Community College Programs

AAS IN DANCE TECHNOLOGY: 62-68 credits

PROGRAM NOTE: Students must enroll in one Ballet or Modern Dance technique class each semester.

REQUIRED COURSES: 31-35 credits

ADA/ART177	Computer-Photographic Imaging	3
DAH100	Introduction to Dance	3
DAN131	Ballet I (1) OR	
DAN134	Ballet II (1) OR	
DAN231AA	Ballet III: Intensive (2) OR	
DAN234AA	Ballet IV: Intensive (2)	2-4
DAN132	Modern Dance I (1) OR	
DAN135	Modern Dance II (1) OR	
DAN232	Modern Dance III (1) OR	
DAN235	Modern Dance IV (1) OR	
DAN232AA	Modern Dance III: Intensive (2) OR	
DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN210	Dance Production I	3
DAN221	Rhythmic Theory for Dance I	2
DAN264	Choreography I	3
DAN267	Dance for Children	3
DAN272	Dance Technology	2
DAN280	Dance Practicum	2
MTC191	Electronic Music I	3
TCM100	Digital Multi Media	3

RESTRICTED ELECTIVES: 9 credits

ADA/ART175	Electronic Publishing Design I	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
ART150	Digital Storytelling (COM150/STO150)	3
DAH110	Dance in Film	3
DAH201	World Dance Perspectives	3
DAN120++	World Dance (any modules)	1-2
DAN133	Modern Jazz Dance I (1) OR	
DAN136	Modern Jazz Dance II (1) OR	
DAN233	Modern Jazz Dance III (1) OR	
DAN236	Modern Jazz Dance IV (1)	1-2
DAN138	Dance Seminar I	1
DAN140	Tap Dance I	1
DAN150	Dance Performance I	1-2
DAN211	Dance Production II	3
DAN233AA	Modern Jazz Dance III: Intensive (2) OR	
DAN236AA	Modern Jazz Dance IV: Intensive (2)	2
DAN238	Dance Seminar II	1
DAN241	Dance Notation I	3
DAN/MUP285++	Multimedia Performance Ensemble (any module)	3
MKT210	Applied Marketing Strategies	3
TCM134	Pre-Production for Motion Picture and Television	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3)	6

Oral Communication

Any approved G. E. course from 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. E. course from the Mathematics area.....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by DAH100 listed in the Required Courses area0

Natural Sciences

Any approved G. E. course from the Natural Sciences area4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area3

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

DRAFTING (ARCHITECTURAL TECHNOLOGY) DFT

Applied Sciences Division Office	AP 237B	480.423.6599
Program Director, Myron Brower	AP 227	480.423.6229

Drafting and Computer-aided Drafting courses are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (ARC), page 82.



Scottsdale Community College Programs

EARLY CHILDHOOD DEVELOPMENT

CFS, ECH, :
EED, FCS, ITD :
:

Social/Behavioral Sciences Div. Office SB 130 480.423.6206
Program Director, Dr. Rosanne Dlugosz SB 126 480.423.6204

The Early Childhood Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their skills. There are wide differences in levels of training, education and certifications required for employment in this field within the state of Arizona and the nation.

Individuals employed or assisting in state licensed early childhood facilities must meet current regulatory standards. This may typically include fingerprinting checks, TB tests, immunizations, CPR/first aid training, and food handler training.

Teachers preparing for employment in Public School preschool and kindergarten classrooms will need an Arizona Early Childhood Teaching Certificate (which requires a four-year degree) or an Early Childhood Endorsement on their teaching certification. (See program and college advisors, and Arizona Department of Education website for information.) Private preschool and child care center personnel in Arizona are not required to have state teaching certificates at this time.

SCC offers an Associate in Applied Science in Early Childhood Development, an ATP degree (with Northern Arizona University), a Certificate of Completion in Early Childhood Development, and a Certificate of Completion in Infant/Toddler Development (see page 109).

Selected courses in these programs are offered in the day session, but most will be offered in the evening, on weekends, or online formats. Courses are offered at SCC in rotation over several semesters. Some courses in this curriculum, taken at other Maricopa colleges, are transferable to SCC (see program advisor).

CERTIFICATE OF COMPLETION IN EARLY CHILDHOOD DEVELOPMENT: 30 credits

REQUIRED COURSES: 26 credits

ECH128	Early Learning: Play and the Arts.....	3
ECH176	Child Development (3) OR	
EED 276	Global Child Development (3).....	3
EED200	Foundations of Early Childhood Education.....	3
EED212	Guidance, Management and the Environment.....	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness.....	3
EED220	Child, Family, Community and Culture.....	3
EED222	Introduction to the Exceptional Young Child.....	3
EED261	Early Childhood Preschool Internship (1).....	2
EED278	Early Learning: Curriculum and Instruction.....	3

RESTRICTED ELECTIVES: 4 credits

CFS/ECH120	Contemporary Issues in Early Childhood.....	1
CFS181	Enhancing Infant and Toddler Development.....	3
ECH126AB	Play Lab-Toddlers.....	1
ECH237	Media for Young Children.....	1
ECH272	Science for the Young Child.....	1
ECH273	Math for the Young Child.....	1
ECH276	Musical Beginnings.....	1
ITD205	Emerging Individuality.....	1

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: 35 credits

ECH128	Early Learning: Play and the Arts.....	3
EED200	Foundations of Early Childhood Education.....	3
EED212	Guidance, Management and the Environment.....	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness.....	3
EED220	Child, Family, Community and Culture.....	3
EED222	Introduction to the Exceptional Young Child.....	3
EED250	Early Literacy Development.....	3
EED255	Portfolio Development and Writing for the Profession.....	3
EED278	Early Learning: Curriculum and Instruction.....	3
EED280	Standards, Observation & Assessment in Early Education (3) OR	
CFS181	Enhancing Infant and Toddler Development (3).....	3
ITD205	Emerging Individuality.....	1

Students must select from the following courses for a total of 4 credits:

EED260	Early Childhood Infant/Toddler Internship (1).....	2
EED261	Early Childhood Preschool Internship (1).....	2-4

RESTRICTED ELECTIVES: 4 credits

CFS/ECH120	Contemporary Issues in Early Childhood.....	1
CFS181	Enhancing Infant and Toddler Development.....	3
ECH126AB	Play Lab-Toddlers.....	1
ECH/ITD183	Infant/Toddler Learning Materials.....	1
ECH237	Media for Young Children.....	1
ECH272	Science for the Young Child.....	1
ECH273	Math for the Young Child.....	1
ECH276	Musical Beginnings.....	1
ECH296WB	Cooperative Education.....	2
EED280	Standards, Observation & Assessment in Early Education.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENGI01	First-Year Composition (3) OR	
ENGI07	First-Year Composition for ESL (3) AND	
ENGI02	First-Year Composition (3) OR	
ENGI08	First-Year Composition for ESL (3).....	6

Oral Communication

	Any approved G.E. course from 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. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

EDU/ENH291	Children's Literature.....	3
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Natural Sciences

	Any approved G. E. course from the Natural Sciences area.....	4
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Social and Behavioral Sciences

CFS/ECH176	Child Development.....	3
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Grade of "C" or better required for all courses in the AAS in Early Childhood Development.

Scottsdale Community College Programs

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132 480.423.6225

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

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

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

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

CERTIFICATE OF COMPLETION IN BASIC EMERGENCY MEDICAL TECHNOLOGY: 8 credits

PROGRAM PREREQUISITES:

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

REQUIRED COURSES: 8 credits

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

CERTIFICATE OF COMPLETION IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 51.5 credits

ADMISSION CRITERIA: Students must be actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

PROGRAM PREREQUISITES: 15 credits

- BIO100 Biology Concepts (4) **OR**
- BIO102 General Biology (Non-Majors) Additional Topics (4) **OR**
- BIO160 Introduction to Human Anatomy and Physiology (4) **OR**
- BIO181 General Biology (Majors) I (4).....4
- CRE101 Critical and Evaluative Reading I (3) **OR**
- CRE111 Critical Reading for Business and Industry (3)3
- Basic Emergency Medical Technology Certification (EMT)8

REQUIRED COURSES: 45.5 credits

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

- EMT272AA Advanced Emergency Medical Technology (12.5) **AND**
- EMT272AB Advanced Emergency Medical Technology (12.5) 25
- EMT272LL Advanced Emergency Medical Technology Practicum..... 7.5
- RESTRICTED ELECTIVES: 6 credits**
- BIO201 Human Anatomy and Physiology I4
- BIO202 Human Anatomy and Physiology II4
- EMT208 Intermediate Emergency Medical Technology 16
- EMT215 Stress and Emergency Services Professionals3
- EMT246 Trauma Management II4
- PSY266 Abnormal Psychology.....3
- Grade of "C" or better required for all courses in the Certificate of Completion in Advanced Emergency Medical Technology (Paramedic).*

AAS IN ADVANCED EMERGENCY MEDICAL TECHNOLOGY (PARAMEDIC): 71.5-73.5 credits

NOTE: Students must be actively practicing as a State Certified Basic Emergency Medical Technician for one year and be selected by a written examination and oral interview.

PROGRAM PREREQUISITES: 15 credits

- BIO100 Biology Concepts (4) **OR**
- BIO102 General Biology (Non-Majors) Additional Topics (4) **OR**
- BIO160 Introduction to Human Anatomy and Physiology (4) **OR**
- BIO181 General Biology (Majors) I (4).....4
- CRE101 Critical and Evaluative Reading I (3) **OR**
- CRE111 Critical Reading for Business and Industry (3)3
- Basic Emergency Medical Technology Certification (EMT)8

REQUIRED COURSES: 45.5 credits

- EMT235 Emergency Cardiac Care.....3
- EMT236 Pharmacology in an Emergency Setting.....3
- EMT238 Vehicular Extrication and Patient Stabilization (FSC238)....2
- EMT240 Advanced Cardiac Life Support.....2
- EMT242 Pediatric Advanced Life Support.....1
- EMT245 Trauma Management I2

- EMT272AA Advanced Emergency Medical Technology (12.5) **AND**
- EMT272AB Advanced Emergency Medical Technology (12.5) 25
- EMT272LL Advanced Emergency Medical Technology Practicum..... 7.5

RESTRICTED ELECTIVES: 8 credits

- BIO201 Human Anatomy and Physiology I4
- BIO202 Human Anatomy and Physiology II4
- EMT208 Intermediate Emergency Medical Technology 16
- EMT215 Stress and Emergency Services Professionals3
- EMT246 Trauma Management II4
- PSY266 Abnormal Psychology.....3

GENERAL EDUCATION (G.E.) 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. E. course from the Oral Communication area.....3

Critical Reading

- Met by CRE101 or CRE111 in Program Prerequisites area.....0

Mathematics

- Any approved G. E. course from the Mathematics area.....3-5

DISTRIBUTION: 6 credits

Humanities and Fine Arts

- Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

- Met by BIO100, BIO102, BIO160 or BIO181 in Prerequisites area.....0

Social and Behavioral Sciences

- PSY101 Introduction to Psychology.....3

Grade of "C" or better required for all courses in the AAS in Advanced Emergency Medical Technology (Paramedic).

Scottsdale Community College Programs

ENGINEERING SCIENCE

Physical Science Department Office PS 153 480.423.6111
ECE Course Coordinator, Dr. Kyle Rawlings PS 151 480.423.6166

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

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

Mathematics	Engineering	Chemistry, Lab	Physics
MAT122	—	CHM130, 130LL	—
MAT151	ECE102	CHM151, 151LL	—
MAT182	ECE103	CHM152, 152LL	—
MAT220	—	—	PHY111
MAT230	—	—	PHY121
MAT240	ECE211	—	PHY131
MAT261	ECE212	—	PHY252

EQUINE SCIENCE

Applied Sciences Division Office AP 237B 480.423.6599
Program Director, Diane Blazer AP 229 480.423.6231

The Equine Science program is designed to offer a broad-based educational background for students who wish to enter the horse industry job market or transfer to a four-year equine science program. An Associate in Applied Science (AAS) in Equine Science will be awarded upon satisfactory completion of the outlined program. A Certificate of Completion in Equine Science is also offered. Community participants may enroll in individual classes with a Pass/Fail grade option, if desired.

CERTIFICATE OF COMPLETION IN EQUINE SCIENCE: 42 credits

REQUIRED COURSES: 36 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
EQS105	Principles of Equine Science.....	3
EQS120	Equine Anatomy and Physiology.....	3
EQS130	Equine Business and Law.....	3
EQS140	Equine Behavior.....	3
EQS200	Principles of Equine Nutrition.....	3
EQS215	Feeding Programs for Production and Performance.....	3
EQS220	Equine Reproduction.....	3
EQS225	Equine Health and Disease Management.....	3
EQS250	Equine Evaluation.....	3
EQS280	Equine Science Internship.....	2
EQS282	Special Event Internship.....	1
MGT253	Owning and Operating a Small Business.....	3

ECE : RESTRICTED ELECTIVES: 6 credits

EQS150	Equine Management.....	4
EQS175	Principles of Equine Massage.....	3
EQS235	English Horsemanship and Training.....	3
EQS245	Western Horsemanship and Training.....	3
EQS280	Equine Science Internship.....	2
EQS282	Special Event Internship (1).....	1-3
MGT251	Human Relations in Business.....	3
MKT101	Introduction to Public Relations.....	3
MKT263	Advertising Principles.....	3
PSY250	Social Psychology.....	3
SPA115	Beginning Spanish Conversation I.....	3

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

AAS IN EQUINE SCIENCE: 67-69 credits

REQUIRED COURSES: 36 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
EQS105	Principles of Equine Science.....	3
EQS120	Equine Anatomy and Physiology.....	3
EQS130	Equine Business and Law.....	3
EQS140	Equine Behavior.....	3
EQS200	Principles of Equine Nutrition.....	3
EQS215	Feeding Programs for Production and Performance.....	3
EQS220	Equine Reproduction.....	3
EQS225	Equine Health and Disease Management.....	3
EQS250	Equine Evaluation.....	3
EQS280	Equine Science Internship.....	2
EQS282	Special Event Internship.....	1
MGT253	Owning and Operating a Small Business.....	3

RESTRICTED ELECTIVES: 6 credits

EQS150	Equine Management.....	4
EQS175	Principles of Equine Massage.....	3
EQS235	English Horsemanship and Training.....	3
EQS245	Western Horsemanship and Training.....	3
EQS280	Equine Science Internship.....	2
EQS282	Special Event Internship (1).....	1-3
MGT251	Human Relations in Business.....	3
MKT101	Introduction to Public Relations.....	3
MKT263	Advertising Principles.....	3
PSY250	Social Psychology.....	3
SPA115	Beginning Spanish Conversation I.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

	Any approved G. E. course from 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. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area.....	3
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Natural Sciences

	Any approved G. E. course from 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.

Scottsdale Community College Programs

FIRE SCIENCE TECHNOLOGY

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. Certificates of Completion in Firefighter Operations and Fire Science Technology are also offered.

The Certificate of Completion in Fire Academy provides the opportunity for nonsponsored 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: 11 credits

ADMISSION CRITERIA: Formal application and admission to the program is required.

PROGRAM PREREQUISITES: 15 credits

EMT/FSC104	Basic Emergency Medical Technology	8
	NOTE: EMT/FSC104 requires a grade of "B" or better.	
FSC105	Hazardous Materials/First Responder	3
	NOTE: FSC105 requires a grade of "C" or better.	
FSC130	Fitness for Firefighters/CPAT	1
FSC134	Fitness and Conditioning for Firefighters.....	3
	NOTE: FSC134 requires a grade of "A" AND passing of the physical exam.	

REQUIRED COURSES: 11 credits

FSC102	Fire Department Operations	11
	<i>Grade of "C" or better required for all courses in the Certificate of Completion in Fire Academy.</i>	

CERTIFICATE OF COMPLETION IN FIREFIGHTER OPERATIONS: 25-26 credits

ADMISSION CRITERIA: Completion of program prerequisites. Formal application and admission to the program is required.

PROGRAM PREREQUISITES: 11-12 credits

EMT/FSC104	Basic Emergency Medical Technology	8
	NOTE: EMT/FSC104 requires a grade of "B" or better.	
FSC105	Hazardous Materials/First Responder	3
	NOTE: FSC105 requires a grade of "C" or better.	
FSC130	Fitness for Firefighters/CPAT (1) OR Permission of Program Director.....	1

REQUIRED COURSES: 14 credits

FSC102	Fire Department Operations	11
FSC134	Fitness and Conditioning for Firefighters.....	3
	<i>Grade of "C" or better required for all courses in the Certificate of Completion in Firefighter Operations.</i>	

CERTIFICATE OF COMPLETION IN FIRE SCIENCE TECHNOLOGY: 36 credits

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

REQUIRED COURSES: 36 credits

FSC105	Hazardous Materials/First Responder	3
FSC106	Introduction to Fire Protection.....	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression.....	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC202	Supervisory Training for Firefighters.....	3
FSC204	Firefighting Tactics and Strategy	3
FSC208	Firefighter Safety and Building Construction	3
COM+++++	Any approved G. E. course from the Oral Communication area	3
ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3).....	3
MAT102	Mathematical Concepts/Applications.....	3
	<i>Grade of "C" or better required for all courses in the Certificate of Completion in Fire Science Technology.</i>	

AAS IN FIRE SCIENCE TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 27 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

RESTRICTED ELECTIVES: 14 credits

EMT/FSC104	Basic Emergency Medical Technology	8
FSC102	Fire Department Operations	11
FSC130	Fitness for Firefighters/CPAT	1
FSC134	Fitness and Conditioning for Firefighters.....	3
FSC209	Fire Investigation.....	3
FSC211	Fundamentals of Flammable Hazardous Materials.....	3
FSC296WC	Cooperative Education.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business.....	3
MGT127	Managing and Leading for Competitive Advantage.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 24-26 credits

CORE: 15-17 credits

First-Year Composition

	Any approved G. E. course from the First-Year Composition area.....	6
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Oral Communication

	Any approved G. E. course from the Oral Communication area.....	3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR Equivalent by assessment.....	3
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Mathematics

	Any approved G. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 9 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area.....	2
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Natural Sciences

CHM130	Fundamental Chemistry.....	3
CHM130LL	Fundamental Chemistry Lab.....	1

Social and Behavioral Sciences

PSY101	Introduction to Psychology.....	3
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Grade of "C" or better required for all courses in the AAS in Fire Science Technology.

Scottsdale Community College Programs

FITNESS/NUTRITION

HPERD Division Office
Program Contact, Amy Goff

HES, PED
PE 148 480.423.6685
PE 148 480.423.6685

CERTIFICATE OF COMPLETION IN STRENGTH AND CONDITIONING PERSONAL TRAINER: 31-34 credits

The Certificate of Completion (CCL) in Strength and Conditioning Personal Trainer prepares students for employment in the fitness industry as Strength and Conditioning Personal Trainers/Coaches. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, prevention and treatment of exercise related injuries, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength training techniques; a fundamental knowledge of nutrition, weight control, stress management and exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

REQUIRED COURSES: 31-34 credits

BIO160	Introduction to Human Anatomy and Physiology.....	4
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR BLS Health Care Provider and First Aid Certification.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
PED112	Professional Applications of Fitness Principles.....	3
PED125	Exercise Science.....	3
PED130	Strength Fitness-Physiological Principles/Training Techniques.....	3
PED145	Guidelines for Exercise Testing and Prescription	3
HES100	Healthful Living (3) OR	
WED110	Principles of Physical Fitness and Wellness (3).....	3
PED275	Methods of Enhancing Physical Performance (3) OR Instructional Competency Laboratory:	
PED212CR	Cardiorespiratory Exercise and Activities (2) AND	
PED212FL	Flexibility and Mind-Body Exercises (2) AND	
PED212SC	Muscular Strength and Conditioning (2).....	3-6
PED285	Exercise Program Design and Instruction (3) OR	
PED139	Practical Applications of Personal Training Skills and Techniques Internship (3)	3

Grade of "C" or better required for all courses in the Certificate of Completion in Strength and Conditioning Personal Trainer.

AAS IN STRENGTH, NUTRITION AND PERSONAL TRAINING: 66-69 credits

This program prepares students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) Health and Fitness Instructor Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, and the American Council on Exercise (ACE) personal trainer certification. This degree will provide students with a stronger educational background making them more marketable in the field of fitness and nutrition. This degree will also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health are also eligible for this program.

REQUIRED COURSES: 41-42 credits

FON100	Introductory Nutrition.....	3
FON210	Sports Nutrition and Supplements for Physical Activities.....	3
FON230	Nutrition for Special Populations.....	3
FON247	Weight Management Theory.....	3
MGT253	Owning and Operating a Small Business.....	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR BLS Health Care Provider and First Aid Certification.....	3
PED112	Professional Applications of Fitness Principles.....	3
PED125	Exercise Science.....	3
PED139	Practical Applications of Personal Trng Internship (3) OR	
PED139AA	Practical Applications of Personal Trng Internship (1) OR	

PED139AB	Practical Applications of Personal Trng Internship (2) OR	
PED285	Exercise Program Design and Instruction (3)	3
PED145	Guidelines for Exercise Testing and Prescription	3
PSY101	Introduction to Psychology	3
PSY215	Introduction to Sport Psychology	3

AND

Choose one of the following series for 5-6 credits:

Series 1: Credits: 6

PED212SC	Instructional Comp. Lab: Musc. Strength/Conditioning.....	2
PED212CR	Instructional Comp. Lab: Cardio. Exercises/Activities	2
PED212FL	Instructional Comp. Lab: Flex./Mind-Body Exercises	2

OR

Series 2: Credits: 5

PED130	Strength Fitness-Phys. Principles/Training Techniques.....	3
PED132	Cardio. Fitness: Phys. Principles/Training Techniques (2) OR	
PED212CR	Instructional Comp. Lab: Cardioresp. Exercises/Activities.....	2

OR

Series 3: Credits: 5

PED275	Methods of Enhancing Physical Performance	3
PED132	Cardio. Fitness: Phys. Principles/Training Techniques (2) OR	
PED212CR	Instructional Comp. Lab: Cardio. Exercises/Activities	2

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3).....	3

Critical Reading

CRE101	Critical and Evaluative Reading I.....	3
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Mathematics

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3).....	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....		3
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Natural Sciences

BIO160	Introduction to Human Anatomy and Physiology	4
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Social and Behavioral Sciences

CFS205	Human Development (3) OR	
HES100	Healthful Living (3)	3

Grade of "C" or better required for all courses in the AAS in Strength, Nutrition and Personal Training.

GRAPHIC DESIGN

ART

Fine Arts Division Office MB 139 480.423.6328
Program Director, Rachel Woodburn AB 109A 480.423.6338

The Certificate of Completion and Associate in Applied Science in Graphic Design are designed for students who plan to enter the field of Design. Students will receive hands-on training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

CERTIFICATE OF COMPLETION IN GRAPHIC DESIGN: 38 credits

REQUIRED COURSES: 30 credits

ADA/ART112	Two-Dimensional Design.....	3
ADA/ART169	Two-Dimensional Computer Design	3

Continued next page...

Scottsdale Community College Programs

ADA/ART175	Electronic Publishing Design I.....	3
ADA/ART177	Computer-Photographic Imaging.....	3
ARHI10	History of Graphic Design.....	3
ART100	Introduction to Computer Graphic Art.....	1
ART103	Typography in the Digital Age.....	3
ART113	Color.....	3
ART181	Graphic Design I.....	3
ART255AA	Self Promotion.....	1
ART255AB	The Portfolio.....	1
ART291	Digital Prepress.....	3

RESTRICTED ELECTIVES: 8 credits

ADA/ART183	Computer Aided Graphic Arts I.....	3
ARHI100	Introduction to Art.....	3
ART142	Introduction to Digital Photography.....	3
ART150	Digital Storytelling (COM/STO150).....	3
ART182	Graphic Design II.....	3
ART/MMT190	Art of Web Site Design.....	3
ART289	Computer Illustration.....	3
ART296WA-WD	Cooperative Education (any module).....	1-4
BPC/CIS133DA	Internet/Web Development - Level I.....	3

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

ASSOCIATE IN APPLIED SCIENCE IN GRAPHIC DESIGN: 63-65 credits

REQUIRED COURSES: 30 credits

ADA/ART112	Two-Dimensional Design.....	3
ADA/ART169	Two-Dimensional Computer Design.....	3
ADA/ART175	Electronic Publishing Design I.....	3
ADA/ART177	Computer-Photographic Imaging.....	3
ARHI10	History of Graphic Design.....	3
ART100	Introduction to Computer Graphic Art.....	1
ART103	Typography in the Digital Age.....	3
ART113	Color.....	3
ART181	Graphic Design I.....	3
ART255AA	Self Promotion.....	1
ART255AB	The Portfolio.....	1
ART291	Digital Prepress.....	3

RESTRICTED ELECTIVES: 11 credits

ADA/ART183	Computer Aided Graphic Arts I.....	3
ARHI100	Introduction to Art.....	3
ART142	Introduction to Digital Photography.....	3
ART150	Digital Storytelling (COM/STO150).....	3
ART182	Graphic Design II.....	3
ART/MMT190	Art of Web Site Design.....	3
ART289	Computer Illustration.....	3
ART296WA-WD	Cooperative Education (any module).....	1-4
BPC/CIS133DA	Internet/Web Development - Level I.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. E. courses from the First-Year Composition area.....6

Oral Communication

Any approved G. E. courses from the Oral Communication area.....3

Critical Reading

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

Mathematics

Any approved G. E. course from the Mathematics area.....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by ARHI10 in Required Courses area.....0

Natural Sciences

Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....3

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

HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)

Health Sciences Division Office SB 132 480.423.6225

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All HCIES program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various HCIES program pathways will meet the community's demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways. For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

HCIES Assumption of Risk/Release of Liability

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

Use of Confidential Information

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

HCIES College of Attendance

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

Requirement of Background Check

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

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

Waiver of Licensure/Certificate Guarantee

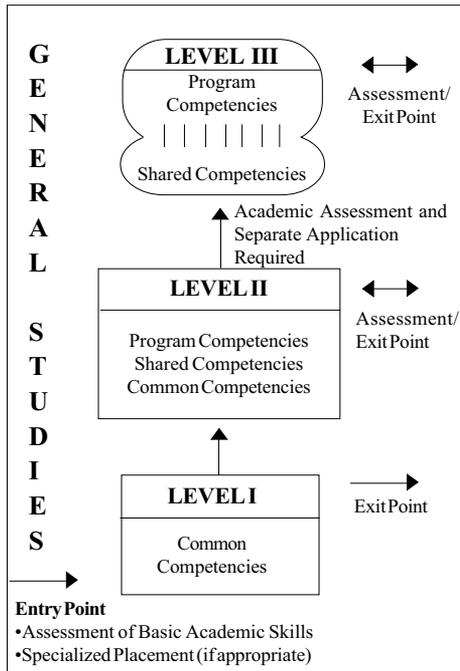
Many of the HCIES programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a HCIES program does not guarantee the receipt of a license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

Continued next page...

Scottsdale Community College Programs

MCCCD Health Care Integrated Educational System

To respond to the dynamic changes occurring in health care arena and health professions' practice, the MCCCD has integrated the curriculum of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care pathways.



Notes:

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

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

- **LEVEL I – Common Competencies** **2.0 Credits**
- ALL Health Care Students must satisfactorily achieve the Level I Common Competencies found in the following courses.
- HCC130AA Health Care Today..... 0.5
- HCC130AB Workplace Behavior in Health Care..... 0.5
- HCC130AC Personal Wellness and Safety..... 0.5
- HCC130AD Communication/Teamwork in Health Care Org. 0.5

- **LEVEL II – Common Competencies** **Credits Vary**
- ALL Health Care Students must satisfactorily achieve the Level II Common Competencies. See your advisor for which Medical Terminology course satisfies your pathway's course requirements.
- HCC130AE Legal and Ethical Issues in Health Care..... 0.5
- HCC130AF Decision Making in the Health Care Setting..... 0.5
- HCC145AA Medical Terminology for Health Care Workers I..... 1.0
- HCC145AB Medical Terminology for Health Care Workers II..... 1.0
- HCC145AC Medical Terminology for Health Care Workers III..... 1.0

- **LEVEL II – Shared and Program Competencies** **Credits Vary**
- Required of only certain health occupations program pathways. Refer to specific program pathway curriculum or check with a program advisor. Shared Competencies are shared by several health program pathways. Program competencies are specific to individual health occupations program pathways.

- **LEVEL III – Shared and Program Competencies*** **Credits Vary**
- Shared Competencies are shared by several Health Care Pathways. Program Competencies are specific to individual Health Care Pathways. These are required for certain Health Occupations Program Pathways. Refer to specific Pathway requirements or check with an advisor.

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

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

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

**subject to change

Scottsdale Community College Programs

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

HPERD Division Office PE 106 480.423.6606

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

HPERD course offerings at SCC:

DAH100	Introduction to Dance.....	3
DAH110	Dance in Film.....	3
DAH201	World Dance Perspectives.....	3
DAN115	Contemporary Dance Trends.....	1
DAN131	Ballet I.....	1
DAN132	Modern Dance I.....	1
DAN133	Modern Jazz Dance I.....	1
DAN134	Ballet II.....	1
DAN135	Modern Dance II.....	1
DAN136	Modern Jazz Dance II.....	1
DAN138	Dance Seminar I.....	1
DAN140	Tap Dance I.....	1
DAN211	Dance Production II.....	3
DAN221	Rhythmic Theory for Dance I.....	2
DAN231AA	Ballet III: Intensive.....	2
DAN232	Modern Dance III.....	1
DAN232AA	Modern Dance III: Intensive.....	2
DAN233	Modern Jazz Dance III.....	1
DAN233AA	Modern Jazz Dance III: Intensive.....	2
DAN234AA	Ballet IV: Intensive.....	2
DAN235	Modern Dance IV.....	1
DAN235AA	Modern Dance IV: Intensive.....	2
DAN236	Modern Jazz Dance IV.....	1
DAN236AA	Modern Jazz Dance IV: Intensive.....	2
DAN237	Ballet Pointe I.....	1
DAN238	Dance Seminar II.....	1
DAN241	Dance Notation I.....	3
DAN264	Choreography I.....	3
DAN272	Dance Technology.....	2
HES100	Healthful Living.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HES201	Substance Abuse and Behavior.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
PED+++	Physical Activities 101, 102, 201, 202.....	1
PED115	Lifetime Fitness.....	2
PED116	Aerobics for Wellness.....	2
PED150	Introduction to the Tradition and Practice of Yoga I.....	2
PED155	Introduction to the Tradition and Practice of Yoga II.....	2
PED177	History of Sports in the United States.....	3
PED200	Intro to Exercise Science and Physical Education.....	3
PED210	Movement Analysis.....	1
PED265	Theory of Coaching.....	3
PED270	Teaching Yoga: Level I.....	2
PED271	Teaching Yoga: Level II.....	2
PED280	Introduction to Yoga Therapy I.....	2
PED281	Methods of Coaching.....	3
PED282	Introduction to Yoga Therapy II.....	2
REC120	Leisure and the Quality of Life.....	3
REC150AB	Outdoor Adventure Skills.....	3
REC210	Leisure Delivery Systems.....	3
WED151	Introduction to Alternative Medicine.....	3
WED165	Overview of Massage Therapy.....	2
WED195	Special Topics in Wellness Education.....	0.5-2
WED218	Aromatherapy.....	1

HOSPITALITY AND TOURISM/ GOLF MANAGEMENT

HRM

Hospitality, Tourism, and Culinary Arts

Division Office AP 237A 480.423.6578

Program Director, Larry Williams AP 244 480.423.6266

The Hospitality and Tourism/Golf Management program offers students access to a variety of career paths. Program graduates are well prepared for entry-level positions leading to careers as teaching pros, golf directors, club managers, camp directors, pro shop managers, manufacturer sales representatives and other positions in golf, recreation and business. The curriculum provides a firm business core with emphasis in customer service, combined with a focus in physical activities and coaching theory and techniques. Representative job titles include Player/Outside Service Personnel, Golf Shop Associate, and Assistant Golf Professional.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/GOLF MANAGEMENT: 41 credits

ADMISSION CRITERIA:

Written application and oral interview. Contact either the HPERD Division office or the Hospitality, Tourism and Culinary Arts Division office for information.

REQUIRED COURSES: 38 credits

ACC211	Financial Accounting.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM235	Club Management.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM296WC	Cooperative Education (3) OR	
PED296WC	Cooperative Education (3).....	3
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
PED265JX	Theory of Coaching Golf.....	3
PED281GC	Golf: Methods of Coaching.....	3
REC210	Leisure Delivery Systems.....	3

RESTRICTED ELECTIVES: 3 credits

HES100	Healthful Living.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
HRM145	Events Management.....	3
HRM275	Restaurant Management.....	3
HRM280	Hospitality and Tourism Law.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3
PED200	Introduction to Exercise Science and Physical Education...3	
PSY215	Introduction to Sport Psychology.....	3

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

Continued next page...

Scottsdale Community College Programs

AAS IN HOSPITALITY AND TOURISM/ GOLF MANAGEMENT: 66-68 credits

ADMISSION CRITERIA:

Written application and oral interview. Contact either the HPERD Division office or the Hospitality, Tourism and Culinary Arts Division office for information.

REQUIRED COURSES: 38 credits

ACC211	Financial Accounting.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM235	Club Management.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3

HRM296WC	Cooperative Education (3) OR	
PED296WC	Cooperative Education (3).....	3

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

PED265JX	Theory of Coaching Golf.....	3
PED281GC	Golf: Methods of Coaching.....	3
REC210	Leisure Delivery Systems.....	3

RESTRICTED ELECTIVES: 3 credits

HES100	Healthful Living.....	3
HES271	Prevention and Treatment of Athletic Injuries.....	3
HRM145	Events Management.....	3
HRM275	Restaurant Management.....	3
HRM280	Hospitality and Tourism Law.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3
PED200	Introduction to Exercise Science and Physical Education...3	
PSY215	Introduction to Sport Psychology.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

COM100	Introduction to Human Communication (3) OR	
COM100AA	Introduction to Human Communication Part I (1) AND	
COM100AB	Introduction to Human Communication Part II (1) AND	
COM100AC	Introduction to Human Communication Part III (1) OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication (3).....	3

Critical Reading

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

MAT142	College Mathematics (3) OR	
MAT150/151/152	College Algebra/Functions (3-5).....	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area	3
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Natural Sciences

Any approved G. E. course from the Natural Sciences area	4
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Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

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

: HOSPITALITY AND TOURISM/ : HOTEL MANAGEMENT

HRM

: Hospitality, Tourism, and Culinary Arts

: Division Office	AP 237A	480.423.6578
: 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: 42 credits

REQUIRED COURSES: 36 credits

ACC211	Financial Accounting.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM120	Hotel Facility Management.....	3
HRM130	Guest Services Management.....	3
HRM140	Food Production Concepts.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM280	Hospitality and Tourism Law.....	3
HRM296WC	Cooperative Education.....	3

RESTRICTED ELECTIVES: 6 credits

HRM145	Events Management.....	3
HRM230	Beverage Management.....	3
HRM235	Club Management.....	3
HRM240	Commercial Food Production.....	3
HRM275	Restaurant Management.....	3
HRM285	Gaming Management.....	3
HRM290	Ecotourism.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3
REC210	Leisure Delivery Systems.....	3

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

ACC211	Financial Accounting.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM120	Hotel Facility Management.....	3
HRM130	Guest Services Management.....	3
HRM140	Food Production Concepts.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM280	Hospitality and Tourism Law.....	3

RESTRICTED ELECTIVES: 6 credits

HRM145	Events Management.....	3
HRM230	Beverage Management.....	3
HRM235	Club Management.....	3
HRM240	Commercial Food Production.....	3
HRM275	Restaurant Management.....	3
HRM285	Gaming Management.....	3
HRM290	Ecotourism.....	3

SCC Programs

Scottsdale Community College Programs

HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3
HRM296WB	Cooperative Education.....	2
HRM296WC	Cooperative Education.....	3
REC210	Leisure Delivery Systems.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved G. E. course from the Oral Communication area.....		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent by assessment.....		3

Mathematics

Any approved G. E. course from the Mathematics area.....		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area		3
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Natural Sciences

Any approved G. E. course from the Natural Sciences area.....		4
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Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

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

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT

HRM

Hospitality, Tourism, and Culinary Arts

Division Office AP 237A 480.423.6578

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 largest and 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: 42 credits

REQUIRED COURSES: 36 credits

ACC211	Financial Accounting.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM140	Food Production Concepts.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM230	Beverage Management.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM275	Restaurant Management.....	3
HRM280	Hospitality and Tourism Law.....	3
HRM296WC	Cooperative Education.....	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History.....	3
CUL190	Catering Operations I.....	3
HRM145	Events Management.....	3
HRM235	Club Management.....	3
HRM240	Commercial Food Production.....	3
HRM285	Gaming Management.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3

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

ACC211	Financial Accounting.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM140	Food Production Concepts.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM230	Beverage Management.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM275	Restaurant Management.....	3
HRM280	Hospitality and Tourism Law.....	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History.....	3
CUL190	Catering Operations I.....	3
HRM145	Events Management.....	3
HRM235	Club Management.....	3
HRM240	Commercial Food Production.....	3
HRM285	Gaming Management.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3
HRM296WB	Cooperative Education.....	2
HRM296WC	Cooperative Education.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication

Any approved G. E. course from the Oral Communication area.....		3
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Critical Reading

CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent by assessment.....		3

Mathematics

Any approved G. E. course from the Mathematics area.....		3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....		3
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Natural Sciences

Any approved G. E. course from the Natural Sciences area.....		4
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Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

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

Continued next page...

Scottsdale Community College Programs

HOSPITALITY AND TOURISM/ SPA AND WELLNESS CENTER MANAGEMENT

Hospitality, Tourism, and Culinary Arts

Division Office **AP 253 480.423.6578**

Program Director, Larry Williams **AP 244 480.423.6266**

The Hospitality and Tourism/Spa and Wellness Center Management program is designed to prepare graduates for management careers in spa and wellness center management. The program provides an industry specific business foundation combined with an overview of healthful living courses with specific application to spa and wellness center management. Graduates acquire a specific mix of skills that are in high demand with employers in a newly developing, rapid-growth segment of the hospitality industry. The hospitality industry is among the largest and fastest growing in the world, offering opportunities for ambitious students who enjoy working with people.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/ SPA AND WELLNESS CENTER MANAGEMENT: 42 credits

REQUIRED COURSES: 36 credits

ACC211	Financial Accounting.....	3
HES100	Healthful Living.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM130	Guest Services Management.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM280	Hospitality and Tourism Law.....	3

HRM296WC	Cooperative Education (3) OR	
PED296WC	Cooperative Education (3).....	3

WED162	Meditation and Wellness.....	1
WED165	Overview of Massage Therapy.....	2

RESTRICTED ELECTIVES: 6 credits

HRM145	Events Management.....	3
HRM235	Club Management.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM290	Ecotourism.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3

PED101YJ	Physical Activities:Yoga (1) OR	
PED102YJ	Physical Activities:Yoga (1) OR	
PED201YJ	Physical Activities:Yoga (1) OR	
PED202YJ	Physical Activities:Yoga (1).....	1

PED101VR	Physical Activities:Tai Chi (1) OR	
PED102VR	Physical Activities:Tai Chi (1) OR	
PED201VR	Physical Activities:Tai Chi (1) OR	
PED202VR	Physical Activities:Tai Chi (1).....	1

PED112	Professional Application of Fitness Principles.....	3
PED116	Aerobics for Wellness.....	2
PED/WED130	Strength Fitness-Phys. Principles/Training Techniques.....	3
WED151	Introduction to Alternative Medicine.....	3
WED172	Overview of Herbal Remedies.....	1
WED195AA	Special Topics in Wellness Education.....	0.5
WED195AB	Special Topics in Wellness Education.....	1
WED195AC	Special Topics in Wellness Education.....	2
WED218	Aromatherapy.....	1

Grade of "C" or better required for all courses in the CCL in Hospitality and Tourism/Spa and Wellness Center Management.

AAS IN HOSPITALITY AND TOURISM/ SPA AND WELLNESS CENTER MANAGEMENT: 67-69 credits

REQUIRED COURSES: 36 credits

ACC211	Financial Accounting.....	3
HES100	Healthful Living.....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
HRM130	Guest Services Management.....	3
HRM150	Hospitality and Tourism Information Systems I.....	3
HRM220	Hospitality Managerial Accounting.....	3
HRM260	Hospitality Human Resource Management.....	3
HRM270	Hospitality Marketing.....	3
HRM280	Hospitality and Tourism Law.....	3

HRM296WC	Cooperative Education (3) OR	
PED296WC	Cooperative Education (3).....	3

WED162	Meditation and Wellness.....	1
WED165	Overview of Massage Therapy.....	2

RESTRICTED ELECTIVES: 6 credits

HRM145	Events Management.....	3
HRM235	Club Management.....	3
HRM250	Hospitality and Tourism Information Systems II.....	3
HRM290	Ecotourism.....	3
HRM291	Directed Field Study - International.....	3
HRM292	Directed Field Study.....	3

PED101YJ	Physical Activities:Yoga (1) OR	
PED102YJ	Physical Activities:Yoga (1) OR	
PED201YJ	Physical Activities:Yoga (1) OR	
PED202YJ	Physical Activities:Yoga (1).....	1

PED101VR	Physical Activities:Tai Chi (1) OR	
PED102VR	Physical Activities:Tai Chi (1) OR	
PED201VR	Physical Activities:Tai Chi (1) OR	
PED202VR	Physical Activities:Tai Chi (1).....	1

PED112	Professional Application of Fitness Principles.....	3
PED116	Aerobics for Wellness.....	2

PED/WED130	Strength Fitness-Phys. Principles/Training Techniques.....	3
WED151	Introduction to Alternative Medicine.....	3
WED172	Overview of Herbal Remedies.....	1

WED195AA	Special Topics in Wellness Education.....	0.5
WED195AB	Special Topics in Wellness Education.....	1
WED195AC	Special Topics in Wellness Education.....	2

WED218	Aromatherapy.....	1
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GENERAL EDUCATION (G.E.) REQUIREMENTS: 25-27 credits

CORE: 15-17 credits

First-Year Composition		
ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	6

Oral Communication		
Any approved G. E. course from the Oral Communication area.....		3

Critical Reading		
CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent by assessment.....		3

Mathematics		
Any approved G. E. course from the Mathematics area.....		3-5

DISTRIBUTION: 10 credits		
Humanities and Fine Arts		
Any approved G. E. course from the Humanities and Fine Arts area.....		3

Natural Sciences		
Any approved G. E. course from the Natural Sciences area.....		4

Social and Behavioral Sciences		
ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	

PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3).....	3

Grade of "C" or better required for all courses in the AAS in Hospitality and Tourism/Spa and Wellness Center Management.

Scottsdale Community College Programs

HOSPITALITY AND TOURISM/ TOURISM DEVELOPMENT AND MANAGEMENT

Hospitality, Tourism, and Culinary Arts
Division Office AP 237A 480.423.6578
Program Director, Larry Williams AP 244 480.423.6266

The Hospitality and Tourism/Tourism Development and Management program is designed to prepare graduates for management careers in tourism development and management. The program provides an industry-specific planning and management foundation that examines tourism sectors, consumer behavior, and factors that influence tourism development and promotion. Graduates acquire a specific mix of skills that focus on the interaction of tourism with the economy, environment, and people.

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/TOURISM DEVELOPMENT AND MANAGEMENT: 42-44 credits

PROGRAM PREREQUISITES: 3-5 credits

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3)	3-5

REQUIRED COURSES: 36-38 credits

HRM110	Introduction to Hospitality and Tourism Management	3
HRM145	Events Management	3
HRM146	International Meetings, Conventions and Exhibitions	3
HRM150	Hospitality and Tourism Information Systems I	3
HRM160	Tourism Principles and Practices	3
HRM260	Hospitality Human Resource Management	3
HRM265	Financing Hospitality and Tourism Development	3
HRM270	Hospitality Marketing	3
HRM280	Hospitality and Tourism Law	3
HRM290	Ecotourism	3
MAT140	College Mathematics (5) OR	
MAT141	College Mathematics (4) OR	
MAT142	College Mathematics (3)	3-5
REC210	Leisure Delivery Systems	3

RESTRICTED ELECTIVES: 6 credits

GCU121	World Geography I: Eastern Hemisphere (3) OR	
GCU122	World Geography II: Western Hemisphere (3)	3
HRM235	Club Management	3
HRM250	Hospitality and Tourism Information Systems II	3
HRM285	Gaming Management	3
HRM291	Directed Field Study - International	3
HRM292	Directed Field Study	3
HRM296WC	Cooperative Education	3
REC120	Leisure and the Quality of Life	3

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

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

PROGRAM PREREQUISITES: 3-5 credits

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3)	3-5

REQUIRED COURSES: 36-38 credits

HRM110	Introduction to Hospitality and Tourism Management	3
HRM145	Events Management	3
HRM146	International Meetings, Conventions and Exhibitions	3
HRM150	Hospitality and Tourism Information Systems I	3
HRM160	Tourism Principles and Practices	3
HRM260	Hospitality Human Resource Management	3
HRM265	Financing Hospitality and Tourism Development	3
HRM270	Hospitality Marketing	3
HRM280	Hospitality and Tourism Law	3
HRM290	Ecotourism	3
MAT140	College Mathematics (5) OR	
MAT141	College Mathematics (4) OR	
MAT142	College Mathematics (3)	3-5
REC210	Leisure Delivery Systems	3

RESTRICTED ELECTIVES: 6 credits

GCU121	World Geography I: Eastern Hemisphere (3) OR	
GCU122	World Geography II: Western Hemisphere (3)	3
HRM235	Club Management	3
HRM250	Hospitality and Tourism Information Systems II	3
HRM285	Gaming Management	3
HRM291	Directed Field Study - International	3
HRM292	Directed Field Study	3
HRM296WC	Cooperative Education	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22 credits

CORE: 12 credits

First-Year Composition

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3)	6

Oral Communication

COM225	Public Speaking	3
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Critical Reading

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

Mathematics

Met by MAT140, MAT141 or MAT142 in Required Courses area 0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area 3

Natural Sciences

Any approved G. E. course from the Natural Sciences area 4

Social and Behavioral Sciences

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
PSY101	Introduction to Psychology (3) OR	
REC120	Leisure and the Quality of Life (3)	3

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

Scottsdale Community College Programs

INFANT/TODDLER DEVELOPMENT CFS,ECH,EED,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 is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their skills. The program focuses on the unique developmental needs of contemporary infants and toddlers within the contexts of family, community, early care, and education.

Most coursework in the Infant/Toddler Certificate may also be applied to the AAS in Early Childhood Development (see page 97). 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 over several semesters.

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, CPR/first aid training, and food handler training.

CERTIFICATE OF COMPLETION IN INFANT/TODDLER DEVELOPMENT: 30 credits

REQUIRED COURSES: 27 credits

CFS181	Enhancing Infant and Toddler Development.....	3
CFS220	Introduction to Parenting and Family Development.....	3
ECH128	Early Learning: Play and the Arts.....	3
ECH176	Child Development (3) OR	
EED276	Global Child Development (3) OR	
PSY240	Developmental Psychology (3).....	3
EED200	Foundations of Early Childhood Education.....	3
EED212	Guidance, Management and the Environment.....	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness.....	3
EED222	Introduction to the Exceptional Young Child.....	3
ITD205	Emerging Individuality.....	1
EED260	Early Childhood Infant/Toddler Internship (1) AND	
EED260	Early Childhood Infant/Toddler Internship (1) OR	
ECH296WB	Cooperative Education (2).....	2

RESTRICTED ELECTIVES: 3 credits

CFS/ECH120	Contemporary Issues in Early Childhood Education.....	1
CFS190	Home Based Visitation.....	3
ECH126AB	Play Lab-Toddlers.....	1
ECH/ITD183	Infant/Toddler Learning Materials.....	1
ECH237	Media for Young Children.....	1
ECH276	Musical Beginnings.....	1
ITD260	Reflective Case Study.....	1

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

The mission of the Interior Design Program is to provide a comprehensive educational experience with pathways leading to professional placement in the interiors industry. The two-tiered curriculum consists of an Associate in Applied Science (AAS) in Interior Design that provides foundational knowledge and skills and a Certificate of Completion (CCL) in Interior Design: Professional Level that offers specialized knowledge within the interiors industry. The two-tiered program is nationally accredited by the Council for Interior Design Accreditation (CIDA), formerly known as FIDER.

AAS IN INTERIOR DESIGN: 64-66 credits

REQUIRED COURSES: 42 credits

ARC121	Introduction to Architectural Drafting: Manual.....	3
ARC141	Architectural CAD I: Introduction.....	3
ARC142	Architectural CAD II: Plans and Elevations.....	3
INT105	Introduction to Interior Design.....	3
INT115	Historical Architecture and Furniture.....	3
INT120	Modern Architecture and Furniture.....	3
INT145	Drawing and Rendering.....	3
INT150	Color and Design.....	3
INT160	Fabrics for Interiors.....	3
INT170	Interior Materials.....	3
INT190	Space Planning.....	3
INT225	History of Decorative Arts.....	3
INT230	Presentation Techniques.....	3
INT240	Kitchen and Bath Design.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

Any approved G. E. courses in the First-Year Composition area 6

Oral Communication

Any approved G. E. course from 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. E. course from the Mathematics area..... 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by INT115 and INT120 in Required Courses area 0

Natural Sciences

Any approved G. E. course from the Natural Sciences area 4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area..... 3

Grade of "C" or better required for all courses within the AAS in Interior Design.



Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN INTERIOR DESIGN: PROFESSIONAL LEVEL: 27 credits

The Professional Level Certificate of Completion (CCL) in Interior Design provides coursework in interior codes, including the Americans with Disabilities Act (ADA), lighting, building systems, commercial design and professional practices. An internship provides students opportunities to develop job skills in the field.

ADMISSION CRITERIA: Application and Portfolio Review.

PROGRAM PREREQUISITES: An AAS in Interior Design or equivalent and permission of the Program Director.

REQUIRED COURSES: 18 credits

INT215	Professional Practices.....	3
INT260	Interior Codes and Regulations.....	3
INT265	Building Systems.....	3
INT268	Lighting Design.....	3
INT270	Commercial Design.....	3
INT271AA-AC	Interior Design Internship (any suffixed courses).....	3

RESTRICTED ELECTIVES: 9 credits

ARH+++++	Any ARH Art Humanities courses.....	6
ASB+++++	Any ASB Anthropology course (3) OR	
PSY+++++	Any PSY Psychology course (3) OR	
SOC+++++	Any SOC Sociology course (3).....	3

Grade of "C" or better required for all courses within the CCL in Interior Design: Professional Level.

JOURNALISM

JRN

Language/Communication Division Office LC 305 480.423.6459
Program Contact, Julie Knapp LC 350 480.423.6410

The Certificate of Completion in Journalism prepares students to work in the publishing industry whether they have a bachelor's degree in another discipline or are just beginning their career path in journalism. The CCL includes journalism courses required by journalism schools throughout the state and country and requires an internship in journalism and a juried portfolio of published articles to complete the certificate.

CERTIFICATE OF COMPLETION IN JOURNALISM: 18 credits

REQUIRED COURSES: 15 credits

ENG101	First-Year Composition.....	3
ENG235	Magazine Article Writing (3) OR	
JRN234	Feature Writing (3).....	3
JRN201	News Writing.....	3
JRN240AB	Journalism Internship.....	2
JRN298AA	Special Projects: Portfolio of Published Clips.....	1
MCO120	Media and Society.....	3

RESTRICTED ELECTIVES: 3 credits

JRN125	Photo Editing.....	3
JRN133	Development of Small Publications.....	3
JRN212	Broadcast Writing.....	3
JRN215	News Production.....	3

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

LANGUAGE AND LITERARY CULTURE ENG/ESL

Language/Communication Division Office LC 305 480.423.6459
Program Contact, John Liffiton LC 341 480.423.6447

The Academic Certificate (AC) in Language and Literary Culture of the USA is a course of study designed to provide students of English as a non-native language with a strong foundation in the oral and written structure and vocabulary of North American English, academic and professional reading and writing, and knowledge and appreciation of representative literature and culture of the USA in all its diversity.

ACADEMIC CERTIFICATE IN LANGUAGE AND LITERARY CULTURE OF THE USA: 25 credits

REQUIRED COURSES: 16 credits

ENG107	First-Year Composition FOR ESL.....	3
ENG108	First-Year Composition for ESL.....	3
ENG109	Business Writing for ESL.....	3
ENH111	Literature and the American Experience.....	3
CRE101	Critical and Evaluative Reading I.....	3
ENG298AA	Special Project (1) OR	
ESL298AA	Special Project (1).....	1

RESTRICTED ELECTIVES: 9 credits

Complete three courses from the following disciplines:
ASB, COM, EDU, ENG, ENH, HIS, HUM, IBS, IGS, MUP, PSY, REL, SOC.....3
Grade of "C" or better required for all courses in the Academic Certificate of Language and Literary Culture of the USA.

MANAGEMENT

MGT

Business Division Office AP 237A 480.423.6253

CERTIFICATE OF COMPLETION IN MANAGEMENT: 30 credits

Students can earn a Certificate of Completion in Management. Please see page 86 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Management. Please see page 85, "Business" for detailed information on the required coursework.

MARKETING

MKT

Business Division Office AP 237A 480.423.6253

CERTIFICATE OF COMPLETION IN MARKETING: 39 credits

Students can earn a Certificate of Completion in Marketing. Please see page 86 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Marketing. Please see 85, "Business" for detailed information on the required coursework.

Scottsdale Community College Programs

MICROSOFT NETWORKING TECHNOLOGY MST :

Business Division Office AP 237A 480.423.6253
Program Director, Jim Simpson CM 408 480.423.6257

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 implement a network infrastructure and install, configure, monitor, optimize, and troubleshoot Windows server and Windows client workstations. Courses in the program also help to prepare for Microsoft Certified Product Specialist (MCP), Microsoft Certified Systems Administrator (MCSA), and Microsoft Certified Systems Engineer (MCSE) examinations. The curriculum is taught by Microsoft Certified Professionals.

ALSO SEE: Computer Hardware/Network Support, page 87
 Computer Information Systems, page 88
 Microsoft Applications Development, page 113
 Network Administration, page 89
 Office Automation Systems, page 122
 Personal Computer Applications, page 87
 Programming and System Analysis, page 90
 Web Design, page 91
 Web Development, page 91

PROGRAM NOTES: Overall program minimum GPA = 2.00.

CERTIFICATE OF COMPLETION IN MICROSOFT DESKTOP SUPPORT TECHNOLOGY: 18-19 credits

The Certificate of Completion in Microsoft Desktop Support Technology is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will develop the skills to successfully troubleshoot desktop environments running on the Microsoft Windows operating system. Courses in the program also help to prepare for the Microsoft Certified Desktop Support Technician (MCDST) examinations.

PROGRAM PREREQUISITES: 2 credits

In lieu of the courses listed below, students with experience in the information technology field may meet these program prerequisite requirements with the permission of the instructor.

BPC/CIS121AB Microsoft Command Line Operations 1
 CIS102 Interpersonal/Customer Svc. Skills for IT Professionals..... 1

REQUIRED COURSES: 18-19 credits

BPC110 Computer Usage and Applications (3) **OR**
 CIS105 Survey of Computer Information Systems (3).....3
 BPC170 Computer Maintenance I:A+ Essentials Prep3
 CIS190 Introduction to Local Area Networks (3) **OR**
 CNT140 Cisco Networking Basics (4) **OR**
 MST140 Microsoft Networking Essentials (3)..... 3-4
 MST141 Supporting MS Windows Desktop Operating Systems3
 MST142 Supporting Applications on MS Windows Desktop Oper. Sys.3
 MST150XP Microsoft Windows XP Professional.....3
Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Desktop Support Technology.

CERTIFICATE OF COMPLETION IN MICROSOFT PRODUCT SPECIALIST: 14-15 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) **OR**
 permission of Department or Division3

REQUIRED COURSES: 14-15 credits

BPC/CIS121AB Microsoft Command Line Operations 1
 BPC170 Computer Maintenance I:A+ Essentials Prep3
 CIS190 Introduction to Local Area Networks (3) **OR**
 CNT140 Cisco Networking Fundamentals (4) **OR**
 MST140 Microsoft Networking Essentials (3).....3-4
 MST150++ Any MST150 course3
 MST152++ Any MST152 course4
Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Product Specialist.

CERTIFICATE OF COMPLETION IN MICROSOFT SYSTEMS ADMINISTRATION: 20-21 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) **OR**
 permission of Department or Division3

REQUIRED COURSES: 20-21 credits

BPC/CIS121AB Microsoft Command Line Operations 1
 BPC170 Computer Maintenance I:A+ Essentials Prep3
 CIS190 Introduction to Local Area Networks (3) **OR**
 CNT140 Cisco Networking Basics (4) **OR**
 MST140 Microsoft Networking Essentials (3).....3-4
 MST150++ Any MST150 course3
 MST152++ Any MST152 course4
 MST155 Implementing Windows Network Infrastructure.....3
 MST232 Managing a Windows Network Environment3
Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Systems Administration.

CERTIFICATE OF COMPLETION IN MICROSOFT SYSTEMS ENGINEER: 32-33 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) **OR**
 permission of Department or Division3

REQUIRED COURSES: 32-33 credits

BPC/CIS121AB Microsoft Command Line Operations 1
 BPC170 Computer Maintenance I:A+ Essentials Prep3
 CIS190 Introduction to Local Area Networks (3) **OR**
 CNT140 Cisco Networking Basics (4) **OR**
 MST140 Microsoft Networking Essentials (3).....3-4
 MST150++ Any MST150 course3
 MST152++ Any MST152 course4
 MST155 Implementing Windows Network Infrastructure.....3
 MST157 Implementing Windows Directory Services.....3
 MST232 Managing a Windows Network Environment3
 MST244 Microsoft SQL Server Administration3
 MST253 Designing MS Windows 2000 Directory Svcs Infrastructure (3) **OR**
 MST259 Designing Windows Network Security (3).....3
 MST255 Designing Windows Network Infrastructure.....3
Grade of "C" or better required for all courses in the Certificate of Completion in Microsoft Systems Engineer.

Continued next page...



Scottsdale Community College Programs

AAS IN MICROSOFT NETWORKING TECHNOLOGY: 62-63 credits

PROGRAM PREREQUISITES: 3 credits

CIS105 Survey of Computer Information Systems (3) **OR**
permission of Department or Division3

REQUIRED COURSES: 24-25 credits

BPC/CIS121AB Microsoft Command Line Operations1
BPC170 Computer Maintenance I: A+ Essentials Prep3
CIS102 Interpersonal/Customer Svc. Skills for IT Professionals1
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) **OR**
CIS126DL Linux Operating System (3) **OR**
CIS126AL Linux Operating System: Level I (1) **AND**
CIS126BL Linux Operating System: Level II (1) **AND**
CIS126CL Linux Operating System: Level III (1)3
CIS190 Introduction to Local Area Networks (3) **OR**
CNT140 Cisco Networking Basics (4) **OR**
MST140 Microsoft Networking Essentials (3).....3-4
MST150++ Microsoft Windows Professional (any course)3
MST152++ Microsoft Windows Server (any course)4
MST155 Implementing Windows Network Infrastructure.....3
MST157 Implementing Windows Directory Services.....3

RESTRICTED ELECTIVES: 13 credits

Students should select thirteen (13) credits from the following courses in consultation with a program advisor:

For MST150++ and MST152++, select a different Microsoft Windows version than the one selected for Required Courses.

BPC110 Computer Usage and Applications (3) **OR**
CIS105 Survey of Computer Information Systems (3).....3
BPC171 Recycling Used Computer Technology1-3
BPC270 Computer Maintenance II: A+ Technician Prep.....3
CIS150 Programming Fundamentals3
CIS159 Visual Basic Programming I.....3
CIS162AB C++: Level I (3) **OR**
CIS162AC Visual C++: Level I (3)3
CIS280++ Any CIS280 Current Topics in Computing course1-3

• Students may select no more than four (4) credits combined from
• **CIS282AA-AC, CIS290AA-AC and CIS296WA-WD courses.**

• CIS282++ Volunteerism for Computer Information Systems:
• A Service Learning Experience (any module) (1-3) **OR**
• CIS290++ CIS Internship (any module) (1-3) **OR**
• CIS296++ Cooperative Education (any module) (1-4).....1-4
• CNT150 Cisco Networking Router Technologies4
• MST141 Supporting MS Windows Desktop Operating Systems3
• MST142 Supporting Applications on MS Windows Desktop Oper. Sys.3
• MST150++ Any MST150 course3
• MST152++ Any MST152 course4
• MST157 Implementing Windows Directory Services.....3
• MST232 Managing a Windows Network Environment3
• MST242 Microsoft Exchange Server4
• MST244 Microsoft SQL Server Administration3
• MST252 Microsoft Windows Network Upgrade.....3
• MST253 Designing MS Windows 2000 Directory Services Infrastructure3
• MST254 Microsoft SQL Server Design and Implementation.....3
• MST255 Designing Windows Network Infrastructure.....3
• MST259 Designing Windows Network Security3
• MST298++ Special Projects (any module).....1-3

GENERAL EDUCATION (G.E.) 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. E. course from 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. E. course from the Mathematics area.....3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

• Any approved G. E. course from the Humanities and Fine Arts area.....3

Social and Behavioral Sciences

• Any approved G. E. course from the Social/Behavioral Sciences area3

Natural Sciences

• Any approved G. E. course from the Natural Sciences area4

• *Grade of "C" or better required for all courses in the AAS in Microsoft Networking Technology.*



Scottsdale Community College Programs

MICROSOFT APPLICATIONS DEVELOPMENT MST

Business Division Office AP 237A 480.423.6253
Program Director, Jim Simpson CM 408 480.423.6257

The Certificate of Completion in Microsoft Applications Development and the Associate in Applied Science in Microsoft Applications Development are designed to provide training for developers who develop, deploy, and maintain applications and components using Visual Studio: Visual Basic (VB), C++, and Structured Query Language (SQL). They also provide training for the Microsoft Certified Application Developer (MCAD) certification examinations. The MCAD credential is appropriate for professionals who use Microsoft technologies to develop and maintain department-level applications, components, Web or desktop clients, or back-end data services or work in teams developing enterprise applications. NOTE: This program was formerly known as Microsoft Solutions Development.

- ALSO SEE: Computer Hardware/Network Support, page 87
 Computer Information Systems, page 88
 Microsoft Networking Technology, page 112
 Network Administration, page 89
 Office Automation Systems, page 122
 Personal Computer Applications, page 87
 Programming and System Analysis, page 90
 Web Design, page 91
 Web Development, page 91

PROGRAM NOTES:

Students entering the Microsoft Applications 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.

CERTIFICATE OF COMPLETION IN MICROSOFT APPLICATIONS DEVELOPMENT: 22 credits

PROGRAM PREREQUISITES: 6 credits

CIS105	Survey of Computer Information Systems.....	3
CRE101	Critical and Evaluative Reading I (3) OR equivalent as indicated by assessment OR permission of Department or Division.....	3

REQUIRED COURSES: 22 credits

BPC/CIS133DA	Internet/Web Development Level I (3) OR	
BPC/CIS133AA	Internet/Web Development Level I-A (1) AND	
BPC/CIS133BA	Internet/Web Development Level I-B (1) AND	
BPC/CIS133CA	Internet/Web Development Level I-C (1)	3
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals.....	1
CIS159	Visual Basic Programming I.....	3
CIS259	Visual Basic Programming II	3
CIS164AG	Oracle: Data Modeling/Relational Database Design (2) OR	
MST146	Data Modeling and Relational Database Design (2)	2
MST172	Visual Basic .NET Web Application Development	4
MST176	Visual Basic .NET XML Web Services Development	3
MST254	Microsoft SQL Server Design and Implementation.....	3

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

AAS IN MICROSOFT APPLICATIONS DEVELOPMENT: 60-62 credits

PROGRAM PREREQUISITES: 6 credits

CIS105	Survey of Computer Information Systems	3
CRE101	Critical and Evaluative Reading I (3) OR equivalent as indicated by assessment OR permission of Department or Division	3

REQUIRED COURSES: 22 credits

BPC/CIS133DA	Internet/Web Development Level I (3) OR	
BPC/CIS133AA	Internet/Web Development Level I-A (1) AND	
BPC/CIS133BA	Internet/Web Development Level I-B (1) AND	
BPC/CIS133CA	Internet/Web Development Level I-C (1)	3

CIS102	Interpersonal/Customer Svc. Skills for IT Professionals.....	1
CIS159	Visual Basic Programming I.....	3
CIS259	Visual Basic Programming II	3

CIS164AG	Oracle: Data Modeling/Relational Database Design (2) OR	
MST146	Data Modeling and Relational Database Design (2)	2

MST172	Visual Basic .NET Web Application Development	4
MST176	Visual Basic .NET XML Web Services Development	3
MST254	Microsoft SQL Server Design and Implementation.....	3

RESTRICTED ELECTIVES: 16 credits

CIS119DO	Introduction to Oracle: SQL.....	3
CIS150	Programming Fundamentals	3
CIS162++	Any CIS162 course	3
CIS163AA	Java Programming: Level I.....	3

CIS190	Introduction to Local Area Networks (3) OR	
CNT140	Cisco Networking Basics (4) OR	
MST140	Microsoft Networking Essentials (3).....	3-4

CIS225AB	Object-Oriented Analysis and Design.....	3
CIS235	e-Commerce.....	3

Students may select no more than four (4) credits combined from CIS290AA-AC and CIS296WA-WD courses.

CIS290A+	CIS Internship (any module) (1-3) OR	
CIS296W+	Cooperative Education (any module) (1-4).....	1-4

MST150++	Any MST150 course	3
MST152++	Any MST152 course	3-4
MST244	Microsoft SQL Server Administration	3
MST298A+	Special Projects (any module).....	1-3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 12-14 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. E. course from 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

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR Equivalent OR satisfactory completion of a higher-level mathematics course.....	3-5

DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area.....	3
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Social and Behavioral Sciences

	Any approved G. E. course from the Social/Behavioral Sciences area	3
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Natural Sciences

	Any approved G. E. course from the Natural Sciences area	4
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Grade of "C" or better required for all courses in the AAS in Microsoft Applications Development.

Scottsdale Community College Programs

MOTION PICTURE/TV PRODUCTION TCM

MP/TV Film School Office LC 305 480.423.6076
 Program Director, Katherine Herbert LC 332 480.423.6657

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

Certificates of Completion in Screenwriting, Broadcast Production, Film Production, Editing, and Film Analysis and Criticism are also available.

REQUIREMENTS FOR THE AAS DEGREE AND CERTIFICATES OF COMPLETION

Program Prerequisites: 3 Credits

TCM100 Digital Multimedia (3) **OR**
 waived by permission of Program Director3

Program Common Core: 15 Credits

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

REQUIRED COURSES: 15 credits

HUM/THE205 Introduction to Cinema3
 TCM101 Fundamentals of Radio and Television.....3
 TCM134 Pre-Production for Motion Picture and Television.....3
 TCM135 Production for Motion Picture and Television3
 TCM136 Post-Production for Motion Picture and Television.....3

Program Tracks

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

Track I: Certificate of Completion in Screenwriting..... 115
 Track II: Certificate of Completion in Broadcast Production..... 115
 Track III: Certificate of Completion in Film Production..... 116
 Track IV: Certificate of Completion in Editing 116
 Track V: Certificate of Completion in Film Analysis and Criticism 117

AAS IN MOTION PICTURE/ TELEVISION PRODUCTION: 67-70 credits

The general studies requirement of 22-24 credits must be completed in addition to the credits earned in the Program Common Core, a Program Track and the Restricted Electives to earn the total of 67-70 credits required for the AAS in Motion Picture/Television Production.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) **OR**
 waived by permission of Program Director3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

ENG101 First-Year Composition (3) **OR**
 ENG107 First-Year Composition for ESL (3).....3
 ENG102 First-Year Composition (3) **OR**
 ENG108 First-Year Composition for ESL (3)..... 3

Oral Communication

Any approved G. E. course from 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. E. course from the Mathematics area.....3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by HUM/THE205 course listed in the Required Courses areas.....0

Natural Sciences

Any approved G. E. course from the Natural Sciences area4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area3

Grade of “C” or better required for all courses in the AAS in Motion Picture/Television Production.



Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN SCREENWRITING: 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.

PROGRAM PREREQUISITES: 9 credits

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3).....	3
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	3
TCM100	Digital Multimedia (3) OR	
	waived by permission of Program Director	3

REQUIRED COURSES: 36 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television.....	3
TCM111	Screenwriting I	3
TCM111AA	Screenwriting I: The Short Film	3
TCM112	Writing the Situation Comedy (3) OR	
TCM116	Writing the Television Drama (3)	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3
TCM211	Screenwriting II	3
TCM216	Screenwriting III	3
TCM218	Screenwriting IV.....	3
TCM255	Filmmaking: Fusing Art and Technology.....	3

RESTRICTED ELECTIVES: 9 credits

ENG210	Creative Writing	3
HUM/THE210	Contemporary Cinema.....	3
HUM211AA	Foreign Films: Classics	3
TCM140	Modern Media Concepts	3
TCM213	Motion Picture Workshop.....	4
TCM214	Television Workshop.....	3
TCM221	The Completed Screenplay	4
TCM248	Advanced Film Production Techniques	4
TCM250	Documentaries for Social Change.....	4
TCM265	Advanced Scheduling and Budgeting.....	2
TCM275	Advanced Portfolio Production.....	4
TCM285++	Special Topics: Motion Picture/TV Production (any module)	1-3
TCM290	Professional Media Marketing.....	3
TCM296++	Cooperative Education (any suffixed course).....	1-4

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

CERTIFICATE OF COMPLETION IN BROADCAST PRODUCTION: 45 credits

The Certificate of Completion in Broadcast Production is designed for students who plan to enter the field of Motion Picture/Television Production in the specific area of broadcasting. Students will receive hands-on training in Motion Picture/Television Production, in media theory and in the production of both live and pre-recorded television shows including news, sports, commercials, on-the-scene reporting, interviewing and studio anchoring. Technical elements stressed include multi-camera techniques in studio, on-location shooting, editing, sound, graphics, and the operation of the studio.

PROGRAM PREREQUISITES: 3 credits

TCM100	Digital Multimedia (3) OR	
	waived by permission of Program Director	3

REQUIRED COURSES: 40 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television.....	3
TCM111AA	Screenwriting I: The Short Film	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3
TCM151	Broadcast Production	2
TCM180	Television Production Techniques	4
TCM240	Advanced Television Commercial Production.....	3
TCM241AA	Introduction to Non-Linear Editing: AVID (4) OR	
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4).....	4
TCM242	Portfolio Non-Linear Editing.....	2
TCM250	Documentaries for Social Change.....	4
TCM251	Advanced Studio Production	3

RESTRICTED ELECTIVES: 5 credits

ADA/ART177	Computer-Photographic Imaging.....	3
ART100	Introduction to Computer Graphic Art.....	1
ART131	Photography I	3
TCM111	Screenwriting I	3
TCM/MTC120	Introduction to Sound Design for Film and Video	3
TCM131	Radio-Television Announcing	4
TCM214	Television Workshop.....	3
TCM215AA	Cinematography: 16 mm Film (3) OR	
TCM215AB	Cinematography: High-Definition Video (3).....	3
TCM219	Introduction to Television Technology	3
TCM221	The Completed Screenplay	4
TCM222	DVD Authoring.....	4
TCM248	Advanced Film Production Techniques	4
TCM255	Filmmaking: Fusing Art and Technology.....	3
TCM260	Film/Video Producing and Financing.....	3
TCM265	Advanced Scheduling and Budgeting.....	2
TCM275	Advanced Portfolio Production.....	4
TCM285++	Special Topics: Motion Picture/TV Production (any module)	1-3
TCM290	Professional Media Marketing.....	3
TCM296++	Cooperative Education (any suffixed course).....	1-4

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

Continued next page...

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN FILM PRODUCTION: 46 credits

The Certificate of Completion in Film Production is designed for students who plan to enter the production aspect of motion pictures. Students will receive hands-on training in Motion Picture/Television Production by producing a variety of short films and videos which will include writing screenplays, developing a production, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound, and editing the finished product. In addition, students will study feature film theory.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) **OR**
waived by permission of Program Director 3

REQUIRED COURSES: 43 credits

HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television.....	3
TCM111	Screenwriting I	3
TCM/MTC120	Introduction to Sound Design for Film and Video	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3
TCM151	Broadcast Production.....	2
TCM215AA	Cinematography: 16 mm Film (3) OR	
TCM215AB	Cinematography: High-Definition Video (3).....	3
TCM230	Motion Picture Directing.....	4
TCM241AA	Introduction to Non-Linear Editing:AVID (4) OR	
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4).....	4
TCM242	Portfolio Non-Linear Editing.....	2
TCM248	Advanced Film Production Techniques	4
TCM260	Film/Video Producing and Financing.....	3

RESTRICTED ELECTIVES: 3 credits

ART131	Photography I	3
TCM213	Motion Picture Workshop	4
TCM213AA	Motion Picture Workshop: On-Location Shooting.....	4
TCM/MTC220	Advanced Sound Design for Film and Video	3
TCM221	The Completed Screenplay.....	4
TCM222	DVD Authoring.....	4
TCM240	Advanced Television Commercial Production.....	3
TCM250	Documentaries for Social Change.....	4
TCM255	Filmmaking: Fusing Art and Technology.....	3
TCM265	Advanced Scheduling and Budgeting.....	2
TCM275	Advanced Portfolio Production.....	4
TCM285++	Special Topics: Motion Picture/TV Production (any module)...	1-3
TCM290	Professional Media Marketing.....	3
TCM296++	Cooperative Education (any suffixed course).....	1-4
THPI12	Acting I.....	3
THP210	Acting: Television and Film	3

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

CERTIFICATE OF COMPLETION IN EDITING: 45 credits

The Certificate of Completion in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as editors. Students will receive hands-on training in Motion Picture/Television Production, media theory and editing theory. Students will demonstrate their knowledge by producing a variety of projects using both linear and non-linear systems and by using computer-based video compositing and title animation.

PROGRAM NOTE: *Indicates course will not apply in both Required Courses and Restricted Electives area.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) **OR**
waived by permission of Program Director 3

REQUIRED COURSES: 42 credits

ADA/ART177	Computer-Photographic Imaging	3
HUM/THE205	Introduction to Cinema	3
TCM101	Fundamentals of Radio and Television.....	3
TCM/MTC120	Introduction to Sound Design for Film and Video	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3
TCM241AA	Introduction to Non-Linear Editing:AVID	4
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro	4
TCM242	Portfolio Non-Linear Editing.....	2
TCM243	Introduction to Video Compositing and Title Animation....	4
TCM271AA*	Adv. Non-Linear Effects and Compositing:AVID (4) OR	
TCM271AB*	Adv. Non-Linear Effects and Compositing: Final Cut Pro (4) OR	
TCM282AA*	Adv. Non-Linear Editing Techniques:AVID (4) OR	
TCM282AB*	Adv. Non-Linear Editing Techniques: Final Cut Pro (4)	4

TCM280 The Art of Editing..... 3

RESTRICTED ELECTIVES: 3 credits

ART100	Introduction to Computer Graphic Art.....	1
ART131	Photography I	3
TCM151	Broadcast Production	2
TCM180	Television Production Techniques	4
TCM215AA	Cinematography: 16 mm Film (3) OR	
TCM215AB	Cinematography: High-Definition Video (3).....	3
TCM219	Introduction to Television Technology	3
TCM/MTC220	Advanced Sound Design for Film and Video	3
TCM221	The Completed Screenplay.....	4
TCM222	DVD Authoring.....	4
TCM240	Advanced Television Commercial Production.....	3
TCM248	Advanced Film Production Techniques	4
TCM250	Documentaries for Social Change.....	4
TCM255	Filmmaking: Fusing Art and Technology.....	3
TCM260	Film/Video Producing and Financing.....	3
TCM265	Advanced Scheduling and Budgeting.....	2

TCM271AA* Adv. Non-Linear Effects and Compositing:AVID (4) **OR**

TCM271AB* Adv. Non-Linear Effects and Compositing: Final Cut Pro (4) **OR**

TCM282AA* Adv. Non-Linear Editing Techniques:AVID (4) **OR**

TCM282AB* Adv. Non-Linear Editing Techniques: Final Cut Pro (4)

TCM275 Advanced Portfolio Production..... 4

TCM285++ Special Topics: Motion Picture/TV Production (any module).. 1-3

TCM290 Professional Media Marketing..... 3

TCM296++ Cooperative Education (any suffixed course)..... 1-4

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

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN FILM ANALYSIS AND CRITICISM: 45 credits

The Certificate of Completion in Film Analysis and Criticism is designed for students who plan to enter the field of Motion Picture/Television Production as script analysts, reviewers, and film feature writers. Students will receive hands-on training in motion picture production and will write short screenplays, as well as a variety of material analyzing film content and execution. In addition, they will acquire knowledge of film histories and various subcategories of film.

PROGRAM PREREQUISITES: 9 credits

ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3).....	3
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3).....	3
TCM100	Digital Multimedia (3) OR	
	waived by permission of Program Director	3

REQUIRED COURSES: 39 credits

ENG210	Creative Writing	3
HUM/THE205	Introduction to Cinema	3
HUM/WST209	Women and Films (3) OR	
TCM225	Film Noir (3).....	3
HUM/THE210	Contemporary Cinema.....	3
HUM211AA	Foreign Films: Classics	3
JRN201	Newswriting.....	3
TCM101	Fundamentals of Radio and Television.....	3
TCM111	Screenwriting I	3
TCM134	Pre-Production for Motion Picture and Television.....	3
TCM135	Production for Motion Picture and Television	3
TCM136	Post-Production for Motion Picture and Television.....	3
TCM140	Modern Media Concepts	3
TCM255	Filmmaking: Fusing Art and Technology.....	3

RESTRICTED ELECTIVES: 6 credits

ENH254	Literature and Film	3
JRN234	Feature Writing	3
TCM213	Motion Picture Workshop	4
TCM214	Television Workshop.....	3
TCM215AA	Cinematography: 16 mm Film	3
TCM215AB	Cinematography: High-Definition Video	3
TCM221	The Completed Screenplay.....	4
TCM230	Motion Picture Directing.....	4
TCM248	Advanced Film Production Techniques	4
TCM260	Film/Video Producing and Financing.....	3
TCM265	Advanced Scheduling and Budgeting.....	2
TCM275	Advanced Portfolio Production.....	4
TCM285++	Special Topics: Motion Picture/TV Production (any module) ...	1-3
TCM290	Professional Media Marketing.....	3
TCM296++	Cooperative Education (any suffixed course).....	1-4
THP112	Acting I.....	3

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

MUSIC

Music Department	MB 144	480.423.6333
Program Director, Mark Kopenits	MB 141	480.423.6466

Two certificate/degree programs offer students an opportunity to receive training in the commercial music business. Through the Audio Production Technologies program, students will receive training on industry-standard equipment by instructors with real-world experience and professional resumes. The Music Business program is designed to prepare students for today's music industry, combining a flexible curriculum with an emphasis in business and marketing, along with music industry-related courses.

CERTIFICATE OF COMPLETION IN AUDIO PRODUCTION TECHNOLOGIES: 39-41 credits

REQUIRED COURSES: 39-41 credits

MTC191	Electronic Music I.....	3
MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC112	Digital Audio Workstation II (DAW II).....	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3).....	3
MUC196	Studio Music Recording II.....	3
MUC297AA	Music Internship.....	1

Select one of two (2) tracks

Track I - Audio Production - 14 credits

MTC101	Introduction to Music Theory	3
MTC103	Introduction to Aural Perception.....	2
MUC197	Live Sound Reinforcement I.....	3
MUC198	Live Sound Reinforcement II.....	3
MTC180	Computer Literacy for Musicians (3) OR	
MUC295	Studio Music Recording III (3)	3

Track II - Sound Design - 16 credits

MTC105	Music Theory I.....	3
MTC106	Aural Perception I.....	1
MTC/TCM120	Introduction to Sound Design for Film/Video	3
MTC/TCM220	Advanced Sound Design for Film/Video.....	3
MUC194	Introduction to Audio Mixing Techniques	3
MUC292	Sound Design III.....	3

Grade of "C" or better required for all courses in the Certificate of Completion in Audio Production Technologies.

AAS IN AUDIO PRODUCTION TECHNOLOGIES: 67-69 credits

REQUIRED COURSES: 39-41 credits

MTC191	Electronic Music I.....	3
MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC112	Digital Audio Workstation II (DAW II).....	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3).....	3
MUC196	Studio Music Recording II.....	3
MUC297AA	Music Internship.....	1

Select one of two (2) tracks

Track I - Audio Production - 14 credits

MTC101	Introduction to Music Theory	3
MTC103	Introduction to Aural Perception.....	2
MUC197	Live Sound Reinforcement I.....	3
MUC198	Live Sound Reinforcement II.....	3

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Scottsdale Community College Programs

MTC180	Computer Literacy for Musicians (3) OR	
MUC295	Studio Music Recording III (3)	3
Track I - Sound Design Track - 16 credits		
MTC105	Music Theory I.....	3
MTC106	Aural Perception I	1
MTC/TCM120	Intro to Sound Design for Film/Video	3
MTC/TCM220	Adv. Intro to Sound Design for Film/Video	3
MUC194	Intro to Audio Mixing Techniques	3
MUC292	Sound Design III.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 28 credits

CORE: 15 credits

First-Year Composition

Any approved G. E. courses from the First-Year Composition area.....6

Oral Communication

Any approved G. E. course from the Oral Communication area.....3

Critical Reading

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

Mathematics

Any approved G. E. course from the Mathematics area.....3

DISTRIBUTION: 13 credits

Humanities and Fine Arts

Any approved G. E. courses from the Humanities and Fine Arts area.....6

Note: MHL140 or MHL145 or MHL153 recommended.

Natural Sciences

Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....3

Grade of "C" or better required for all courses in the AAS in Audio Production Technologies.

**CERTIFICATE OF COMPLETION IN
MUSIC BUSINESS: 40 credits**

REQUIRED COURSES: 37 credits

ACC109	Accounting Concepts (3) OR	
ACC111	Accounting Principles I (3)	3
BPC128	Introduction to Desktop Publishing.....	1
CIS131AA	Doing Business on the Internet.....	1
COM259	Communication in Business and Professions	3
GBS151	Introduction to Business.....	3

MUC209	Music Business: Industry Leadership/E-commerce (3) OR	
MGT253	Owning and Operating a Small Business (3)	3
MKT271	Principles of Marketing.....	3
MTC101	Introduction to Music Theory OR Higher Level.....	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I.....	3
MUC295AA	Self Promotion for Music.....	1
MUC297AB	Music Internship.....	2
SBS230	Financial and Tax Management for Small Business	2

RESTRICTED ELECTIVES: 3 credits

MHL+++ Any MHL course.....3
Grade of "C" or better required for all courses in the Certificate of Completion in Music Business.

AAS IN MUSIC BUSINESS: 65 credits

REQUIRED COURSES: 37 credits

ACC109	Accounting Concepts (3) OR	
ACC111	Accounting Principles I (3)	3
BPC128	Introduction to Desktop Publishing.....	1
CIS131AA	Doing Business on the Internet.....	1
COM259	Communication in Business and Professions	3
GBS151	Introduction to Business.....	3

MUC209	Music Business: Industry Leadership/E-commerce (3) OR	
MGT253	Owning and Operating a Small Business (3)	3
MKT271	Principles of Marketing.....	3
MTC101	Introduction to Music Theory OR Higher Level.....	3
MUC109	Music Business: Merchandising and the Law.....	3
MUC110	Music Business: Recording and Mass Media.....	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I.....	3
MUC295AA	Self Promotion for Music.....	1
MUC297AB	Music Internship.....	2
SBS230	Financial and Tax Management for Small Business	2

RESTRICTED ELECTIVES: 3 credits

MHL+++ Any MHL course.....3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25 credits

CORE: 15 credits

First-Year Composition

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

Oral Communication

Any approved G. E. course from the Oral Communication area.....3

Critical Reading

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

Mathematics

Any approved G. E. course from the Mathematics area.....3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area.....4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area.....3

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



Scottsdale Community College Programs

NURSING SCIENCE

Health Sciences Division Office

SB 132

480.423.6225

The Nursing Program is available at nine of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Nursing Program provides eligibility for students to apply for the national exam for the practical and the registered nurse license. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

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

Program Offerings:

This program is offered at the following sites:

- Chandler Gilbert Community College
- Estrella Mountain Community College
- GateWay Community College
- Glendale Community College
- Mesa Community College
- Mesa Community College/Boswell
- Paradise Valley Community College
- Phoenix College
- Rio Salado College
- Scottsdale Community College

Waiver of Licensure/Certification Guarantee:

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

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

All nurse 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 (602-889-5150).

Health Declaration:

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

NUR

Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

Grade Requirements:

Student must obtain a C grade or better in all courses required within the program.

Course Fee Information:

Please see class schedule for information regarding course fees.

University Transfer Students:

For students planning a University Program

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

THE NURSE ASSISTING PATHWAY

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

PRACTICAL NURSE PATHWAY

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

REGISTERED NURSE PATHWAY

Associate in Applied Science Degree in Nursing Program

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

Scottsdale Community College Programs

THE NURSE ASSISTING PATHWAY

Certificate of Completion in Nurse Assisting: 6 Credits

ADMISSION CRITERIA:

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

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

PROGRAM PREREQUISITES: None

REQUIRED COURSES: 6 credits

NUR158 Nurse Assisting Lab+6

Note: + indicates course has prerequisites and/or corequisites.

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

PRACTICAL NURSE PATHWAY

Certificate of Completion in Practical Nursing: 52 - 54 Credits

ADMISSION =CRITERIA:

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

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

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

PROGRAM PREREQUISITES: 29-31 credits

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

BIO156	Introductory Biology for Allied Health (4) OR	
BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	0-4
BIO201	Human Anatomy and Physiology I+	4
BIO202	Human Anatomy and Physiology II+	4
BIO205	Microbiology+	4
CHM130	Fundamental Chemistry+ (3) AND	
CHM130LL	Fundamental Chemistry Lab+ (1) OR	
	One year of high school chemistry	0-4
CRE101	Critical and Evaluative Reading I+ (3) OR	
	Equivalent by assessment	0-3
ENG101	First-Year Composition+ (3) OR	
ENG107	First-Year Composition for ESL+ (3)	3
MAT120/121/122	Intermediate Algebra+ OR	
	Higher level math course	3-5

REQUIRED COURSES: 23 credits

NUR111	Nursing Process and Critical Thinking I+	4
NUR117	Pharmacology and Medication Administration I+	2
NUR118	Nursing Science I+	4
NUR121	Nursing Process and Critical Thinking II+	4
NUR127	Pharmacology and Medication Administration II+	2
NUR128	Nursing Science II+	4
PSY101	Introduction to Psychology (3) OR	
PSY240	Developmental Psychology+ (3)	3

REGISTERED NURSE PATHWAY

Associate in Applied Science in Nursing: 64 - 74 Credits

ADMISSION CRITERIA:

- High school diploma or GED.
- Formal application and admission to the program is required.
- A passing score on a nursing program admission test is required to complete an application.
- Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.
- The final decision rests with the Nursing Program Chair at the college to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

PROGRAM PREREQUISITES: 18-20 credits

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

BIO156	Introductory Biology for Allied Health (4) OR	
BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	4
BIO201	Human Anatomy and Physiology I+	4
CHM130	Fundamental Chemistry+ (3) AND	
CHM130LL	Fundamental Chemistry Lab+ (1) OR	
	One year of high school chemistry	4
MAT120/121/122	Intermediate Algebra+ OR	
	Satisfactory completion of higher level math course	3-5
PSY101	Introduction to Psychology (3) OR	
PSY240	Developmental Psychology+ (3)	3

REQUIRED COURSES: 35 credits

NUR151	Nursing Theory and Science I+	10
NUR171	Nursing Theory and Science II+	8
NUR251	Nursing Theory and Science III+	8
NUR271	Nursing Theory and Science IV+	7
NUR291	Nursing Clinical Capstone	2

Scottsdale Community College Programs

GENERAL EDUCATION (G.E.) REQUIREMENTS: 19 credits

CORE: 9 credits

First-Year Composition

ENG101 First-Year Composition+ (3) **OR**
 ENG107 First-Year Composition for ESL+ (3)

AND

ENG102 First-Year Composition+ (3) **OR**
 ENG108 First-Year Composition for ESL+ (3).....6

Oral Communication

Waived.....0

Critical Reading

CRE101 Critical and Evaluative Reading I+ (3) **OR**
 Equivalent by assessment.....3

Mathematics

Met by MAT120 or MAT121 or MAT122 **OR**
 Satisfactory completion of higher level math course
 in Program Prerequisites area.....0

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....2

Natural Sciences

BIO202 Human Anatomy and Physiology II+ (4) **AND**
 BIO205 Microbiology+ (4).....8

Social and Behavioral Sciences

Met by PSY101 or PSY240 in Program Prerequisites area.....0

Note: + indicates course has prerequisites and/or corequisites.
 Students must earn a grade of "C" or better in all courses required
 within the program.



OFFICE AUTOMATION SYSTEMS

OAS

Business Division Office AP 237A 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, which is one semester in length, is 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.

The Certificate of Completion in Word Processing prepares individuals to assume productive positions in the field of word processing. Integrated concepts of modern office systems are included in the program.

CERTIFICATE OF COMPLETION IN OFFICE FUNDAMENTALS: 15 credits

REQUIRED COURSES: 15 credits

BPC110 Computer Usage and Applications.....3
 BPC/CIS133AA Internet/Web Development Level I-A.....1
 BPC/OAS135++ Any Word Processing module.....2
 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 WORD PROCESSING: 18 credits

REQUIRED COURSES: 18 credits

BPC110 Computer Usage and Applications.....3
 BPC/CIS121AB Microsoft Command Line Operations (1) **OR**
 BPC/CIS121AE Windows Operating System: Level I (1).....1
 BPC/CIS133AA Internet/Web Development Level I-A.....1
 BPC/OAS135++ Any Word Processing module.....2
 BPC/OAS235++ Any Advanced Word Processing module.....2
 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.

Continued next page...

Scottsdale Community College Programs

CERTIFICATE OF COMPLETION IN OFFICE AUTOMATION SYSTEMS: 31 credits

REQUIRED COURSES: 31 credits

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications	3
BPC/CIS114++	Any Spreadsheet module.....	1
BPC/CIS121AB	Microsoft Command Line Operations (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1).....	1
BPC/CIS133AA	Internet/Web Development Level I-A	1
BPC/OAS135++	Any Word Processing module	2
BPC/OAS235++	Any Advanced Word Processing module	2
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
BPC110	Computer Usage and Applications	3
BPC/CIS114++	Any Spreadsheet module.....	1
BPC/CIS121AB	Microsoft Command Line Operations (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1).....	1
BPC/CIS133AA	Internet/Web Development Level I-A	1
BPC/OAS135++	Any Word Processing module	2
BPC/OAS235++	Any Advanced Word Processing module	2
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 EDUCATION (G.E.) 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 OR	
COM110AA	Interpersonal Communication Part I (1) AND	
COM110AB	Interpersonal Communication Part II (1) AND	
COM110AC	Interpersonal Communication Part III (1)	3

Critical Reading

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

Mathematics

	Any approved G. E. course from the Mathematics area.....	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area.....	3
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Natural Sciences

	Any approved G. E. course from the Natural Sciences area	4
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Social and Behavioral Sciences

	Any approved G. E. course from 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.

RECREATION MANAGEMENT

HPERD DIVISION

Program Director, Dave Brown

PED, REC

PE 155 480.423.6606

PE 107 480.423.6617

CERTIFICATE OF COMPLETION IN RECREATION MANAGEMENT: 39-43 credits

The Certificate of Completion in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

REQUIRED COURSES: 33-37 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
COM100	Introduction to Human Communications (3) OR	
COM110	Interpersonal Communication (3).....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
MGT101	Techniques of Supervision (3) OR	
MGT126	Customer Service Skills and Strategies (3).....	3
REC120	Leisure and the Quality of Life (3) OR	
REC160	Leisure and Society (3).....	3
REC150AB	Outdoor Adventure Skills.....	3
REC210	Leisure Delivery Systems.....	3
REC230	Programming of Recreation Services (3) OR	
HRM145	Events Management (3).....	3
REC250	Recreation Leadership.....	3
REC282AA-AC	Volunteerism for Recreation.....	1-3
REC296WA-WC	Cooperative Education (any module) (1-3) OR	
REC298AA-AC	Special Projects (1-3).....	1-3

Physical/Recreational Activities

Note: Students must select four (4) different activities from the following list.....

PED101BP	Physical Activities: Backpacking (1) OR	
PED102BP	Physical Activities: Backpacking (1) OR	
PED201BP	Physical Activities: Backpacking (1) OR	
PED202BP	Physical Activities: Backpacking (1)	
PED101DL	Physical Activities: Cross Country Skiing (1) OR	
PED102DL	Physical Activities: Cross Country Skiing (1) OR	
PED201DL	Physical Activities: Cross Country Skiing (1) OR	
PED202DL	Physical Activities: Cross Country Skiing (1)	
PED101DX	Physical Activities: Rock Climbing (1) OR	
PED102DX	Physical Activities: Rock Climbing (1) OR	
PED201DX	Physical Activities: Rock Climbing (1) OR	
PED202DX	Physical Activities: Rock Climbing (1)	
PED101ER	Physical Activities: Camping (1) OR	
PED102ER	Physical Activities: Camping (1) OR	
PED201ER	Physical Activities: Camping (1) OR	
PED202ER	Physical Activities: Camping (1)	
PED101GF	Physical Activities: Cycling (1) OR	
PED102GF	Physical Activities: Cycling (1) OR	
PED201GF	Physical Activities: Cycling (1) OR	
PED202GF	Physical Activities: Cycling (1)	

Scottsdale Community College Programs

PED101LK	Physical Activities: Hiking (1) OR
PED102LK	Physical Activities: Hiking (1) OR
PED201LK	Physical Activities: Hiking (1) OR
PED202LK	Physical Activities: Hiking (1)
PED101PT	Physical Activities: Mountain Biking the Southwest (1) OR
PED102PT	Physical Activities: Mountain Biking the Southwest (1) OR
PED201PT	Physical Activities: Mountain Biking the Southwest (1) OR
PED202PT	Physical Activities: Mountain Biking the Southwest (1)
PED101RL	Physical Activities: Recreational Sports (1) OR
PED102RL	Physical Activities: Recreational Sports (1) OR
PED201RL	Physical Activities: Recreational Sports (1) OR
PED202RL	Physical Activities: Recreational Sports (1)
REC155++	Any recreational activity modules

RESTRICTED ELECTIVES: 6 credits

AIS/MGT113	Proposal Writing.....	3
ARH145	History of American Indian Art.....	3
COM263	Elements of Intercultural Communication.....	3
COM281	Communication Activities.....	1
CPD102AS	Conflict Resolution.....	2
CPD103BL	Dynamics of Leadership (2) OR	
LDR101	Emerging Leaders I (2).....	2
GBS120	Workplace Communication Skills.....	3
GCU221	Arizona Geography.....	3
HES100	Healthful Living.....	3
HIS105	Arizona History.....	3
HIS106	Southwest History.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
PED265	Theory of Coaching.....	3

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

AAS IN RECREATION MANAGEMENT: 60-64 credits

The Associate in Applied Science in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four-year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

REQUIRED COURSES: 32-34 credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
COM100	Introduction to Human Communications (3) OR	
COM110	Interpersonal Communication (3).....	3
HES154	First Aid/Cardiopulmonary Resuscitation.....	3
MGT101	Techniques of Supervision (3) OR	
MGT126	Customer Service Skills and Strategies (3).....	3
REC120	Leisure and the Quality of Life (3) OR	
REC160	Leisure and Society (3).....	3
REC150AB	Outdoor Adventure Skills.....	3
REC210	Leisure Delivery Systems.....	3
REC230	Programming of Recreation Services (3) OR	
HRM145	Events Management (3).....	3
REC250	Recreation Leadership.....	3
REC282AA-AC	Volunteerism for Recreation.....	1-3

Physical/Recreational Activities

Note: Students must select four (4) different activities from the following list.....		4
PED101BP	Physical Activities: Backpacking (1) OR	
PED102BP	Physical Activities: Backpacking (1) OR	
PED201BP	Physical Activities: Backpacking (1) OR	
PED202BP	Physical Activities: Backpacking (1)	
PED101DL	Physical Activities: Cross Country Skiing (1) OR	
PED102DL	Physical Activities: Cross Country Skiing (1) OR	
PED201DL	Physical Activities: Cross Country Skiing (1) OR	
PED202DL	Physical Activities: Cross Country Skiing (1)	
PED101DX	Physical Activities: Rock Climbing (1) OR	
PED102DX	Physical Activities: Rock Climbing (1) OR	
PED201DX	Physical Activities: Rock Climbing (1) OR	
PED202DX	Physical Activities: Rock Climbing (1)	
PED101ER	Physical Activities: Camping (1) OR	
PED102ER	Physical Activities: Camping (1) OR	
PED201ER	Physical Activities: Camping (1) OR	
PED202ER	Physical Activities: Camping (1)	
PED101GF	Physical Activities: Cycling (1) OR	
PED102GF	Physical Activities: Cycling (1) OR	
PED201GF	Physical Activities: Cycling (1) OR	
PED202GF	Physical Activities: Cycling (1)	
PED101LK	Physical Activities: Hiking (1) OR	
PED102LK	Physical Activities: Hiking (1) OR	
PED201LK	Physical Activities: Hiking (1) OR	
PED202LK	Physical Activities: Hiking (1)	
PED101PT	Physical Activities: Mountain Biking the Southwest (1) OR	
PED102PT	Physical Activities: Mountain Biking the Southwest (1) OR	
PED201PT	Physical Activities: Mountain Biking the Southwest (1) OR	
PED202PT	Physical Activities: Mountain Biking the Southwest (1)	
PED101RL	Physical Activities: Recreational Sports (1) OR	
PED102RL	Physical Activities: Recreational Sports (1) OR	
PED201RL	Physical Activities: Recreational Sports (1) OR	
PED202RL	Physical Activities: Recreational Sports (1)	
REC155++	Any recreational activity modules	

RESTRICTED ELECTIVES: 6 credits

AIS/MGT113	Proposal Writing.....	3
ARH145	History of American Indian Art.....	3
COM263	Elements of Intercultural Communication.....	3
COM281	Communication Activities.....	1
CPD102AS	Conflict Resolution.....	2
CPD103BL	Dynamics of Leadership (2) OR	
LDR101	Emerging Leaders I (2).....	2
GBS120	Workplace Communication Skills.....	3
GCU221	Arizona Geography.....	3
HES100	Healthful Living.....	3
HIS105	Arizona History.....	3
HIS106	Southwest History.....	3
HRM110	Introduction to Hospitality and Tourism Management.....	3
PED265	Theory of Coaching.....	3

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 12-14 credits		
First-Year Composition		
Any approved G. E. courses from the First-Year Composition area.....		6
Oral Communication		
Met by COM100 or COM110 in the Required Courses area.....		0
Critical Reading		
CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent by assessment.....		3
Mathematics		
Any approved G. E. course from the Mathematics area.....		3-5

Continued next page...

Scottsdale Community College Programs

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. courses from the Humanities and Fine Arts area.....3

Natural Sciences

Any approved G. E. course from the Natural Sciences area4

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area3

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

RETAIL MANAGEMENT AND MARKETING

MGT, MKT

Business Division Office.....AP 237A 480.423.6253

CERTIFICATE OF COMPLETION IN

RETAIL MANAGEMENT AND MARKETING: 39 credits

Students can earn a Certificate of Completion in Retail Management and Marketing. Please see page 86 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Retail Management and Marketing. Please see page 85, "Business" for detailed information on the required coursework.

RETAIL MANAGEMENT Districtwide Program

Business Division Office **AP 237A 480.423.6253**

Program Contact, Norma Johansen **BI 105 480.425.6912**

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

ASSOCIATE IN APPLIED SCIENCE IN

RETAIL MANAGEMENT: 64 credits

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I.....	3
ACC230	Uses of Accounting Information I.....	3
ACC240	Uses of Accounting Information II.....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3).....	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3).....	3
GBS131	Business Calculations (3) OR	
GBS161	Mathematics in Business (3).....	3

GBS205	Legal, Ethical, and Regulatory Issues in Business.....	3
GBS233	Business Communication.....	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership (3).....	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3).....	3
MKT268	Merchandising.....	3
MKT271	Principles of Marketing.....	3
GENERAL EDUCATION (G.E.) REQUIREMENTS: 25 credits		
CORE: 15 credits		
First-Year Composition		
ENG101	First-Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3) OR	
ENG111	Technical Writing (3).....	6
ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.		
Oral Communication		
COM230	Small Group Communication.....	3
Critical Reading		
CRE101	Critical and Evaluative Reading I (3) OR	
Equivalent by assessment.....		
Mathematics		
MAT102	Mathematical Concepts/Applications (3) OR	
Satisfactory completion of a higher level mathematics course.....		
3-5		
DISTRIBUTION: 10 credits		
Humanities and Fine Arts		
Any approved G. E. course from the Humanities and Fine Arts area.....		
3		
Natural Sciences		
Any approved G. E. course from the Natural Sciences area.....		
4		
Social and Behavioral Sciences		
SBU200	Society and Business.....	3
<i>Grade of "C" or better required for all courses in the AAS in Retail Management.</i>		

SMALL BUSINESS MANAGEMENT **SBS**

Business Division Office **AP 237A 480.423.6253**

For more information and advisement on the Small Business Management program, contact Jessica Morris at the SCC Business Institute, 14350 N. 87th Street, Suite 185, Scottsdale, 480-425-6910, or visit www.sccbi.com

CERTIFICATE OF COMPLETION IN

SMALL BUSINESS MANAGEMENT: 24-25 credits

Students can earn a Certificate of Completion in Small Business Management. Please see page 86 for detailed information on the required coursework.

AAS IN BUSINESS: 64-66 credits

Students can earn an AAS degree in Business with a specialization in Small Business Management. Please see page 85, "Business" for detailed information on the required coursework.

Scottsdale Community College Programs

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE) EDU

Social/Behavioral Sciences Division Office SB 130 480.423.6206
 Program Director, Dr. Bobbie Sferra SB121 480.423.6217

**The following courses are only for students
 admitted into the Scottsdale Teacher Education
 Partnership (STEP) Post-Baccalaureate Teacher
 Certification Program:**

SCC offers a State Board approved post-baccalaureate teacher certification program in collaboration with local elementary schools. Professors and master teachers work together to teach and mentor prospective teachers. The STEP teacher-in-training program is based on the principle that future teachers must have lengthy experience in schools to practice what they are learning in college. This teacher-in-training is a blended program designed for adult learners, which incorporates face-to-face traditional instruction, online learning and field experiences in classrooms.

The accelerated 46-credit program is completed two full days per week, Mondays and Tuesdays, for one year. Students spend 14 hours per week in structured field experiences at schools. Applications for the program may be obtained online at www.scottsdalecc.edu/teacherprep or by calling the Teacher Education office at (480) 423-6217.

Post-Baccalaureate Teacher Certification Immersion Program

**One-year Fast-track Program (summer, fall, and spring) to
 complete requirements for elementary teacher certification.**

PROGRAM PREREQUISITES: Bachelor's Degree

REQUIRED COURSES: 46 credits

EDU222	Introduction to the Exceptional Learner	3
EDU225	Foundations for Serving English Language Learners (ELL).....	3
EDU233	Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods.....	3
EDU254	Education Internship	1
EDU269	Methods of Integrating Technology into Curriculum	3
EDU270	Learning and the Brain	3
EDU270AA	Elementary Reading and Decoding.....	3
EDU271	Phonics Based Reading and Decoding	3
EDU272	Educational Psychology	3
	(Prerequisites: PSY101)	
EDU276	Classroom Management	3
EDU285	Education Seminar.....	2
EDU285AA	Education Program Seminar	1
EDU285AB	Current Perspectives in Education	1
EDU288AA	Student Teaching Lab - Elementary.....	8
EDU290	Science Methods and Curriculum Development	3
EDU293	Mathematics Methods and Curriculum Development.....	3
EDU295	Social Studies Methods and Curriculum Development.....	3

THEATRE ARTS

Theatre Arts Office
 Fine Arts Division Office

THE and THP

PA 133A 480.423.6356
 MB 139 480.423.6328

The Theatre Arts program at SCC brings together the AAFA transfer degree, coursework, performance and production to provide its students an unparalleled experience and education as a theatre artist.

- The Associate of Arts, Fine Arts Degree in Theatre (AAFA) – combines the required lower division coursework for students transferring to an Arizona university with courses for a Theatre Arts major.
- THP–Theatre Performance and Production and THE–Theatre History and Humanities coursework are the foundation of theatre arts studies. As a Theatre Arts major or a theatre enthusiast, the courses allow a student to pursue a variety of interests.
- Performance and production regularly receive national recognition through SCC's involvement in the American College Theatre Festival. Students receive scholarship, audition and interview opportunities through participation in performance, design and production aspects of regional and national competition

Several plays are staged during the year utilizing both traditional and experimental forms. Auditions for these plays are open.

Suggested theatre courses include:

THE111	Introduction to Theatre	3
THE205	Introduction to Cinema (HUM105).....	3
THE220	Modern Drama	3
THP112	Acting I.....	3
THP115	Theatre Makeup.....	3
THP120AA	Audition Techniques: Prepared Monologue	1
THP120AB	Audition Techniques: Cold Readings.....	1
THP201AA	Theatre Production I	1
THP210	Acting: TV/Film.....	3
THP212	Acting II.....	3
THP213	Introduction to Technical Theatre.....	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP241	Introduction to Oral Interpretation (COM241).....	3
THP267	Painting Techniques for Film, Television and Theatre.....	3
THP271	Voice and Diction (COM271).....	3
THP281	Production and Acting I.....	3
THP282	Production and Acting II.....	3

Scottsdale Community College Programs

TRIBAL DEVELOPMENT

Program Director, Manuel F. Pino SB 117 480.423.6221

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

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

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

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	Native American Cultural Pride and Awareness	2
CRE101*	Critical and Evaluative Reading I	3
ENG101	First-Year Composition	3
GBS131	Business Calculations	3

*If the student obtains equivalency by assessment for CRE101, then the student will be required to take COM225 Public Speaking (3 credits) to satisfy the 28-credit hour certificate requirement. *Grade of "C" or better required for all courses in the Certificate of Completion in Tribal Development.*

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	Native American Cultural Pride and Awareness	2
GBS131	Business Calculations	3
GBS151	Introduction to Business (3) OR	
PAD103	Introduction to Public Administration (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT175	Business Organization and Management (3)	3
MGT276	Personnel/Human Resource Management	3
MGT296WC	Cooperative Education	3
RESTRICTED ELECTIVES: 8 credits		
ACC111	Accounting Principles I (3) OR	
ACC230	Uses of Accounting Information I (3)	3
AIS203	Fundamentals of Economic Development for Indian Tribes (MGT203)	3
CIS105	Survey of Computer Information Systems	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
MGT296WB	Cooperative Education (2) OR	
MGT296WC	Cooperative Education module (3)	2-3

GENERAL EDUCATION (G.E.) 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

Mathematics

	Any approved G. E. course from the Mathematics area	3-5
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DISTRIBUTION: 10 credits

Humanities and Fine Arts

	Any approved G. E. course from the Humanities and Fine Arts area	3
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Natural Sciences

	Any approved G. E. course from 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.

YOGA INSTRUCTION

PED

HPERD DIVISION

PE 155 480.423.6606

Program Director, Carlyn Sikes

PE 149B 480.423.6771

The Certificate of Completion in Yoga Instruction prepares students to become qualified yoga instructors. The program provides students with a foundation in the theory, tradition and practice of yoga, knowledge of anatomy and physiology applied to yoga instruction, instructional methodology in the art and science of teaching yoga asanas, and practice teaching experience.

CERTIFICATE OF COMPLETION IN YOGA INSTRUCTION: 22 credits

PROGRAM NOTE: Students must enroll in a *Physical Activities: Yoga* course each semester.

PROGRAM PREREQUISITES: 1 credit

PED101YJ	Physical Activities: Yoga (1) OR	
PED102YJ	Physical Activities: Yoga (1) OR	
	permission of Program Director	1

REQUIRED COURSES: 19 credits

BIO160	Introduction to Human Anatomy and Physiology	4
PED101YL	Physical Activities: Yoga-Intermediate (1) OR	
PED102YL	Physical Activities: Yoga Intermediate (1) OR	
PED201YL	Physical Activities: Yoga Intermediate (1) OR	
PED202YL	Physical Activities: Yoga Intermediate (1)	4
PED150	Introduction to the Tradition and Practice of Yoga I	2
PED155	Introduction to the Tradition and Practice of Yoga II	2
PED270	Teaching Yoga: Level I	2
PED271	Teaching Yoga: Level II	2
PED272	Teaching Yoga: Alignments and Adjustments	2
PED274	Teaching Yoga: Practicum	1

RESTRICTED ELECTIVES: 3 credits

PED101-202YA	Physical Activities: Astanga Yoga (1) OR	
PED101-202YJ	Physical Activities: Yoga (1) OR	
PED101-202YK	Physical Activities: Kundalini Yoga (1) OR	
PED101-202YP	Physical Activities: Power Yoga (1)	1
PED280	Introduction to Yoga Therapy I	2
PED282	Introduction to Yoga Therapy II	2
WED162	Meditation and Wellness	1

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

COURSE PREFIX LIST

ACC	Accounting.....	128	HCR	Health Care Related	179
ADA	Advertising Arts.....	134	HES	Health Science	180
AES	Aerospace Studies	131	HIS	History	180
AIS	American Indian Studies	131	HRM	Hospitality & Toursim Management	181
AJS	Administration of Justice Studies	128	HUM	Humanities.....	183
ARB	Arabic Language.....	133	IBS	International Business.....	185
ARC	Architectural Technology.....	133	IFS	Information Studies	184
ARH	Art Humanities	138	INT	Interior Design.....	184
ART	Art: Computer	134	ITA	Italian Language.....	185
ART	Art: Photographic	136	ITD	Infant/Toddler Development.....	183
ART	Art: Visual.....	136	JPN	Japanese Language	186
ASB	Anthropology (Cultural).....	132	JRN	Journalism	186
ASM	Anthropology (Physical)	133	LBS	Library Skills.....	187
AST	Astronomy.....	138	LDR	Leadership	187
BIO	Biology	139	MAT	Mathematics	189
BLT	Building Safety Technology.....	140	MCO	Mass Communications	189
BPC	Business – Personal Computers.....	142	MGT	Management	187
CET	Civil Engineering Technology.....	145	MHL	Music: History and Literature	193
CFS	Child/Family Studies	144	MIS	Military Science.....	192
CHI	Chinese Language	145	MKT	Marketing.....	188
CHM	Chemistry	143	MST	Microsoft Technology	191
CIS	Computer Information Systems	147	MTC	Music: Theory and Composition.....	193
COM	Communication	145	MUC	Music: Commercial and Business.....	194
CPD	Counseling and Personal Development.....	152	MUE	Music: Education	195
CRE	Critical Reading	153	MUP	Music: Performance/Private Instruction	195
CSC	Computer Science.....	151	NCE	Nursing: Continuing Education.....	197
CUL	Culinary Arts.....	154	NUR	Nursing Science	197
DAH	Dance Humanities	159	OAS	Office Automation Systems.....	199
DAN	Dance	156	PED	Physical Education	200
DFT	Drafting (see ARC prefix above).....	133	PHI	Philosophy.....	199
ECE	Engineering Science.....	167	PHY	Physics.....	203
ECH	Early Childhood Development	159	PIM	Pima Language.....	203
ECN	Economics.....	161	POS	Political Science	203
EDU	Education	161	PSY	Psychology	203
EED	Early Education	160	RDG	Reading.....	171, 204
EMT	Emergency Medical Technology	164	REA	Real Estate.....	204
ENG	English	167	REC	Recreation	205
ENH	English Humanities	171	REL	Religious Studies.....	206
EPD	Education Professional Development.....	163	SBS	Small Business Management.....	206
EPS	Entrepreneurial Studies	173	SBU	Society and Business	141
EQS	Equine Science	173	SLG	Sign Language (American)	206
ESL	English as a Second Language	168	SOC	Sociology.....	207
FON	Food and Nutrition	175	SPA	Spanish Language	208
FOR	Forensic Science	176	STO	Storytelling	209
FRE	French Language	176	TCM	Telecommunications (<i>Film, Motion Picture, Television, and Broadcast Production Classes</i>)	209
FSC	Fire Science Technology.....	174	THE	Theatre Arts.....	212
GBS	General Business	141	THP	Theatre Performance and Production.....	212
GCU	Cultural Geography.....	177	TQM	Total Quality Management	214
GER	German Language.....	178	TRS	Translation and Interpretation.....	214
GLG	Geology.....	178	WED	Wellness Education	214
GPH	Physical Geography.....	177	WST	Women’s Studies	214
HCC	Health Core Curriculum	179			

COURSE DESCRIPTIONS

ACCOUNTING

Business Division Office
 SCC Business Institute
 14350 N. 87th Street, Suite 185, Scottsdale
 www.sccbi.com

ACC

AP 237A 480.423.6253
 480.425.6910

ACC105 3 credits 3 periods
Payroll, Sales and Property Taxes

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

ACC110 3 credits 3 periods
Understanding and Using

Accounting Systems (*Fastrack*)

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

ACC111 3 credits 3 periods
Accounting Principles I

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

ACC112 3 credits 3 periods
Accounting Principles II

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

ACC115 2 credits 3 periods
Computerized Accounting

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

ACC125 3 credits 3 periods
Understanding Financial Statements

Interpretation and utilization of financial data. Prerequisites: ACC112 or ACC211 or permission of Department/Division. (*Offered in online format.*)

ACC211 3 credits 3 periods
Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 credits 3 periods
Managerial Accounting

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

ACC215 3 credits 3 periods

Governmental and Not-For-Profit Accounting

Theories and procedures of accounting for governmental and not-for-profit organizations. Prerequisites: A grade of "C" or better in ACC112 or ACC211, or permission of Department/Division. (*Offered in online format.*)

ACC221 3 credits 3 periods

Tax Accounting

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

ACC230 3 credits 3 periods

Uses of Accounting Information I

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211 or a grade of "C" or better in (ENGI01 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240 3 credits 3 periods

Uses of Accounting Information II

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

ADMINISTRATION OF JUSTICE STUDIES AJS

Applied Sciences Division Office AP 237B 480.423.6599

AJS101 3 credits 3 periods

Introduction to Criminal Justice

An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

AJS109 3 credits 3 periods

Substantive Criminal Law

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS119 3 credits 4 periods

Computer Applications in Justice Studies

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

Course Descriptions

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.

AJS155 2 credits 2 periods **Concealed Weapons Carry**

Training in safe handling and use of handguns. Examines legal provisions related to carrying a concealed weapon; legal and moral implications of self-defense. Prerequisites: None. (Pass/Fail grade only.)

AJS161AA 1.5 credits 1.5 periods **Basic Track Evidence Collection**

Covers methods used to locate, document, collect and preserve track evidence. Includes preparation to provide courtroom testimony. Prerequisites: None.

AJS162 3 credits 3 periods **Domestic Violence**

Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. Prerequisites: None.

AJS190 3 credits 3 periods **Sex Crimes and Non-Conventional Sexual Behaviors**

Examines evolving sexual mores and acts in the United States. Studies processes and procedures involved in labeling sex or sex-related acts as criminal and/or non-conventional. Explores impact of sex crimes on victims and responses by the criminal justice system. Prerequisites: None.

AJS191 3 credits 3 periods **Hate Crimes**

Explores the causes, incidence rates and forms of hate crimes in the United States and other countries. Studies hate crime laws and the Constitution. Examines the impact of hate crimes on society, culture and the law. Considers societal responses to combat and prevent hate crimes. Prerequisites: None.

AJS192 3 credits 3 periods **Serial Killers and Mass Murderers**

The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention. Prerequisites: None.

AJS195 3 credits 3 periods **International and Domestic Terrorism**

An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

AJS200 3 credits 3 periods **Current Issues in Criminal Justice**

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

AJS201 3 credits 3 periods **Rules of Evidence**

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

AJS210 3 credits 3 periods **Constitutional Law**

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

AJS212 3 credits 3 periods **Juvenile Justice Procedures**

Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

AJS213 3 credits 3 periods **Evidence Technology/Fingerprints**

Fingerprint identification, interpretation, and classification. The fundamentals of fingerprinting and the problems in developing latent prints, preservation of evidence and the chain of evidence. Prerequisites: None.

AJS214 3 credits 3 periods **Evidence Technology/Photography**

The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. Prerequisites: None.

AJS215 3 credits 3 periods **Criminalistics: Physical Evidence**

The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS216 3 credits 3 periods **Criminalistics: Biological Evidence**

The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

AJS217 3 credits 3 periods **Court Procedures**

Study of procedures practiced by courts of general and original jurisdiction. Extensive use of mock and moot trial methods used to prepare students in legal research, case preparation and presentation, and adversary hearings. Prerequisites: Permission of instructor.

Course Descriptions

AJS219 3 credits 3 periods

Crime Scene Technology: Physical Evidence

Scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS220 3 credits 3 periods

Organized Crime

Examines the history, structure and activities of organized crime groups. Reviews theories explaining the existence of organized crime and enforcement strategies used to combat it. Prerequisites: None.

AJS221 3 credits 3 periods

Bloodstain Analysis

Examines the use of bloodstain analysis in the reconstruction of crime scenes. Also covers historical issues, terminology, blood composition, motion, directionality and spatter along with scene documentation, courtroom presentations and health issues. Prerequisites: AJS216 or FOR106 or permission of instructor.

AJS223 3 credits 3 periods

Forensic Pathology: Death Investigation (FOR223)

An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. Prerequisites: None.

AJS225 3 credits 3 periods

Criminology

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

AJS230 3 credits 3 periods

The Police Function

Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS232 3 credits 3 periods

The Judicial Process

Examines the nature of law and its evolution via the operation of the court systems of the United States. Primary emphasis on criminal courts and their role in the criminal justice system. Includes the study of state and federal courts and the law governing their respective jurisdictions. Incorporates analysis of the structures and processes within various jurisprudential frameworks. Special attention given to the processes of adjudication and the organizational behaviors within the court system and between the members of the courtroom workgroup. Prerequisites: None.

AJS240 3 credits 3 periods

The Correction Function

Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS242 3 credits 3 periods

Crime Scene Processing

Procedures and technology required to process crime scenes including how to protect a crime scene, collect information, search for, collect, and preserve physical and biological evidence, and conduct field tests. Practical experience in evidence collection and crime scene sketching and processing. Prerequisites: AJS213 and (AJS214 or AJS241) or permission of instructor.

AJS243 3 credits 3 periods

Crime Scene Reconstruction

Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies. Prerequisites: AJS215, or AJS216, or AJS219, or AJS275, or FOR105, or permission of instructor.

AJS244 3 credits 3 periods

Advanced Crime Scene Photography

Use of advanced photographic techniques for photographing crime scenes and forensic evidence. Includes flash photography, video, and special situation photography of latent prints, corpses, blood splatter and other forms of evidence. Prerequisites: AJS214, or AJS241, or permission of instructor.

AJS245 3 credits 3 periods

Forensic Pathology: Advanced Death Investigation (FOR245)

An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: AJS223.

AJS255 3 credits 3 periods

Forensic Psychology

An interdisciplinary course that draws from the fields of psychology, sociology, criminology, and law. Focuses on various psychological constructs including psychiatric assessment and treatment and the nomenclature of mental disorders as well as legal constructs including the medicalization of deviance as embodied in dealing with the mentally ill criminal offender. Explores the interaction between psychology and law in the areas of civil commitment and various civil competencies. Examines legal and ethical issues that face the clinician and his/her patient in such arenas as confidentiality and privilege, the right to treatment, the right to refuse treatment, and the doctrine of informed consent. Prerequisites: PSY101.

AJS258 3 credits 3 periods

Victimology and Crisis Management

Focuses on victimology and techniques of crises intervention; and the importance of multicultural perspective. Includes coverage of sexual assault, family violence, child abuse, post-traumatic stress disorder, substance abuse, coping skills, stress management, and community resources. Prerequisites: None.

Course Descriptions

ARC245 **3 credits** **6 periods** **Architectural CAD IV: Mechanical and Electrical Systems**

CAD-based (Computer-aided drafting) instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: ARC142 or permission of department.

ARC246 **3 credits** **6 periods** **Architectural CAD VI: Construction Details**

Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: (ARC148 and ARC243), or permission of department.

ARC261 **3 credits** **6 periods** **Architectural CAD 3D I: Introduction**

Introduction to construction, manipulating, and rendering three-dimensional (3D) objects and architectural spaces on the computer using AutoCAD software. Prerequisites: ARC141 or equivalent, or permission of department. ARC142 suggested but not required.

ARC262 **3 credits** **6 periods** **Architectural CAD 3D II: ADT and VIZ**

Additional skill development in constructing, manipulating, and rendering three-dimensional (3D) architectural computer models using AutoCAD Architectural Desktop (ADT) and Viz Render (VIZ) software. Prerequisites: ARC261 or equivalent or permission of department.

ARC270 **3 credits** **6 periods** **Architectural Technology Synthesis**

Provides students an opportunity to integrate and synthesize knowledge and skills acquired in prerequisite courses. Using AutoCAD, students will complete a full set of working drawings under supervision comparable to workplace situations. Includes practice in self-checking work, correcting and editing drawings and assembling a portfolio. Prerequisites: (ARC148, ARC243, ARC244, ARC245, and BLT263) or permission of instructor. *Completed coursework will serve as a capstone assessment tool for the Architectural Technology Program and as a measure of student success in the program.*

ARC296 - COOPERATIVE EDUCATION: Information about ARC296 courses can be found on page 152.

ARC298 - SPECIAL PROJECTS: Information about ARC298 courses can be found on page 209.

ART/ADVERTISING ART

Art Department Office
Fine Arts Division Office

ART/ADA

AB 112 480.423.6344
MB 139 480.423.6328

The Art Department offers a full range of courses designed to meet the needs of students who wish to pursue the transfer-oriented Associate in Arts degree or the more general Associate in General Studies degree. Students who plan to transfer to a four-year college or university are urged to become familiar with the specific requirements of the transfer institution. For those who pursue the Associate in

General Studies degree, recommended areas of emphasis are computer graphics, drawing, graphic design, painting, photography, sculpture and watercolor. Departmental faculty members are available for assistance with course selection and guidance.

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

ADA

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

ART100 **1 credit** **2 periods**
Introduction to Computer Graphic Art

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

ART103 **3 credit** **4 periods**
Typography in the Digital Age

Survey of the history of typography from its origins to the present including movements and individual designers. Emphasis on the function of typography and design and the role of typography as an integral part of effective visual communication. Study of type anatomy and the characteristics of specific families of type, principles of effective copy fitting, type color and contrast, and the relation of copy and image in graphic design. Prerequisites: None. Familiarity with the computer and with page geometry and/or illustration software recommended.

ART145 **1 credit** **2 periods**
Digital Storybook (COM/STO145)

Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. (*ART145 is offered fall semester only.*)

ART150 **3 credits** **6 periods**
Digital Storytelling (COM/STO150)

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. (*ART150 is offered spring semester only.*)

ART169 **3 credits** **6 periods**
Two-Dimensional Computer Design (ADA169)

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

Advertising Arts

Computer Arts

Course Descriptions

ART175 3 credits 6 periods **Electronic Publishing Design I (ADA175)**

Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ART177 3 credits 6 periods **Computer-Photographic Imaging (ADA177)**

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

ART181 3 credits 6 periods **Graphic Design I**

Introduction to development of lettering and design skills through functional and aesthetic use of typography. Concentration on lettering for reproduction, type indication, historical development, type specification, and use of letter forms as design elements. Prerequisites: ART112 or permission of instructor.

ART182 3 credits 6 periods **Graphic Design II**

Concept development and design solutions to problems in consumer advertising, sales promotion and public relations material. Interpreting art form and copy through creative graphic solutions. Pasteup and production processes. Prerequisites: ART181 or permission of instructor.

ART183 3 credits 6 periods **Computer Aided Graphic Arts I**

Graphic design use in microcomputer, black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. Prerequisites or Corequisites: ART100 or permission of instructor. (ART183 offered only during first summer session.)

ART184 3 credits 6 periods **Computer Animation (ADA/MMT184)**

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

ART190 3 credits 6 periods **Art of Web Site Design (MMT190)**

Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Discussion of color, proportion, and design emphasis. Producing Web sites using Hyper Text Markup Language (HTML), digital text, and graphics to produce artistic form and content for the Web. Prerequisites: ART100, or 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.

ART280 3 credits 6 periods **Graphic Design Studio**

Advanced design course for graphic design majors allowing continuation in a subject field. Prerequisites: All 100 and 200 level graphic arts courses in the subject matter area, or permission of instructor.

ART281 3 credits 6 periods **Graphic Design III**

Advanced course in designing with letter forms and typestyles. Projects in creative use of lettering and type such as book covers, pamphlets, point of purchase, logo design and letterform used as shape for advertisement. Prerequisites: ART182 or permission of instructor.

ART282 3 credits 6 periods **Graphic Design IV**

Continuation of skill development reached in ART181, ART182 and ART281 with emphasis on new product development and advertising; creating design program for industry or major event; and preparing professional portfolio. Prerequisites: ART281 or permission of instructor.

ART283 3 credits 6 periods **Computer Aided Graphic Arts II (ADA283)**

Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183, or ART183, or permission of instructor. (ART283 offered only during first summer session.)

ART289 3 credits 6 periods **Computer Illustration (ADA289)**

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

ART291 3 credits 6 periods **Digital Prepress**

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

Course Descriptions

ART Photographic Arts

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

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

ART130 2 credits 2 periods **35MM Slide Techniques**

Fundamentals of 35MM slide photography. Includes camera operations, exposure techniques, color slide materials and theory of color photography. Prerequisites: None.

ART131 3 credits 6 periods **Photography I**

Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132 3 credits 6 periods **Photography II**

Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART133 3 credits 6 periods **Photography III**

Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor. ART111 and ART116 recommended but not required.

ART134 3 credits 6 periods **Photography IV**

Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: ART133 or permission of instructor.

ART135 3 credits 6 periods **Photojournalism I**

Basic technical knowledge of photographic process as applied by mass media. Prerequisites: ART131 or permission of instructor.

ART136 3 credits 6 periods **Photojournalism II**

Continued development of technical approaches utilized by mass media. Prerequisites: ART135.

ART137 3 credits 6 periods **Alternative Photographic Processes**

Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. Prerequisites: None.

ART138 3 credits 6 periods **Commercial Photography I**

Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community. Prerequisites: None. *(Prior completion of ART131 strongly recommended.)*

ART139 3 credits 6 periods **Commercial Photography II**

Advanced techniques with portfolio organization and presentation. Prerequisites: ART138.

ART140 2 credits 4 periods **Portrait Photography**

Insight into the profession of portrait photography. Application of the principles of design and fine art in lighting, composition, and posing. Prerequisites: ART131 or permission of instructor.

ART142 3 credits 6 periods **Introduction to Digital Photography**

Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output and theory of digital photography. Prerequisites: None.

ART234 3 credits 6 periods **Color Photography I**

Basic principles of color theory, camera and input and output techniques using slide film or digital photography. Prerequisites: ART131, or ART142, or permission of instructor. *Course Note: Film or digital camera is required. (ART234 is not offered every semester.)*

ART Visual Arts

ART105 1 credit 2 periods **Art Beyond the Classroom**

Visual arts experience. Includes field trips to galleries, museums, and collections as well as art lectures, demonstrations, and varied studio experiences. May be repeated for a total of four credits. Prerequisites: None.

ART110 1 credit 2 periods **Experimental Chinese Painting**

Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works. Prerequisites: None.

ART111 3 credits 6 periods **Drawing I**

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 credits 6 periods **Two-Dimensional Design (ADA112)**

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 credits 6 periods **Color**

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

Course Descriptions

ART115 **3 credits** **6 periods**
Three-Dimensional Design (ADA115)
 Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART116 **3 credits** **6 periods**
Life Drawing I
 Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

ART117 **3 credits** **6 periods**
Life Drawing II
 Further study of form, structure and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

ART122 **3 credits** **6 periods**
Drawing and Composition II
 Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

ART151 **3 credits** **6 periods**
Sculpture I
 Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.

ART152 **3 credits** **6 periods**
Sculpture II
 Emphasis on control of sculptural media. Prerequisites: ART151.

ART165 **3 credits** **6 periods**
Watercolor Painting I
 Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART166 **3 credits** **6 periods**
Watercolor Painting II
 Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

ART167 **3 credits** **6 periods**
Painting I
 Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART168 **3 credits** **6 periods**
Painting II
 Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART171 **3 credits** **6 periods**
Jewelry I
 Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. Prerequisites: None.

ART172 **3 credits** **6 periods**
Jewelry II
 Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.

ART211 **3 credits** **6 periods**
Drawing and Composition III
 Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART216 **3 credits** **6 periods**
Life Drawing III
 Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.

ART217 **3 credits** **6 periods**
Life Drawing IV
 Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of instructor.

ART222 **3 credits** **6 periods**
Drawing and Composition IV
 Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART251 **3 credits** **6 periods**
Sculpture III
 With emphasis on attention to individual problems and techniques. Prerequisites: ART152.

ART252 **3 credits** **6 periods**
Sculpture IV
 Advanced sculpture problems and professional practices. Prerequisites: ART251.

ART253 **3 credits** **6 periods**
Woodcut
 Focuses on relief method of printing, utilizing the techniques of Woodcut. Deals specifically with black and white images. Study of printing materials and tools, papers and printing methods. Relief printing in color introduced. Traditional forms of Woodcut, also an overview of innovative techniques in the field. Prerequisites: ART111 and ART113.

ART255 **3 credits** **3 periods**
Art Marketing
 Career goals, presentation of artist and art work (portfolio, résumé, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping and communication skills. Prerequisites: None. (ART255 not offered every semester.)

ART265 **3 credits** **6 periods**
Watercolor Painting III
 Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.

Course Descriptions

BIO156 4 credits 6 periods

Introductory Biology for Allied Health

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: None. One year of high school chemistry or one semester of college-level chemistry recommended.

BIO160 4 credits 6 periods

Introduction to Human Anatomy and Physiology

Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO181 4 credits 6 periods

General Biology (Majors) I

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: A grade of "C" or better in BIO181.

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 with a grade of "C" or better) or (one year high school biology course with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

BIO202 4 credits 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: A grade of "C" or better in BIO201.

BIO205 4 credits 6 periods

Microbiology

Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better) or (one year high school biology with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

BUILDING SAFETY TECHNOLOGY **BLT**

Applied Sciences Division Office AP 237B 480.423.6599

ALSO SEE: Architectural Technology (ARC), page 133

BLT120 3 credits 3 periods

Techniques of Building Inspection

Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction. Prerequisites: None.

BLT121 3 credits 3 periods

Electrical Codes

Principles of safe electrical installations and proper inspection procedures. Topics include conduit installation, transformer service, raceways, control circuits, grounding and bonding; hazardous occupancies and the National Electrical Code. Prerequisites: None.

BLT124 3 credits 3 periods

Designing for the Americans with Disabilities Act (ADA)

In-depth analysis of federal standards described in the Americans with Disabilities Act (ADA). Reviews the state of Arizona's enforcement document (AzDAAG). Focuses on helping designers, architects, and building officials create barrier-free buildings and facilities. Prerequisites: None.

BLT127 3 credits 3 periods

Plumbing Codes

Code requirements and construction practices. Topics include underground and above-ground plumbing, venting and finish plumbing. Prerequisites: None.

BLT128 3 credits 3 periods

Mechanical Codes

Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation, and controls. Prerequisites: None.

BLT130 4 credits 4 periods

Applied Building Codes

Building and zoning code procedures and enforcement. Construction design for solving structural problems. Building code requirements for life safety. Application of building codes to single family residences. Prerequisites: None.

BLT140 3 credits 3 periods

Environmentally Responsible Building

An overview of environmentally responsible building and a historical survey of building methodologies. Introduces design concepts and strategies related to the mitigation of environmental impacts. Examines building processes, environmental issues and the interdependent nature of our built environment. Topics include human impacts, climate and geography, sustainability, renewable energies, water use and energy, resource efficiency, building materials, indoor air quality and waste reduction. Prerequisites: None.

Course Descriptions

BUSINESS-PERSONAL COMPUTERS

CIS Department Office CM 404 480.423.6588

ALSO SEE: Computer Information Systems (CIS), page 147
 Microsoft Networking Technology (MST), page 191
 Office Automation Systems (OAS), page 199

BPC100 2 credits 2 periods

Business-Personal Computers

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None. *(Offered in online format.)*

BPC101AA 1 credit 2 periods

Introduction to Computers I

Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None. *(Offered in online format.)*

BPC101BA 1 credit 1 period

Introduction to Computers II

Computer software applications for the personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA. *(Offered in online format.)*

BPC110 3 credits 4 periods

Computer Usage and Applications

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None. *(Offered in both online and instructor-led formats.)*

BPC111AA 1 credit 1.7 periods

Computer Keyboarding I (OAS111AA)

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. *(Offered in both online and instructor-led formats.)*

BPC111AB 1 credit 1.7 periods

Computer Keyboarding II (OAS111AB)

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of instructor. *(Offered in online format.)*

BPC114AE 1 credit 2 periods

Excel: Level I (CIS114AE)

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None. *(Offered in online format.)*

BPC114BE 1 credit 2 periods

Excel: Level II (CIS114BE)

Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor. *(Offered in online format.)*

BPC117AM 1 credit 2 periods

Database Management: Microsoft Access - Level I (CIS117AM)

Introduction to the basic elements of a current version of the Microsoft Access database management program for casual and beginning users. Prerequisites: None. *(Offered in online format.)*

BPC117BM 1 credit 2 periods

Database Management: Microsoft Access - Level II (CIS117BM)

Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor. *(Offered in online format.)*

BPC117CM 1 credit 1 period

Database Management: Microsoft Access - Level III (CIS117CM)

Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC117BM or CIS117BM. *(Offered in online format.)*

BPC117DM 3 credits 5 periods

Microsoft Access: Database Management (CIS117DM)

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. *Course Note: Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM. (Offered in online format.)*

BPC118AB 1 credit 2 periods

PowerPoint: Level I (CIS118AB)

Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None. *(Offered in online 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. *(Offered in online format.)*

BPC121AB 1 credit 2 periods

Microsoft Command Line Operations (CIS121AB)

Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None. *(Offered in online format.)*

BPC121AE 1 credit 2 periods

Windows Operating System: Level I (CIS121AE)

Specific topics include booting and shutting down the computer, navigating the desktop, start button features, task bar status, and receiving online help/support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None. *(Offered in online format.)*

Course Descriptions

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.). Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

BPC128AF **1 credit** **2 periods**
Introduction to Desktop Publishing: MS Publisher

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None. *(Offered in online format.)*

BPC130DK **1 credit** **2 periods**
Beginning Word (OAS130DK)

Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor.

BPC131DK **1 credit** **1 period**
Intermediate Word (OAS131DK)

Intermediate concepts in using Word for Windows. Prerequisites: BPC130DK or permission of instructor.

BPC133AA **1 credit** **2 periods**
Internet/Web Development Level I - A (CIS133AA)

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None. *(Offered in online format.)*

BPC133BA **1 credit** **1 period**
Internet/Web Development Level I - B (CIS133BA)

Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: BPC/CIS133AA. *(Offered in online format.)*

BPC133CA **1 credit** **1 period**
Internet/Web Development Level I - C (CIS133CA)

Web site development using enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC/CIS133BA. *(Offered in online format.)*

BPC135DK **2 credits** **2 periods**
Word: Level I (OAS135DK)

Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor. *(Offered in online format.)*

BPC138DA **3 credits** **4 periods**
Desktop Design and Publishing Using Adobe InDesign (CIS138DA)

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of instructor.

BPC170 **3 credits** **4 periods**
Computer Maintenance I: A+ Essentials Prep

Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105, or permission of instructor.

BPC217AM **3 credits** **4 periods**
Advanced Microsoft Access: Database Management (CIS217AM)

Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (BPC/CIS117DM or BPC/CIS117CM).

BPC235DK **2 credits** **2 periods**
Word: Level II (OAS235DK)

Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS135DK or permission of instructor. *(Offered in online format.)*

BPC270 **3 credits** **4 periods**
Computer Maintenance II: A+ Technician Prep

Advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution. Helps prepare students for the CompTIA A+ technician examinations including Information Technology (IT) field technician, remote support technician and bench technician. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

BPC280	3 credits	3 periods
BPC280AA	1 credit	1 period
BPC280AB	2 credits	2 periods
BPC280BA	0.25 credit	0.25 period
BPC280BB	0.50 credit	0.50 period

Current Topics in Computing

Introduction to current topics, contemporary issues and aspects related to personal computing. Prerequisites: None. *Course Note: May be repeated with change of topic.*

CHEMISTRY **CHM**
Mathematics/Sciences Division **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 CHM150/151, 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	CHM150/151, CHM152

CHM107 **3 credits** **3 periods**
Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. Prerequisites: None.

Course Descriptions

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.

CHM150 **4 credits** **4 periods**
General Chemistry I
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: (CHM130 and CHM130LL) or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of all prerequisites within the last two years is recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151 **3 credits** **3 periods**
General Chemistry I
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: (CHM130 and CHM130LL) or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of all prerequisites within the last two years recommended. *Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.*

CHM151LL **1 credit** **3 periods**
General Chemistry I Laboratory
Laboratory experience in support of CHM150 or CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM150 or CHM151.

CHM152 **3 credits** **3 periods**
General Chemistry II
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended.

CHM152LL **1 credit** **3 periods**
General Chemistry II Laboratory
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or permission of instructor. Prerequisites or Corequisites: CHM152 or equivalent.

CHM230 **3 credits** **3 periods**
Fundamental Organic Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. *Course Note: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others.*

CHM230LL **1 credit** **3 periods**
Fundamental Organic Chemistry 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. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended.

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. Completion of CHM235 and CHM235LL within the last two years recommended.

CHM236LL **1 credit** **4 periods**
General Organic Chemistry IIA Laboratory
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CHILD/FAMILY STUDIES **CFS**
Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Early Childhood Development (ECH), page 159
 Early Education (EED), page 160
 Infant/Toddler Development (ITD), page 183

CFS120 **1 credit** **1 period**
Contemporary Issues in Early Childhood (ECH120)
Designed to develop understanding of a broad range of contemporary issues that impact the child in today's society. Course directed at pre-service and in-service professionals. May be repeated for credit. Prerequisites: None.

CFS181 **3 credits** **3 periods**
Enhancing Infant and Toddler Development
Principles of development in children from birth through 30 months. Emphasis on individuality of child and the adult role in providing a safe and stimulating environment for the development of the child. Prerequisites: None.

Course Descriptions

COM150 **3 credits** **6 periods**
Digital Storytelling (ART/STO150)
 Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. (*COM150 is only offered spring semester.*)

COM207 **3 credits** **3 periods**
Introduction to Communication Inquiry
 Recommended for the communication major. Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENGI01 or ENGI07 or equivalent, and COM100 or equivalent or permission of instructor.

COM215 **3 credits** **3 periods**
Listening
 Emphasis on diagnosis of individual listening, corrective procedures, and reinforcement of improved habits through normal and speeded listening drills. Includes everyday communication experiences. Prerequisites: None.

COM220 **3 credits** **3 periods**
Student Leadership
 Leadership strategies, skills, and practice for student leaders. Focus on leadership styles, relational and task communication skills, conducting meetings, problem solving/conflict resolution techniques, and managing change. Specific application to projects in public relations, services, advocacy, and clubs. Prerequisites: Participation in Student Leadership Forum or permission of instructor.

COM222 **3 credits** **3 periods**
Argumentation
 Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues. Prerequisites: ENGI01, or ENGI07, or equivalent.

COM225 **3 credits** **3 periods**
Public Speaking
 Designed to enhance student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENGI01, or ENGI07, 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: ENGI01, or ENGI07, or equivalent.

COM241 **3 credits** **3 periods**
Introduction to Oral Interpretation (THP241)
 The study, analysis, and preparation of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENGI01, or ENGI07, or equivalent.

COM250 **3 credits** **3 periods**
Introduction to Organizational Communication
 Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: None.

COM251 **3 credits** **3 periods**
Interviewing
 Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive, and employee-related situations. Prerequisites: None. (*COM251 not offered every semester.*)

COM259 **3 credits** **3 periods**
Communication in Business and Professions
 Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENGI01, or ENGI07, or equivalent.

COM263 **3 credits** **3 periods**
Elements of Intercultural Communication
 Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

COM271 **3 credits** **3 periods**
Voice and Diction (THP271)
 Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM281 **1 credit** **3 periods**
Communication Activities
 Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations to service organizations and/or competition at other colleges and universities. Prerequisites: None. (*COM281 not offered every semester.*)

COM298 - SPECIAL PROJECTS: Information about COM298 courses can be found on page 209.

COMPUTER INFORMATION SYSTEMS **CIS**
CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business Personal Computers (BPC), page 142
 Microsoft Networking Technology (MST), page 191

CIS102 **1 credit** **1 period**
Interpersonal and Customer Service Skills for IT Professionals
 Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS105 **3 credits** **4 periods**
Survey of Computer Information Systems
 Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and

Course Descriptions

presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. Prerequisites: None.

CIS114AE **1 credit** **2 periods** **Excel: Level I (BPC114AE)**

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114BE **1 credit** **2 periods** **Excel: Level II (BPC114BE)**

Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor.

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. Prerequisites: None. *Course Note: Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM.*

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.

CIS119DL **3 credits** **4 periods** **Oracle: Database Management**

Introduction to the basic elements, exploration of additional components and common database management problems related to the Oracle program. Combines the contents of CIS119AL, CIS119BL and CIS119CL. Prerequisites: None.

CIS119DO **3 credits** **4 periods** **Introduction to Oracle: SQL**

Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

CIS119DP **3 credits** **4 periods** **Oracle: Database Administration**

Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components. Prerequisites: (CIS119DO and CIS164AB), or CIS126++, or permission of instructor.

CIS120DB **3 credits** **4 periods** **Computer Graphics: Adobe Illustrator (BPC120DB)**

Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

CIS120DC **3 credits** **4 periods** **Flash: Digital Animation (BPC120DC)**

Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF **3 credits** **4 periods** **Computer Graphics: Adobe Photoshop (BPC120DF)**

Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None.

CIS121AB **1 credit** **2 periods** **Microsoft Command Line Operations (BPC121AB)**

Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE **1 credit** **2 periods** **Windows Operating System: Level I (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.

CIS126DL **3 credits** **4 periods** **Linux Operating System**

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

CIS131AA **1 credit** **1 period** **Doing Business on the Internet**

Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet, techniques used to expand customer contacts, marketing strategies, availability of government and financial information, future potential and disadvantages, using the Internet for customer service, establishing a World Wide Web site. Some previous computer experience preferred. Prerequisites: None.

Course Descriptions

CIS133DA **3 credits** **4 periods** **Internet/Web Development Level I (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.

CIS138DA **3 credits** **4 periods** **Desktop Design and Publishing Using Adobe InDesign (BPC138DA)**

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of instructor.

CIS150 **3 credits** **4 periods** **Programming Fundamentals**

Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

CIS159 **3 credits** **4 periods** **Visual Basic Programming I**

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

CIS162AB **3 credits** **4 periods** **C++: Level I**

Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS162AC **3 credits** **4 periods** **Visual C++: Level I**

Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AD **3 credits** **4 periods** **C#: Level I**

Introduction to C# programming. Including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS163AA **3 credits** **4 periods** **Java Programming: Level I**

Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

CIS164AB **3 credits** **4 periods** **Oracle: PL/SQL Programming**

Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects. Prerequisites: CIS119DO, or permission of instructor.

CIS164AC **3 credits** **4 periods** **Oracle: Developer Forms I**

Building and testing interactive applications consisting of one or more Developer forms modules. Building a complete forms application using Oracle Developer. Customizing forms with graphical user input items, such as check boxes, list items and radio groups. Modifying data access by creating event-related triggers. Prerequisites: CIS164AB, or permission of instructor.

CIS164AG **2 credits** **3 periods** **Oracle: Data Modeling and Relational Database Design**

Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

CIS166 **3 credits** **4 periods** **Web Scripting/Programming**

Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: (CIS133CA or CIS133DA) or permission of instructor.

CIS175SA **3 credits** **4 periods** **Interconnecting Cisco Network Devices (CCT260)**

Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information. Prerequisites: None.

CIS190 **3 credits** **4 periods** **Introduction to Local Area Networks**

Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS217AM **3 credits** **4 periods** **Advanced Microsoft Access: Database Management (BPC217AM)**

Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (BPC/CIS117DM or BPC/CIS117CM).

Course Descriptions

CIS219DO **1 credit** **2 periods**

Oracle: Extended Data Retrieval with SQL

Retrieve data using advanced techniques such as set operators and hierarchical retrieval. Focuses on writing SQL and SQL *Plus script files. Prerequisites: CIS119DP or permission of instructor.

CIS220DC **3 credits** **4 periods**

Flash: Advanced Animation and ActionScript

Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: BPC/CIS120DC or permission of instructor.

CIS224 **3 credits** **4 periods**

Project Management Microsoft Project for Windows (BPC224)

Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, PowerPoint and cc Mail. Prerequisites: None.

CIS225 **3 credits** **3 periods**

Business Systems Analysis and Design

Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS225AB **3 credits** **3 periods**

Object-Oriented Analysis and Design

Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.

CIS226AA **3 credits** **4 periods**

Internet/Intranet Server Administration: UNIX

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a UNIX environment. Includes coverage of security issues. Prerequisites: (CIS126DA and CIS133DA) or permission of instructor.

CIS226AB **3 credits** **4 periods**

Internet/Intranet Server Administration: Windows

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Windows server environment. Includes coverage of security issues. Prerequisites: CIS133DA and CIS191DL or permission of instructor.

CIS226AD **3 credits** **4 periods**

Internet/Intranet Server Administration: IntranetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in an IntranetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS233AA **1 credit** **2 periods**

Internet/Web Development Level II - A

Design and creation of pages on the World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233AB **1 credit** **2 periods**

Internet Web Publishing FrontPage Level I

Introduction to designing and creating pages on the Internet's World Wide Web using FrontPage. Hands-on experience authoring hypertext markup language (HTML) and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233AC **1 credit** **2 periods**

Internet Web Development: Dreamweaver Level I

Design and development of websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain client-side web technologies. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS233BA **1 credit** **1 period**

Internet/Web Development Level II - B

Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts, and multimedia. Prerequisites: CIS233AA or permission of instructor.

CIS233DA **3 credits** **4 periods**

Internet/Web Development Level II

Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS234 **3 credits** **4 periods**

XML Application Development

The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: CIS133CA or CIS133DA, or permission of the instructor.

CIS235 **3 credits** **4 periods**

e-Commerce

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

Course Descriptions

CIS240 3 credits 3 periods

Local Area Network Planning and Design

Analysis of the needs and requirements for a local area network (LAN). Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Includes current and future issues, needs analysis, cost estimation, selection of connectivity and network components, and issues relating to access, security, and support. Prerequisites: CIS190, or MST140, or permission of instructor.

CIS250 3 credits 4 periods

Management of Information Systems

The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 3 credits 4 periods

Visual Basic Programming II

Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262 3 credits 4 periods

C Programming II

Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162, or permission of instructor.

CIS262AC 3 credits 4 periods

Visual C++: Level II

Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162AC, or permission of instructor.

CIS263AA 3 credits 4 periods

Java Programming: Level II

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS266 4 credits 5 periods

Network Service and Support

Troubleshooting, servicing and supporting computer networks. Hands-on experience in supporting, expanding, servicing, diagnosing and troubleshooting networked computers of multiple architectures and configurations. Use of diagnostic equipment, common troubleshooting procedures and documentation necessary to maintain networks. Prerequisites: (CIS191, or CIS191DB, or CIS191DC, or CIS191DD) and CIS242, or permission of instructor.

CIS268 3 credits 4 periods

Microsoft Visual InterDev for Web Developers

Provides students the skills necessary to take full advantage of Visual InterDev to develop Web sites that support their organization's business goals. Prerequisites: CIS233DA, or permission of the instructor.

CIS270 3 credits 4 periods

Essentials of Network and Information Security

Threats to security of information systems, responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GLAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

CIS276DA 3 credits 4 periods

MySQL Database

A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of instructor.

CIS276DB 3 credits 4 periods

SQL Server Database

A broad overview of the Microsoft SQL Server database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of instructor.

CIS276DC 3 credits 4 periods

Oracle Database

A broad overview of the Oracle database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install Oracle, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of instructor.

CIS277AA 3 credits 4 periods

Windows CE Programming for Visual Basic

Extensive hands-on experience developing Windows CE applications using the Microsoft Windows CE Toolkit for Visual Basic. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS259, or permission of instructor.

CIS277AB 3 credits 4 periods

Windows CE Programming for Visual C++

Extensive hands-on experience developing Windows CE applications using MFCs and the Win32 API. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: CIS163AB, or permission of instructor.

CIS277AC 3 credits 4 periods

Windows CE Programming for Java

Extensive hands-on experience developing Windows CE applications using Visual J++ and the Microsoft SDK for Java. Testing and debugging in both the emulator and Windows CE environments. Prerequisites: (CIS163AA or CIS163AB) or permission of instructor.

Course Descriptions

CIS280 **3 credits 4 periods**
Current Topics in Computing
 Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS280AA-AB **1-2 credits 2-3 periods**
Current Topics in Computing
 Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AA-AC **1-3 credits 6-18 periods**
Computer Information Systems Internship (BPC290AA-AC)
 Work experience in business or industry. Prerequisites: Permission of instructor.

CIS296 - COOPERATIVE EDUCATION: Information about CIS296 courses can be found on page 152.



COMPUTER SCIENCE

Mathematics/CSC Department Office **CM 404 480.423.6588**
 CSC Course Coord., Gerald Thurman **CM 464 480.423.6110**

CSC

CSC100AA **3 credits 4 periods**
Introduction to Computer Science for Non-Computers Majors
 Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

CSC110AA **3 credits 4 periods**
Introduction to Computer Science for Majors
 Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120, or MAT121, or MAT122.

CSC180AA **3 credits 4 periods**
Computing for Scientists, Engineers and Medical/Health Specialists
 Introduction to computers and technology and their impact in science, engineering and medical/health care occupations and on society. Explores technology, current topics in computing, applications and related issues. Use of application software to create scientific documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers pertaining to science, engineering, and health care fields and personal use. Intended for students in the science, engineering, and medical/health care fields Prerequisites: None.

CSC185 **3 credits 3 periods**
World Wide Web and Introductory Internet Programming
 Organization of and access to information on the Internet. Design, creation and publication of interactive web pages with HTML, multimedia, animated custom graphics, applets and JavaScript programming. Ethical issues, including security and privacy on the World Wide Web. Prerequisites: None.

CSC205AB **4 credits 4 periods**
Object Oriented Programming and Data Structures
 Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC100, or CSC110, or permission of instructor.

CSC283 **3 credits 4 periods**
Bioinformatics and Scientific Computing
 Introduction to Bioinformatics, including history, concepts, major genetic databases and access tools. Computer software and techniques for analyzing one nucleotide or protein sequence, searching for similar sequences, and aligning and comparing two or multiple sequences. Microarray analysis and phylogenetic trees. Application of standard software to bioinformatic computing tasks, including word processing of reports, and use of spreadsheets for statistical analysis and graphing. Text editors, Unix, Internet web site searching and construction, and ethics. Prerequisites: [BIO220 and (MAT120 or MAT121 or MAT122)] or Permission of instructor.

CSC285 **4 credits 4 periods**
Computer Programming in the WWW Environment
 Software development paradigms and environments including Advanced HTML, JavaScript, Common Gateway Interface (CGI) and CGI scripting languages. Security and large scale data management. Prerequisites: CSC185 and prior programming experience/coursework.

CSC294AA-AE **1-3 credits 1-4 periods**
Special Topics in Computing
 Investigation of special topics in computing technology and applications. Examination of industry trends to solve problems and/or investigate issues. Prerequisites: Permission of instructor.

Course Descriptions

COOPERATIVE EDUCATION (Work Experience)

Career & Cooperative Education Svcs. SC 123 480.423.6523
Website address www.scottsdalecc.edu/career

Cooperative Education is a program combining classroom theory with supervised work experience. Students have the opportunity to earn college credit for planned growth in a job that is related to their career goals. A joint agreement is set up among the employer, the college and the student to facilitate the process. At Scottsdale Community College, Cooperative Education is available to students in nearly every discipline and is required in certain occupational programs. The coordinator of the program meets with students to determine their eligibility. The Cooperative Education staff helps students locate suitable positions which relate to their field of study. A student's present job may also qualify. Each student is assigned to a faculty-coordinator who monitors the student's progress by making on-site visits to the place of employment.

Qualifications for participation in the program:

1. Completion at least 12 college credits
2. At least a 2.6 Grade Point Average (GPA)
3. Current enrollment in at least one class related to the student's major field of study
4. Obtain a position that directly relates to the student's academic and career goals if current job does not meet this requirement
5. Must have authorization to work in the U.S.

Determination of College Credit

1. Completion of a minimum of 80 hours of work per semester for each credit to be earned, with a maximum of four (4) credit hours per semester. A student may accumulate a total of six (6) credit hours. However, the number of credits which can be applied toward a degree may be limited by individual departmental requirements.
2. Successful achievement of one learning objective for each credit to be earned.
3. Completion of Final Report, Employer Evaluation of Student Performance and documentation of completed learning objectives.
4. Attendance at a Cooperative Education Professional Development activity. An alternative method of completing this requirement may be authorized by the program director.
5. Students receive a letter grade for the Cooperative Education experience. The grade is based on specific criteria and is awarded by the faculty-coordinator to whom the student is assigned.

Application Process

Special application for Cooperative Education is required in addition to the application for general admission to the college. Applications are available in the Career and Cooperative Education Services Office, SC 123, in the Student Center Building. It is suggested that interested students call (480) 423-6523 to make an appointment with the Director who will explain the program and determine each student's eligibility. The Director's signature is required for registration in Cooperative Education.

The prefix for the credits for which the student registers is determined by the academic department:

XXX296WC Cooperative Education 3 credits 15 periods

Tuition for the Cooperative Education credits is the same as for other academic credits.

Veterans and Financial Aid Benefits

Veterans and financial aid recipients must also have written departmental approval for any courses not listed as electives or core courses within a specific program. Failure to do so may result in a pro rata reduction in financial assistance.

COUNSELING & PERSONAL DEVELOPMENT CPD

Counseling Services SC 108 480.423.6524

Group counseling courses are designed to promote and enhance students' educational, career, and personal success. Included are basic orientation and personal-career development courses, as well as courses for special populations. Students are advised to enroll in only one counseling group concurrently.

CPD102AB 2 credits 2 periods
Career Exploration

Designed to assist students making career choices. Focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD 2 credits 2 periods
Eliminating Self-Defeating Behavior

Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement, etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AH 2 credits 2 periods
Stress Management

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AS 2 credits 2 periods
Conflict Resolution

Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. Prerequisites: None.

CPD102AT 2 credits 2 periods
Building Self-Esteem

Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.

CPD103BA 2 credits 2 periods
Women in Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring educational/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD103BB 2 credits 2 periods
Men in Transition

Designed to assist men who are experiencing life transitions. Emphasis on assessing potential, increasing self-confidence, managing change,

Course Descriptions

CULINARY ARTS

Hospitality, Tourism and Culinary Arts

Division Office AP 253 480.423.6578

ALSO SEE: Hospitality and Tourism/Hotel, Golf and Restaurant Management (HRM), page 181.

The Culinary Arts Program offers multiple certificate and AAS courses of study for students (see pages 93-95). Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at www.scottsdalecc.edu/culinary. The program is proud to be accredited by the American Culinary Federation.

CULI01 4 credits 4 periods **Culinary Fundamentals: Culinary Basics**

Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation. Prerequisites: None.

CULI02 4 credits 4 periods **Culinary Fundamentals: Hot Foods**

Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces and soups. Study of butchering, yields, purchasing and grade classification. Prerequisites: None.

CULI03 4 credits 4 periods **Culinary Fundamentals: Breakfast and Garde Manger**

Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapes and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches. Prerequisites: None.

CULI04 4 credits 4 periods **Culinary Fundamentals: Bakery and Pastry**

Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts. Prerequisites: None.

CULI15 2 credits 2 periods **Food Service Sanitation, Safety and Stewarding**

Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation. Prerequisites: None.

CULI20 2 credits 2 periods **Food Costing, Purchasing and Inventory Control**

Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and yield analysis. Application of

CUL : systems and practices for efficient food purchasing, storage, production, budgeting and inventory. Prerequisites: None.

CULI30 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.

CULI40 3 credits 3 periods **Culinary Principles and Kitchen Management I**

Historical background of the culinary profession and food components. Overview of kitchen administration and responsibilities. Includes food history, tools and equipment, food preparation, tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables, fruits, pasta, grains and cheeses. Prerequisites: None.

CULI50 2 credits 3 periods **Garde Manger I**

Provides a foundation in Garde Manger. Includes equipment, sanitation and safety, production, salads, emulsified and non-emulsified dressings, sandwiches, cold sauces, salad condiments, knife skills, cleaning of salad greens, and spice and herb identification. Studies culinary terms and presentation techniques. Teaches cooking techniques such as poaching, sautéing, and grilling in the context of Garde Manger work. Prerequisites: None.



CULI60 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.

CULI70 2 credits 4 periods **Dining Room Operations I**

Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, point-of-sale operation and presenting guest checks. Emphasis on service techniques and customer accommodations. Prerequisites: None.

Course Descriptions

CUL180 3 credits 3 periods

Food in History

Focuses on the history of foodstuffs, the story of cuisine and the social history of eating. Includes the relationship between people and what they eat, between particular foods and social behavior, and between dietary habits, customs and methods of cooking. Prerequisites: None.

CUL190 3 credits 3 periods

Catering Operations I

Studies theory and practice of planning and executing catering functions; includes initial customer contact and follow-up, room setup and scheduling, menu and incidental planning event execution and breakdown, billing and post-event follow-up. Prerequisites: None.

CUL210 2 credits 2 periods

Menu Planning and Facilities Design

Principles and techniques of menu planning and restaurant design for food service operations. Includes applications for health care institutions, commercial kitchens, and industrial facilities. Studies building codes and examines the relationships among equipment, staff and customers in the design of a facility. Prerequisites: None.

CUL220 2 credits 2 periods

Food Service Nutrition

Study of basic nutrition concepts with an emphasis on the nutritional concerns of restaurants and other types of food service operations. Focuses on nutrients in foods, the relationships to other nutrients and the planning of well-balanced menus throughout the life cycle. Prerequisites: None.

CUL230 3 credits 7 periods

Hot Foods II

Hot food product utilization, preparation and display for a fine dining kitchen. Focuses on classical preparation skills with an emphasis on contemporary food production, organization, communication, teamwork and plating skills. Prerequisites: CUL130.

CUL235 2 credits 2 periods

Advanced Culinary Techniques I - Meats

Theory and practice of the varied uses and preparation of protein products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL236 2 credits 2 periods

Advanced Culinary Techniques II - Seafood

Theory and practice of the varied uses and preparation of seafood products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL237 2 credits 2 periods

Advanced Culinary Techniques III - Game and Poultry

Theory and practice of the varied uses and preparation of game and poultry products. Emphasis on butchering, creating stocks, soups and sauces, cooking methodologies, cost-effective applications, plating and selection of appropriate accompaniments and garnishes. Prerequisites: CUL230 or industry equivalent.

CUL240 3 credits 3 periods

Culinary Principles and Kitchen Management II

Advanced culinary and management practices instruction. Emphasis on principles and terminology used in contemporary kitchens. Identification and use of fish, shellfish, and game. Understanding of wine, beer and spirits. Study of diversity of international cuisines and menu development. Special emphasis on management functions and practices for kitchen supervisors and chefs, staff hiring, training and evaluation, point of sale system components, cost accounting procedures, legal regulations and maintenance of records to understand and control profit and loss. Prerequisites: CUL140.

CUL245 2 credits 2 periods

Professional Kitchen Management Techniques

Theory and practice of the key elements of kitchen leadership. Emphasis on identifying leadership and communication skills, understanding employment laws, establishing performance criteria, developing accountability, utilizing motivational procedures and training practices, controlling labor and food costs, maintaining guest satisfaction and bottom line profits. Prerequisites: CUL240 or industry equivalent.

CUL250 2 credits 4 periods

Garde Manger II

Refinement of skills required in a Garde Manger Department. Preparation of appetizers, hors d'oeuvres, salads, salad dressings, use of grains and legumes, production of charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing. Includes study of production and storage of ingredients, sanitation and hygiene standards. Prerequisites: CUL150.

CUL255 2 credits 2 periods

Advanced Garde Manger I - Salads and Sandwiches

Theory and practice of creating simple and complex salads and sandwiches. Emphasis on use of multiple ingredients for hot and cold products, dressings, emulsified oils and vinegars, condiments, production methodologies, cost-effective applications, plating and appropriate accompaniments and garnishes. Prerequisites: CUL250 or industry equivalent.

CUL256 2 credits 2 periods

Advanced Garde Manger II - Appetizers and Hors d'oeuvres

Theory and practice of the key elements in production of appetizers and hors d'oeuvres. Emphasis on ingredient selection, flavor combinations, preparation methodologies, cost-effective applications, displaying, garnishing and plating. Prerequisites: CUL250 or industry equivalent.

CUL260 2 credits 5 periods

Bakery and Pastry Production II

Focuses on theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis placed on rapid, high-quality hand production and assembly of breads, desserts and garnishes. Prerequisites: CUL160.

CUL265 2 credits 2 periods

Professional Baking I - Base Products and Sauces

Theory and practice of the preparation of base products and sauces. Emphasis on creating finished products using basic components, creating sauces, and study of cooking methodologies, cost-effective applications and plating techniques. Prerequisites: CUL260 or industry equivalent.

Course Descriptions

CUL266 **2 credits** **2 periods**

Professional Baking II - Breads and Rolls

Theory and practice of cooking techniques and procedures in the preparation of breads and rolls. Emphasis on hands-on production of scratch recipes, understanding formulas, ratios and ingredient interaction for producing high quality breads and rolls, cooking methodologies, and cost-effective applications. Focus on production of yeast-leavened breads, quick breads, laminated dough, unleavened dough and artisan style breads. Prerequisites: CUL260 or industry equivalent.

CUL267 **2 credits** **2 periods**

Professional Baking III - Pastries, Pies and Cakes

Theory and practice of the preparation of complex pastries, pies and cakes. Emphasis on cooking methodologies, high quality cost-effective applications, and visually dramatic plating and garnishing techniques. Prerequisites: CUL260 or industry equivalent.

CUL268 **2 credits** **2 periods**

Professional Baking IV - Decorative and Design Work

Theory and practice of the varied uses and preparation of chocolate and sugar as decorative items. Emphasis on applications for advanced show work, cooking methodologies, cost-effective applications for plated desserts and use as appropriate display pieces. Prerequisites: CUL260 or industry equivalent.

CUL270 **3 credits** **6 periods**

Dining Room Operations II

Theory and practice of operating a formal dining room, including set-up and clean-up, food and beverage service, proper etiquette and tableside food preparation. Emphasis on formal etiquette and service practices for a dining room including buffet and banquet set-up and managerial duties. Prerequisites: CUL170.

DANCE

DAN

HPERD Division Office **PE 149** **480.423.6606**

Dance Department Office **PE 151** **480.423.6600**

Scottsdale Community College offers a variety of dance courses each semester, designed for the absolute beginning dancer (beginning or level I courses), as well as those interested in transferring to a four-year university, pursuing a career in dance education or a career in performance (intermediate or level II, III and IV courses). Course offerings each semester include beginning through advanced level technique classes in Ballet, Modern Dance, Modern Jazz Dance, and Tap. Also offered: Fundamentals of Choreography, Dance Production, Rhythmic Theory (music for dance), Dance Seminar (conditioning), Pointe, Dance Technology and Dance Performance, which performs regularly on campus, in the community, in Arizona and throughout the United States. Students planning to transfer should be advised each semester for effective transition to a four-year institution. For further information on Scottsdale's dance program, please contact (480) 423-6600. The following courses are suggested for students majoring in dance.

DANI15AA **1 credit** **3 periods**

Contemporary Dance Trends: Hip Hop

Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. *Course Note: May be repeated for a total of two (2) credits.*

DANI15AB **1 credit** **3 periods**

Contemporary Dance Trends: Break Dancing

Theory and practice of Break Dancing. Development of movement quality and performance skills. Prerequisites: None. *Course Note: May be repeated for a total of two (2) credits.*

DANI25AA **1 credit** **2 periods**

Social Dance: Ballroom

Theory and practice of ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, East Coast Swing, Lindy Hop, West Coast Swing, Foxtrot, Waltz, American Tango, International Ballroom, or Ballroom Performance. Prerequisites: None. *Course Note: May be repeated for a total of four (4) credits.*

DANI25AB **1 credit** **2 periods**

Social Dance: Swing

Theory and practice of swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include East Coast Swing, Lindy Hop, West Coast Swing, or Foxtrot. Prerequisites: None. *Course Note: May be repeated for a total of four (4) credits.*

DANI25AC **1 credit** **2 periods**

Social Dance: Latin

Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, Bachata, International Latin Ballroom, or Latin Ballroom Performance. Prerequisites: None. *Course Note: May be repeated for a total of four (4) credits.*

DANI25AD **1 credit** **2 periods**

Social Dance: Country

Theory and practice of country dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Two-Step, Cha Cha Cha, Swing, West Coast Swing, East Coast Swing, Waltz, Rhythm Two-Step, or Night Club and Line Dance. Prerequisites: None. *Course Note: May be repeated for a total of four (4) credits.*

DANI25AE **1 credit** **2 periods**

Social Dance: Tango

Theory and practice of tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Argentine Tango, American Tango or International Style Tango. Prerequisites: None. *Course Note: May be repeated for a total of four (4) credits.*

DANI29 **1 credit** **3 periods**

Musical Theatre Dance I

Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

DANI31 **1 credit** **3 periods**

Ballet I

Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: May be repeated for a total of two (2) credit hours.*

Course Descriptions

DANI32 **1 credit** **3 periods**

Modern Dance I

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: May be repeated for a total of two (2) credit hours.*

DANI33 **1 credit** **3 periods**

Modern Jazz Dance I

Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: May be repeated for a total of two (2) credit hours.*

DANI34 **1 credit** **3 periods**

Ballet II

Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DANI31 or permission of instructor. *Course Note: May be repeated for a total of two (2) credit hours.*

DANI35 **1 credit** **3 periods**

Modern Dance II

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DANI32 or permission of instructor. *Course Note: May be repeated for a total of two (2) credit hours.*

DANI36 **1 credit** **3 periods**

Modern Jazz Dance II

Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DANI33 or permission of instructor. *Course Note: May be repeated for a total of two (2) credit hours.*

DANI38 **1 credit** **1 period**

Dance Seminar I

Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

DANI40 **1 credit** **3 periods**

Tap Dance I

An introduction to the theory and practice of tap dance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DANI41 **1 credit** **3 periods**

Dance Workshop

An intensive experience in the process of choreography, performance, and production elements. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DANI50 **1 credit** **3 periods**

Dance Performance I

An introduction to the process and practice of dance performance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None.

DAN201AA-AC **1-3 credits** **1-3 periods**

Special Topics: Dance

Exploration of current topics, issues and activities related to one or more aspects of dance. Prerequisites: Permission of instructor. *Course Note: Designed to offer special topics and/or specialized training for students in dance. Activities may also be appropriate for portfolio enhancement.*

DAN210 **3 credits** **3 periods**

Dance Production I

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

DAN211 **3 credits** **3 periods**

Dance Production II

Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

DAN221 **2 credits** **3 periods**

Rhythmic Theory for Dance I

Exploration of the ways in which music, time, pitch and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

DAN231AA **2 credits** **5 periods**

Ballet III: Intensive

Theory and intensive practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DANI34 or permission of instructor. *Course Note: May be repeated for a total of four (4) credit hours.*

DAN232 **1 credit** **3 periods**

Modern Dance III

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DANI35 or permission of instructor. *Course Note: May be repeated for a total of two (2) credits.*

DAN232AA **2 credits** **5 periods**

Modern Dance III: Intensive

Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DANI35 or permission of instructor. *Course Note: May be repeated for a total of four (4) credits.*

DAN233 **1 credit** **3 periods**

Modern Jazz Dance III

Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DANI36 or permission of instructor. *Course Note: May be repeated for a total of two (2) credits.*

DAN233AA **2 credits** **5 periods**

Modern Jazz Dance III: Intensive

Theory and intensive practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DANI36 or permission of instructor. *Course Note: May be repeated for a total of four (4) credits.*

Course Descriptions

DAN234AA **2 credits** **5 periods**

Ballet IV: Intensive

Theory and intensive practice of ballet at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231AA or permission of instructor. *Course Note: May be repeated for a total of four (4) credit hours.*

DAN235 **1 credit** **3 periods**

Modern Dance IV

Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232 or permission of instructor. *Course Note: May be repeated for a total of two (2) credits.*

DAN235AA **2 credits** **5 periods**

Modern Dance IV: Intensive

Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232AA or permission of instructor. *Course Note: May be repeated for a total of four (4) credits.*

DAN236 **1 credit** **3 periods**

Modern Jazz Dance IV

Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233 or permission of instructor. *Course Note: May be repeated for a total of two (2) credit hours.*

DAN236AA **2 credits** **5 periods**

Modern Jazz Dance IV: Intensive

Theory and intensive practice of modern jazz dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233AA or permission of instructor. *Course Note: May be repeated for a total of four (4) credits.*

DAN237 **1 credit** **1 period**

Ballet Pointe I

An introduction to the theory and practice of pointe work at the beginning level. Development of strength and movement quality. May be repeated for a total of two (2) semester credit hours. Prerequisites: DAN134 or permission of instructor. Corequisites: DAN231 or DAN234.

DAN238 **1 credit** **1 period**

Dance Seminar II

Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: DAN138 or permission of instructor. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

DAN241 **3 credits** **3 periods**

Dance Notation I

Focuses on the study of a system of Movement Notation known as Labanotation. Includes using notation as an aid in analyzing, clarifying, understanding and recording movements of all kinds. Prerequisites: DAN131 or DAN134 or permission of instructor.

DAN264 **3 credits** **3 periods**

Choreography I

Study of basic dance choreography to include construction of a phrase, structure and form in a composition and the basic elements of time, space and energy. Prerequisites: None.

DAN272 **2 credits** **3 periods**

Dance Technology

Survey of the expanding field of technology as it pertains to the study and performance of dance. Prerequisites: DAN264 or permission of instructor.

DAN280 **2 credits** **6 periods**

Dance Practicum

A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of instructor.

DAN285AA **3 credits** **6 periods**

Multimedia Performance Ensemble I (MUP285AA)

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AB **3 credits** **6 periods**

Multimedia Performance Ensemble II (MUP285AB)

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AC **3 credits** **6 periods**

Multimedia Performance Ensemble III (MUP285AC)

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of instructor.

DAN285AD **3 credits** **6 periods**

Multimedia Performance Ensemble IV (MUP285AD)

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of instructor.

Course Descriptions

DANCE HUMANITIES

HPERD Division Office
Dance Department Office

DAH :
PE 149 480.423.6606
PE 151 480.423.6600

DAHI00 3 credits 3 periods

Introduction to Dance

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None. (Meets humanities requirement.)

DAHI10 3 credits 3 periods

Dance in Film

Survey of the history and development of dance in film and video including basic film technology and critical analysis and evaluation. Prerequisites: None.

DAH201 3 credits 3 periods

World Dance Perspectives

Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: ENG101, or ENG107, or equivalent. DAHI00 strongly suggested but not required.

DRAFTING (Architectural Technology)

See **ARCHITECTURAL TECHNOLOGY**
(Computer-Aided Drafting) (ARC), page 133.

EARLY CHILDHOOD DEVELOPMENT

Social/Behavioral Sciences Division **ECH**
SB 130 480.423.6206

ALSO SEE: Child/Family Studies (CFS), page 144
Early Education (EED), page 160
Infant/Toddler Development (ITD), page 183

ECH120 1 credit 1 period

Contemporary Issues in Early Childhood (CFS120)

Designed to develop understanding of a broad range of contemporary issues that impact the child in today's society. Course directed at preservice and in-service professionals. May be repeated for credit. Prerequisites: None.

ECH126AB 1 credit 2 periods

Play Lab-Toddlers

Participant observation within a laboratory play environment with children 13-35 months of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None.

ECH126AC 1 credit 2 periods

Play Lab-Preschoolers

Participant observation within a laboratory play environment with children 3-5 years of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None.

ECH126AD 1 credit 2 periods

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.

ECH128 3 credits 4 periods

Early Learning: Play and the Arts

Examines theory, research and practices relating to play and creative arts in early childhood. Considers practical constraints and alternative perspectives. Includes participation in a play environment with young children. Prerequisites: None.

ECH176 3 credits 3 periods

Child Development (CFS176)

Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.

ECH183 1 credit 1 period

Infant/Toddler Learning Materials (ITDI83)

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.

ECH237 1 credit 1 period

Media for Young Children

Media production for and with young children. Emphasis on utilization for instruction. Prerequisites: None.

ECH272 1 credit 1 period

Science for the Young Child

Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273 1 credit 1 period

Math for the Young Child

Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH276 1 credit 1 period

Musical Beginnings

Considers responses to sound, rhythm and melody from infancy through early childhood. Management and planning for listening, singing, moving and creating rhythms and music with young children. Prerequisites: None.

ECH285 2 credits 3 periods

Assistant Teaching in Early Childhood Settings I

Supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites: CFS176 or ECH176 and permission of instructor.

ECH286 2 credits 3 periods

Assistant Teaching in Early Childhood Settings II

Continued supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites: or Corequisites: ECH285 and permission of instructor.

Course Descriptions

EARLY EDUCATION

Social/Behavioral Sciences Division SB 130 480.423.6206

EED

EED200 3 credits 3 periods **Foundations of Early Childhood Education**

Overview of early childhood education in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Includes field experience. Prerequisites: None.

EED212 3 credits 3 periods **Guidance, Management and the Environment**

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age five. Prerequisites: None.

EED215 3 credits 3 periods **Early Learning: Health, Safety, Nutrition and Fitness**

Consideration of public health issues and safety procedures within early childhood settings. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None.

EED220 3 credits 3 periods **Child, Family, Community and Culture**

Examines family, community and cultural influences on development of the young child. Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

EED222 3 credits 3 periods **Introduction to the Exceptional Young Child**

Overview of the exceptional learner (birth - age 5), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None.

EED250 3 credits 3 periods **Early Literacy Development**

Overview of emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None.

EED255 3 credits 3 periods **Portfolio Development and Writing for the Profession**

Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator.

EED260 1 credit 1 period **Early Childhood Infant/Toddler Internship**

Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. *Course Note: May be repeated for a total of six (6) credit hours.*

EED261 1 credit 1 period **Early Childhood Preschool Internship**

Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. *Course Note: May be repeated for a total of six (6) credit hours.*

EED276 3 credits 3 periods **Global Child Development**

Exploration of the ways that biology and cultures influence the well-being and development of children around the world. Considers traditional and scientific views of the child, as well as threats to the well-being of the young in the contemporary world. Prerequisites: None.

EED278 3 credits 3 periods **Early Learning: Curriculum and Instruction - Birth/Preschool**

Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200.

EED280 3 credits 3 periods **Observation and Assessment of Typical and Atypical Behaviors**

Observation and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children. Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176 or CFS205 or permission of instructor.



Course Descriptions

ECONOMICS

Social/Behavioral Sciences Division SB 130 480.423.6206

ECN211 3 credits 3 periods Macroeconomic Principles (formerly ECN111)

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN212 3 credits 3 periods Microeconomic Principles (formerly ECN112)

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

EDUCATION

Social/Behavioral Sciences Division SB 130 480.423.6206

Students planning to enter the teaching profession should consult early with the institution to which they plan to transfer. Universities differ in their recommendations for the first two years of college work. States also differ in their certification requirements for various teaching levels (elementary or secondary) and different teaching areas (ESL, early childhood, special needs, etc.). A strong general studies transfer program and a start toward an area of subject teaching proficiency are recommended. Students planning to teach in the state of Arizona may need to include Arizona Constitution (POS221) and United States Constitution (POS222). See college advisement center for current Arizona General Education Curriculum information.

In addition, SCC offers a program that allows people with bachelor's degrees to become teachers in one year. A fast-track schedule is designed to help ease the state's teacher shortage (see Programs section, page 125). Applications into this program will be accepted from adults who have earned a bachelor's degree in any discipline and are seeking a career in the teaching profession. For further information on this program, contact the program director at (480) 423-6217.

EDU208 1 credit 1 period Introduction to Structured English Immersion

Emphasis on understanding English Language Learners (ELL) in the mainstream classroom. Brief history, culture, theory, methods, and an introduction to both the English Language Proficiency (ELP) standards and the Arizona Structured English Language Proficiency (SELP) test covered. Includes review of alternative methods of assessment. Prerequisites: None.

EDU217 3 credits 3 periods Methods for the Structured English Immersion (SEI)/ESL Student

Methods of planning, developing, and analyzing lesson plans in all content areas to meet English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development and evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency

Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP), and use of assessment results for placement and accommodation. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program and (EDU220 or EPD220 or EDU225). *Course Note: Approved school-based practicum is required. This course incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education. Designed for undergraduate students.*

EDU221 3 credits 3 periods Introduction to Education

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. *Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.*

EDU222 3 credits 3 periods Introduction to the Exceptional Learner

Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None. *Course Note: May include approved school-based practicum.*

EDU223AF 3 credits 3 periods Assessment in Special Education

Investigation into the concepts, laws, issues, and procedures that relate to the formal and informal assessment of students with disabilities. Covers educational achievement tests and standardized diagnostic tests for students with disabilities as well as intelligence and adaptive behavior measurements. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU223AA, or EDU223AB, or EDU223AC, or EDU223AD) and EDU222 and EDU226.

EDU225 3 credits 3 periods Foundations for Serving English Language Learners (ELL)

Rationale for and current educational and legal issues for English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Prerequisites: None. *Course Note: Approved school-based practicum is required. This course meets the Arizona Department of Education requirement for the provisional SEI Endorsement.*

EDU230 3 credits 3 periods Cultural Diversity in Education (EPD230)

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

Course Descriptions

EDU233 **3 credits** **3 periods** **Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods**

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.*

EDU250 **3 credits** **3 periods** **Teaching and Learning in the Community College**

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU254 **1 credits** **5 periods** **Education Internship**

Teaching experience in PK-12 classroom setting. Required to work 100 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of department or division, and admission into a post-baccalaureate teacher certification program. *Course Note: EDU254 may be repeated for a total of two (2) credits with permission of department.*

EDU269 **3 credits** **3 periods** **Methods of Integrating Technology into Curriculum**

Overview and practical application of teaching methodology for integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized. Prerequisites: EDU260 or Permission of Department.

EDU270 **3 credits** **3 periods** **Learning and the Brain**

Teaching and learning issues within a cognitive processes content. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Emphasis on current neuroscientific brain research and how it impacts teaching practice in preK-12 classrooms. Prerequisites: None.

EDU270AA **3 credits** **3 periods** **Elementary Reading and Decoding**

Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Approved school-based practicum required. Prerequisites: None.

EDU270AB **3 credits** **3 periods** **Secondary Reading and Decoding**

Focus on the theories, methods and models of teaching literacy and decoding in the content areas of secondary grades. Prerequisites: Must be a certified K-12 teacher or have permission of department chair or program director.

EDU271 **3 credits** **3 periods** **Phonics Based Reading and Decoding**

Overview of research, curricular content, and instructional practices associated with Research Based Systematic Phonics Instruction (RBSPI) and other methods for teaching reading. Emphasis on methods mandated by Arizona legislation. Covers the history of written language, alphabetic reading and writing systems, and implementation of effective methods for reading instruction. Approved school-based practicum required. Prerequisites: None.

EDU272 **3 credits** **3 periods** **Educational Psychology**

Focus on the study and application of psychological principles, theories, and methodologies related to teaching and learning. Emphasis on developmental, learning, and motivational theories. Current trends also covered. Prerequisites: PSY101 or approval of instructor.

EDU276 **3 credits** **3 periods** **Classroom Management**

Classroom management techniques. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. State Board of Education Professional Teaching Standards emphasized. Approved school-based practicum required. Prerequisites: None.

EDU285 **2 credits** **2 periods** **Education Seminar**

Special topics in education with an emphasis on current issues not covered in education courses. May be repeated for a total of six (6) credit hours. Prerequisites: Departmental Approval. *Course Note: The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.*

EDU285AA **1 credit** **1 period** **Education Program Seminar**

Overview of the teacher education program model, State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations. Prerequisites: None.

EDU285AB **1 credit** **1 period** **Current Perspectives in Education**

Focus on the importance of state standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, and assessment rubrics. Educational program policies and procedures also covered. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

Course Descriptions

EDU288AA **8 credits** **5 periods**

Student Teaching Lab - Elementary

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240 or EDU251) and permission of Department or Division.

EDU288AC **8 credits** **5 periods**

Student Teaching Lab - Special Education

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU223AA, EDU223AB, EDU223AC, EDU223AD, EDU223AF, EDU226, EDU285AC, EDU287AC, and EDU293) and Departmental Approval.

EDU290 **3 credits** **3 periods**

Science Methods and Curriculum Development

Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291 **3 credits** **3 periods**

Children's Literature (ENH291)

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

EDU293 **3 credits** **3 periods**

Mathematics Methods and Curriculum Development

Overview and practical application of teaching mathematics in K-8 grades. Development of lesson plans and assessment instruments emphasized. Current trends, State Board of Education Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU294 **3 credits** **3 periods**

Multicultural Folktales (ENH294, STO294)

Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None.

EDU295 **3 credits** **3 periods**

Social Studies Methods and Curriculum Development

Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom

management techniques and teaching resources. Emphasis on State Board of Education Professional Teaching Standards. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU298AA **1 credit** **1 period**

Special Projects

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Departmental approval.

EDUCATION PROFESSIONAL DEVELOPMENT EPD

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

EPD243 **3 credits** **3 periods**

Reading and Writing in an English as a Second Language (ESL)/Bilingual Setting

Introduction to English as a Second Language (ESL) terminology, second language acquisition theories and reading terminology. Teaching techniques, strategies, and learning activities as well as reading comprehension skills and writing skills covered. Prerequisites: (EDU220 or EPD220 or EDU225) and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD244 **3 credits** **3 periods**

Reading and Writing in SEI/ESL/Bilingual Settings

Introduction to Structured English Immersion (SEI)/English as a Second Language (ESL) terminology, second language acquisition theories, and reading terminology. Teaching and assessment strategies as well as reading comprehension and writing skills covered. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate and (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: EPD244 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.*

EPD247 **3 credits** **3 periods**

Practicum for English as a Second Language (ESL)/Bilingual Teachers

Provides an opportunity to receive guided practical, on-site experience working with English Language Learners (ELL). Requires observations of ELL students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to English as a Second Language (ESL) learners. Prerequisites: (EDU220 or EPD220 or EDU225) and EDU230 and ENG213 and (EDU228 or EDU233 or EPD233 or EPD241), and provisional or standard elementary, secondary or special education teaching certificate.

Course Descriptions

EPD275 **3 credits** **3 periods**
Diagnosis and Remediation of Reading for K-12
(formerly EDU275)

Fundamentals of diagnosis and remediation of reading problems for K-12. Administration, analysis and interpretation of informal diagnostic procedures and use of assessment results in planning a program of remediation. The Diagnostic Teaching of Reading emphasized. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EPD279 **3 credits** **4.5 periods**
Reading Practicum K-12 (formerly EDU279)

Focus on the practical application of current philosophical theories, methods, and models of assessment and instruction for remediation of reading. Prerequisites: EDU270AA or EDU270AB, and must hold a provisional or standard elementary, secondary or special education teaching certificate.

EMERGENCY MEDICAL TECHNOLOGY **EMT**

Health Sciences Division Office SB 132 480.423.6225

EMT101 **0.5 credit** **0.45 period**
Cardiopulmonary Resuscitation/Basic Cardiac Life Support (HLR101)

Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask and cardiac compression, stabilization of adult, infant and child victims with airway obstruction, respiratory, and cardiac arrest. Prerequisites: None.

EMT104 **8 credits** **9.45 periods**
Basic Emergency Medical Technology (FSC104)

Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within six (6) months prior to registration; immunity to rubella (German Measles) and rubeola.

EMT200 **2 credits** **2.7 periods**
Refresher Course for Certified Emergency Medical Technicians

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of instructor.

EMT200AA **0.6 credit** **0.6 period**
EMT-Basic Certification Renewal Challenge

Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or proof of current registry with the National Registry of Emergency Medical Technicians (NREMT).

EMT200AB **1 credit** **1 period**
EMT-Basic Certification Expanded Renewal Challenge

Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current Basic Life Support, American Heart Association Healthcare Provider CPR or equivalent, and current EMT Basic certification in the state of Arizona. Must be currently functioning as an EMT Basic.

EMT208 **16 credits** **20 periods**
Intermediate Emergency Medical Technology

Designed to meet U.S. Department of Transportation (U.S. DOT) Arizona Department of Health Services (A-DHS) Office of Emergency Medical Services (O-EMS) requirements for EMT-Intermediate. Provides advanced knowledge and skills related to hypoperfusion state, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious states of undetermined etiology, head injury with altered levels of consciousness, and chest trauma. Prerequisites: (MAT102 or equivalent or a satisfactory score on an applicable district placement exam) and ENG101, BIO160, EMT235, EMT236, EMT/FSC238, twenty-four hour Hazardous Materials Operations Level class or equivalent, and current course in American Heart Association Health Care provider or equivalent. Comprehensive written, oral, and practical evaluation on all prerequisite courses required prior to selection for this course. Valid Arizona Certification and be employed as an EMT for one full calendar year prior to registration in this course. Corequisites: EMT208AA.

EMT208AA **2 credits** **10 periods**
Intermediate Emergency Medical Technology Practicum

Clinical and vehicular practicum in support of EMT208. Prerequisites or Corequisites: EMT208.

EMT215 **3 credits** **3 periods**
Stress and Emergency Services Professionals

Participative course designed to familiarize students with differences which exist in the socioeconomic, cultural, organizational, and technologic environments and the distress that can occur to emergency-care providers functioning in those arenas. Physiologic, psychologic and behavioral manifestations of distress as it relates to emergency responders. Explores distress management options with emphasis on individual techniques and organizational programs. Prerequisites: Currently employed as prehospital-care provider or registered nurse working in the prehospital setting.

Course Descriptions

EMT235 **3 credits** **3 periods** **Emergency Cardiac Care**

Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and prehospital setting. Required content for the identification and treatment of cardiac emergencies. Prerequisites: EMT/FSC104 or permission of instructor.

EMT236 **3 credits** **3 periods** **Pharmacology in an Emergency Setting**

Designed for the Emergency Medical Technician dealing with the administration of emergency medications in the field as outlined in current paramedic legislation. In-depth coverage of medications enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. Indications, therapeutic effect, contra indications, toxicology, and side effects to medications. Prerequisites: EMT/FSC104 or permission of instructor. MAT082 or equivalency suggested but not required.



EMT238 **2 credits** **2 periods** **Vehicular Extrication and Patient Stabilization (FSC238)**

Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. Prerequisites: Basic EMT Certification, current enrollment in an EMT-Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of instructor.

EMT240 **2 credits** **2 periods** **Advanced Cardiac Life Support**

Designed to provide the healthcare professional with comprehensive information to identify emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according

to current *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004*. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer, and (EMT235 and EMT236, or permission of instructor).

EMT241 **0.5 credit** **0.5 period** **Advanced Cardiac Life Support Refresher**

Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current *Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004*. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, review and validation of the techniques of airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or EMT240) or permission of instructor.

EMT242 **1 credit** **1 period** **Pediatric Advanced Life Support**

Didactic and psychomotor skill education and training in techniques of Pediatric Advanced Life Support. Includes endotracheal intubation, defibrillation, arrhythmia recognition, pharmacology, and intraosseous infusion. Required for American Heart Association Provider approval and validation. Prerequisites: (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or [EMT235 and EMT236]) or permission of instructor.

EMT243 **0.5 credit** **1.5 periods** **Pediatric Advanced Life Support Refresher**

Current American Red Cross or American Heart Association Health Care Provider validation. Current validation in Pediatric Advanced Life Support. Prerequisites: EMT242, or permission of instructor.

EMT245 **2 credits** **3.5 periods** **Trauma Management I**

Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility, and documentation. Prerequisites: Basic EMT certification or nurse with emergency room experience, or permission of department.

Course Descriptions

EMT246 **4 credits** **4 periods** **Trauma Management II**

Designed to instruct advanced prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances advanced emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides advanced exposure to victim assessment, initial treatment, resuscitative skills, invasive techniques, electrical and pharmacologic interventions, stabilization, transportation of the victim to an emergency care facility, and documentation. Prerequisites: Certified as a Basic EMT, Intermediate EMT, Paramedic, or Arizona registered prehospital nurse, or permission of instructor.

EMT272AA **12.5 credits** **17.37 periods** **Advanced Emergency Medical Technology**

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: ([MAT 102 or equivalent, or a satisfactory score on an applicable district placement exam], ENG 101, EMT235, and EMT236), or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA. Prerequisite courses required and valid Arizona certification and employment as an EMT for one full calendar year. **Corequisites: EMT272AB and EMT272LL.**

EMT272AB **12.5 credits** **17.38 periods** **Advanced Emergency Medical Technology**

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: ([MAT 102 or equivalent, or a satisfactory score on an applicable district placement exam], ENG 101, EMT235, and EMT236), or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AB. Prerequisite courses required and valid Arizona certification and employment as an EMT for one full calendar year. **Corequisites: EMT272AA and EMT272LL.**

EMT272LL **7.5 credits** **37.5 periods** **Advanced Emergency Medical Technology Practicum**

Clinical and vehicular practicum in support of EMT272AA and EMT272AB. **Prerequisites or Corequisites: EMT272AA and EMT272AB.**

EMT273AA **0.75 credit** **0.75 period** **Advanced Life Support Refresher Course: Part I**

Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to communication, medical legal issues, health/safety issues pertaining to pre-hospital care, and assessment and treatment of the trauma victim. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications,

and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AB **1 credit** **1.25 periods** **Advanced Life Support Refresher Course: Part II**

Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to airway assessment and treatment, including all Basic Life Support (BLS) and Advanced Life Support (ALS) level skills, pharmacology, and assessment and treatment of the cardiac patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AC **0.75 credit** **0.75 period** **Advanced Life Support Refresher Course: Part III**

Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the medical patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AD **1 credit** **1.25 periods** **Advanced Life Support Refresher Course: Part IV**

Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the neonatal and pediatric patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and

Course Descriptions

skills specific to Arizona's system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

ENGINEERING SCIENCE

ECE

Physical Science Department Office PS 153 480.423.6111
ECE Course Coord., Dr. Kyle Rawlings PS 151 480.423.6166

ECE101 3 credits 3 periods Origins of Science and Engineering

Introduction to the profession of engineering from a historical perspective. Evolution of engineering from its ancient roots in China, Europe and the Mideast to the development of engineering during the Renaissance and the 18th and 19th centuries in Europe and the growth of engineering in the United States from its French and British roots to current day practices. Includes electronic research methods. Prerequisites: None.

ECE102 2 credits 4 periods Engineering Analysis Tools and Techniques

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 and (high school physics or PHY111).

ECE201 4 credits 6 periods Electrical Network I

Introduction to electrical networks. Component models, transient and steady state analysis. Prerequisites: ECE103. Prerequisites or Corequisites: MAT262, and (PHY115 and PHY116), or (PHY121 and PHY131).

ECE211 3 credits 5 periods Engineering Mechanics - Statics

Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

ECE212 3 credits 5 periods Engineering Mechanics - Dynamics

Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

ECE298 - SPECIAL PROJECTS: Information about ECE298 courses can be found on page 209.

ENGLISH

ENG

Language & Communication Division LC 305 480.423.6459

ENG061 3 credits 3 periods Basic Writing Skills

Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1,500 words in total. Prerequisites: Appropriate English placement test score, or permission of department/division chair.

ENG071 3 credits 3 periods Fundamentals of Writing

Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2,000 words in total. Prerequisites: Appropriate English placement test score, or permission of department/division chair.

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 a grade of "C" or better in ESL040, or (ESL040AA, ESL040AB and ESL040AC), or ENG071, or permission of instructor.

ENG101 3 credits 3 periods First-Year Composition

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate English placement test score or (a grade of "C" or better in ENG071).

ENG102 3 credits 3 periods First-Year Composition

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: ENG101 with a grade of "C" or better.

ENG200 3 credits 3 periods Reading and Writing About Literature

Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. Prerequisites: ENG102.

ENG210 3 credits 3 periods Creative Writing

Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C" or better, or permission of department.

Course Descriptions

ESL001AE 1 credit 1 period

Basic ESL I: Shopping

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AD, or ESL001BB, or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.*

ESL001AF 1 credit 1 period

Basic ESL I: Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AE, or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.*

ESL001BA 2 credits 2 periods

Basic ESL I: Personal Health and Safety

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL001BB 2 credits 2 periods

Basic ESL I: Services and Employment

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL001BC 2 credits 2 periods

Basic ESL I: Shopping and Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BB or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL002BA 2 credits 2 periods

Basic ESL II: Personal Health and Safety

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to personal health and safety when living in the United States. Continuing development of grammatical patterns. Prerequisites: ESL001, or ESL001AF, or ESL001BC, or ESL001CB, or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL002BB 2 credits 2 periods

Basic ESL II: Services and Employment

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to services and employment when living

in the United States. Continuing development of grammatical patterns. Prerequisites: ESL002BA or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL002BC 2 credits 2 periods

Basic ESL II: Shopping and Everyday Life

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to shopping and everyday life when living in the United States. Continuing development of grammatical patterns. Prerequisites: ESL002BB or permission of instructor. *Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.*

ESL010 3 credits 3 periods

English as a Second Language I: Grammar

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

ESL011 3 credits 3 periods

English as a Second Language I - Listening and Speaking

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002.

ESL012 3 credits 3 periods

ESL I - Writing with Oral Practice

Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. May be repeated for a maximum of six (6) credits. Prerequisites: Approximate ESL placement test score or permission of instructor.

ESL014 1 credit 1 period

Idiomatic English for ESL I

Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL020 3 credits 3 periods

English as a Second Language II: Grammar

Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

Course Descriptions

ESL021 **3 credits** **3 periods** **English as a Second Language II - Listening and Speaking**

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL022 **3 credits** **3 periods** **ESL II - Writing with Oral Practice**

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL012, or permission of instructor.

ESL024 **1 credit** **1 period** **Idiomatic English for ESL II**

Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL030 **3 credits** **3 periods** **English as a Second Language III: Grammar**

Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB and ESL020AC).

ESL031 **3 credits** **3 periods** **English as a Second Language III - Listening and Speaking**

Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL032 **3 credits** **3 periods** **ESL III - Writing with Oral Practice**

Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL022, or permission of instructor.

ESL034 **1 credit** **1 period** **Idiomatic English for ESL III**

Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL040 **3 credits** **3 periods** **English as a Second Language IV: Grammar**

Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ENG030, or (ESL030AA, ESL030AB and ESL030AC).

ESL041 **3 credits** **3 periods** **English as a Second Language IV - Listening and Speaking**

Emphasis on academic skills. Listening to lectures, note taking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042 **3 credits** **3 periods** **ESL IV - Writing with Oral Practice**

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL032, or permission of instructor.

ESL044 **1 credit** **1 period** **Idiomatic English for ESL IV**

Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL051 **3 credits** **3 periods** **Pronunciation Improvement for ESL Speakers**

Individualized pronunciation practice and drills for English as a second language (ESL) speakers. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of instructor.

ESL052 **3 credits** **3 periods** **Job-Specific Writing and Speaking Skills for ESL**

Using and understanding English for specific employment or vocational training. Includes English speaking, reading and writing skills. Prerequisites: Appropriate ESL test score, or satisfactory completion of ESL049, or permission of instructor.

ESL054 **3 credits** **3 periods** **American Culture**

Reading and writing about American culture including history, institutions and sports, and entertainment. Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of instructor.

Course Descriptions

ENH120 **3 credits** **3 periods**
The Literature of Science Fiction

Surveys the last two hundred years of Science Fiction literature and various other media. Investigates the similarities between Science Fiction and other imaginative literatures and media. Examines the Science Fiction genre, sub genres, and themes from a variety of perspectives, as well as social issues. 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 significant authors. Prerequisites: None.

ENH201 **3 credits** **3 periods**
World Literature Through the Renaissance

Examines a selection of the world's literary masterpieces within their cultural contexts, from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis. Prerequisites: None.

ENH202 **3 credits** **3 periods**
World Literature After the Renaissance

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

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.

ENH231 **3 credits** **3 periods**
Introduction to Shakespeare: The Early Plays

Introduces Shakespeare, the playwright and linguist, and the late 16th century. Considers representative comedies, histories, and tragedies from Shakespeare's early period, from 1590-1599. Focuses on the use of language and connects the writer to his historical era. Also considers Shakespeare's relevance to our own time. Prerequisites: None. *Course Note: Student may receive credit for only one of the following: ENH230 or ENH231.*

ENH232 **3 credits** **3 periods**
Introduction to Shakespeare: The Late Plays

Introduces Shakespeare, the playwright and linguist, and the early 17th century. Considers representative comedies, histories, tragedies, and romances from Shakespeare's late period, from 1600-1611. Focuses on the use of language and connects the writer to his historical era. Also considers Shakespeare's relevance to our own time. Prerequisites: None. *Course Note: Student may receive credit for only one of the following: ENH230 or ENH232.*

ENH241 **3 credits** **3 periods**
American Literature Before 1860

Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 **3 credits** **3 periods**
American Literature After 1860

Includes literature written after 1860 in the United States. Prerequisites: None.

ENH250 **3 credits** **3 periods**
Classical Backgrounds in Literature

Introduction to selected readings of Greek and Latin literature in translation and to the key elements as integral aspects of Western culture through successive ages. Prerequisites: None.

ENH251 **3 credits** **3 periods**
Mythology

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

ENH254 **3 credits** **3 periods**
Literature and Film

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent.

ENH256 **3 credits** **3 periods**
Shakespeare on Film

Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film. Prerequisites: None.

ENH260 **3 credits** **3 periods**
Literature of the Southwest

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

ENH275 **3 credits** **3 periods**
Modern Fiction

Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

Course Descriptions

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.

ENH290 **3 credits** **3 periods**
Modern Irish Literature and Culture
 Literature of Ireland from 1880 to the present. Examines how uniquely Irish themes have been reflected in high and popular culture and how these cultures and themes have influenced Ireland's literary tradition. Prerequisites: None.

ENH291 **3 credits** **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.

ENH294 **3 credits** **3 periods**
Multicultural Folktales (EDU294, STO294)
 Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None.

ENTREPRENEURIAL STUDIES **EPS**
Business Division Office **AP 237A** **480.423.6253**

EPS102 **2 credits** **2 periods**
Rich Dad's CASHFLOW®
 Principles, processes, and tools that represent a new paradigm for financial literacy. Concepts and principles based upon Rich Dad Poor Dad, Cashflow Quadrant, and the Rich Dad Cashflow 101 game (Copyright). Prerequisites: None.

EPS103 **1 credit** **1 period**
Rich Dad's Real Estate Investing
 Covers the basics of investing in real estate, how to find property, evaluate property worth, negotiate investment transaction and how to manage real property. Prerequisites: EPS102.

EQUINE SCIENCE **EQS**
Applied Sciences Division Office **AP 237B** **480.423.6599**

EQS105 **3 credits** **3 periods**
Principles of Equine Science
 Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: None.

EQS120 **3 credits** **3 periods**
Equine Anatomy and Physiology
 Study of structure and function of the equine. Includes cell structure and anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Prerequisites: None.

EQS130 **3 credits** **3 periods**
Equine Business and Law
 Practices and records used in the equine business. Includes record keeping systems and basic accounting principles; taxes; personnel management practices; computer programs for record keeping and operations management. Addresses legal aspects and laws unique to equine businesses. Prerequisites: None.

EQS140 **3 credits** **3 periods**
Equine Behavior
 Equine behavior modification using the horse's natural behavior patterns. Emphasis on intelligence level, vision, emotions, hearing, and attention span of the horse. Prerequisites: None.

EQS150 **4 credits** **4 periods**
Equine Management
 Hands-on practice sessions devoted to good horsekeeping skills. Includes assessment of vital signs, methods of restraint, intramuscular injections, oral medications, leg wraps, leg sweats and poultice applications, body clipping and fitting sheets and blankets. Prerequisites: EQS105 or permission of department.

EQS175 **3 credits** **4 periods**
Principles of Equine Massage
 Designed to acquaint students with the major muscle groups of the horse and the relationship that exists between the muscular system and equine locomotion. Instruction and practice in basic equine massage techniques designed to aid muscle relaxation. Course is not designed to train or certify individuals to massage horses on a professional basis. Prerequisites: None.

EQS200 **3 credits** **3 periods**
Principles of Equine Nutrition
 Basic principles of equine nutrition and digestion. Proper selection, evaluation, and utilization of feeds. Emphasis on nutrient content and ration evaluation, general health and feed management. Prerequisites: EQS105 and EQS120, or permission of department.

EQS215 **3 credits** **3 periods**
Feeding Programs for Production and Performance
 Explores the feeding and care of the equine in various stages of production, growth and performance. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs. Prerequisites: EQS200 or permission of department.

EQS220 **3 credits** **3 periods**
Equine Reproduction
 Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures. Prerequisites: (EQS105 and EQS120) or permission of department.

Course Descriptions

EQS225 **3 credits** **3 periods**
Equine Health and Disease Management
 Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health. Prerequisites: (EQS105 and EQS120) or department approval.

EQS235 **3 credits** **3 periods**
English Horsemanship and Training
 Riding skills and training techniques for the English horse. Includes review of basic horsemanship skills, lateral bend and vertical flexion, halt, rein back, leg yield, counter canter, simple and flying change of leads, mental preparation for shows and the judging criteria for various performances. Prerequisites: None.

EQS245 **3 credits** **3 periods**
Western Horsemanship and Training
 Riding skills and training techniques for the western horse. Includes review of basic horsemanship skills, stopping, backing, two track, simple and flying lead changes, turns on the forehand and hindquarters, rating speed collection, western riding patterns and horse show preparation. Prerequisites: None.

EQS250 **3 credits** **6 periods**
Equine Evaluation
 Fundamental relationship between good conformation and ability of the horse to remain sound and useful. Includes basic skeletal structure, common blemishes and unsoundness, breed standards, and performance events for the American Quarter Horse, Arabian, Thoroughbred, Morgan, American Saddlebred, and National Show Horse. Prerequisites: EQS105 and EQS120, or department approval.

EQS280 **2 credits** **10 periods**
Equine Science Internship
 Equine industry work experience in the area of choice. May include any type of departmentally approved equine facility or equine-related business. Prerequisites: Completion of all 100-level EQS courses and EQS250. *Course Note: EQS280 may be repeated for a total of four (4) credits with department permission.*

EQS282 **1 credit** **5 periods**
Special Event Internship
 Hands-on career track experience before, during and after a major equine event. Emphasis on event coordination and management issues. May be repeated for a total of four (4) credits with department permission. Prerequisites: Enrollment in the Equine Science program.

FIRE SCIENCE TECHNOLOGY **FSC**
Health Sciences Division Office **SB 132** **480.423.6225**

FSC102 **11 credits** **19.6 periods**
Fire Department Operations
 Introductory fire science course primarily designed for the fire department recruit. Includes fire fighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

FSC104 **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 Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within six (6) months prior to registration; immunity to rubella (German Measles) and rubeola.

FSC105 **3 credits** **3 periods**
Hazardous Materials/First Responder
 Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

FSC106 **3 credits** **3 periods**
Introduction to Fire Protection
 History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire fighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

FSC108 **3 credits** **3 periods**
Fundamentals of Fire Prevention
 Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

FSC110 **3 credits** **3 periods**
Wildland Firefighter
 Basic-level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC113 **3 credits** **3 periods**
Introduction to Fire Suppression
 Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

Course Descriptions

FSC117 **3 credits** **3 periods**
Fire Apparatus
Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

FSC118 **3 credits** **3 periods**
Fire Hydraulics
Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

FSC134 **3 credits** **4.6 periods**
Fitness and Conditioning for Firefighters
Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

FSC139 **3 credits** **3 periods**
Emergency Response to Terrorism (AJS139)
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None.

FSC202 **3 credits** **3 periods**
Supervisory Training for Firefighters
Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

FSC204 **3 credits** **3 periods**
Firefighting Tactics and Strategy
Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113, or permission of instructor or equivalent.

FSC208 **3 credits** **3 periods**
Firefighter Safety and Building Construction
Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113, or permission of instructor, or equivalent.

FSC209 **3 credits** **3 periods**
Fire Investigation
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 202.

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: None.

Course Descriptions

GEOGRAPHY

Social/Behavioral Sciences Division

GCU and GPH

SB 130 480.423.6206

The cultural geography courses (GCU), which provide social/behavioral science credit, are listed first, followed by the physical geography courses (GPH), which provide natural science credit.

GCU

Cultural Geography

GCU102 3 credits 3 periods

Introduction to Human Geography

Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. Prerequisites: None.

GCU121 3 credits 3 periods

World Geography I: Eastern Hemisphere

Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.



GCU122 3 credits 3 periods

World Geography II: Western Hemisphere

Description and analysis of variations in social, economic, and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America, and Anglo America. Prerequisites: None.

GCU194 3 credits 3 periods

Special Topics in Cultural Geography

Detailed study of specific regions, topics, or current issues in cultural geography. Topics may include origins, diffusion, and division of

cultural areas. Examines cultural patterns and spatial organization which may include population, religion, economic, social and political characteristics. Studies interrelationships between humans and the physical environment (i.e. environmental ecosystems, physical processes and natural resources). Prerequisites: None.

GCU221 3 credits 3 periods

Arizona Geography

The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

GPH

Physical Geography

GPH111 4 credits 6 periods

Introduction to Physical Geography

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

GPH194 3 credits 3 periods

Special Topics in Physical Geography

Detailed study of specific regions, topics, or current issues in physical geography. Emphasis on relationships within and between the atmosphere, lithosphere, hydrosphere, biosphere, and how humans relate to their environment. Topics may include environmental ecosystems, physical processes (i.e., weather, climate, geomorphology, oceanography), natural resources and the impacts of human population (i.e., pollution, politics, religion, economic activities). Field trips may be used as a mandatory component of the course. Prerequisites: None.

GPH210 3 credits 3 periods

Society and Environment

Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: ENG101 or ENG107 or equivalent.

GPH212 3 credits 3 periods

Introduction to Meteorology I

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

GPH214 1 credit 3 periods

Introduction to Meteorology I Lab

Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GPH213 3 credits 3 periods

Introduction to Climatology

Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None.

GPH215 1 credit 3 periods

Introduction to Climatology Laboratory

A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213.

Course Descriptions

HEALTH CARE RELATED

Health Sciences Division Office SB 132 480.423.6225

HCR240 4 credits 4 periods

Human Pathophysiology

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent.

HCR240AA 2 credits 2 periods

Human Pathophysiology I

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent. Corequisites: HCR240AB or permission of instructor.

HCR240AB 2 credits 2 periods

Human Pathophysiology II

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent. Corequisites: HCR240AA or permission of instructor.

HEALTH CORE CURRICULUM

Health Sciences Division Office SB 132 480.423.6225

HCC109 0.5 credit 0.5 period

CPR for Health Care Provider (EMT/RES109)

Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automated, external defibrillation and resuscitation equipment. Prerequisites: None.

HCC109AA 0.25 credit 0.25 period

CPR for Healthcare Providers Renewal (RES109AA)

Renewal course for Healthcare Provider cardiopulmonary resuscitation (CPR) training. Condensed review of new American Heart Association skills and standards prior to skill testing. Skill testing includes one- and two-rescuer CPR and obstructed airway procedures on the adult, infant, and pediatric victim. Prerequisites: Current Healthcare Provider CPR card at time of course.

HCC130 3 credits 3 periods

Fundamentals in Health Care Delivery

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health

HCR

Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AA 0.5 credit 0.5 period

Health Care Today

Overview of current health care professions including career and labor market information. Health care delivery systems, third-party payers, and facility ownership. Health organization structure, patient rights and quality care. Prerequisites: None.

HCC130AB 0.5 credit 0.5 period

Workplace Behaviors in Health Care

Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Prerequisites: None.

HCC130AC 0.5 credit 0.5 period

Personal Wellness and Safety

Introduces healthful living practices to include nutrition, stress management and exercise. Includes occupational Safety and health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.

HCC130AD 0.5 credit 0.5 period

Communication and Teamwork in Health Care Organizations

Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC130AE 0.5 credit 0.5 period

Legal Issues in Health Care

Basic legal terminology used in the health care setting. Legal concepts related to health care employment, medical documentation, and communication. Introduction to regulatory requirements in health care. Prerequisites: None.

HCC130AF 0.5 credit 0.5 period

Decision Making in the Health Care Setting

Principles and application of a decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None.

HCC145AA 1 credit 1 period

Medical Terminology for Health Care Workers I

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

Course Descriptions

HEALTH SCIENCE (HPERD)

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.

HESI100 3 credits 3 periods

Healthful Living

Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HESI126 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.

HESI154 3 credits 3 periods

First Aid/Cardiopulmonary Resuscitation

Cardiopulmonary resuscitation and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES201 3 credits 3 periods

Substance Abuse and Behavior

Principles and factual bases of drug use and abuse. Physiological and socio-psychological effects of drug use and law enforcement of drug abuse. Consultants used extensively to enrich course. Prerequisites: None.

HES271 3 credits 3 periods

Prevention and Treatment of Athletic Injuries

Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HISTORY

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.

HIS106 3 credits 3 periods
Southwest History
 Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS107 3 credits 3 periods
Selected Issues in United States History
 Survey of selected major issues in history of United States from early times to present. Prerequisites: None.

HIS108 3 credits 3 periods
United States History 1945 to the Present
 Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

Course Descriptions

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.

HRM145 **3 credits** **3 periods**
Events Management
 Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events. Prerequisites: None.

HRM146 **3 credits** **3 periods**
International Meetings, Conventions and Exhibitions
 Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment. Prerequisites: HRM110.

HRM150 **3 credits** **3 periods**
Hospitality and Tourism Information Systems I
 Overview of current computer technology, concepts and terminology as it applies to the hospitality and tourism industry. Use of software applications including word processing, spreadsheet, database and presentation graphics. Discussion of social and ethical issues related to computers. Exploration of relevant and emerging technologies in the industry. Prerequisites: HRM110.

HRM160 **3 credits** **3 periods**
Tourism Principles and Practices
 Introduces the fundamental principles and practices of tourism. Examines tourism sectors, consumer behavior, and factors that influence tourism. Focuses on the interaction of tourism with the economy, environment and people. Prerequisites: None.

HRM220 **3 credits** **3 periods**
Hospitality Managerial Accounting
 Study of financial statement analysis, asset management, ratio analysis, analytical techniques, and investment decision making. Emphasis on planning, budgeting, and management decisions. Prerequisites: ACC211.

HRM230 **3 credits** **3 periods**
Beverage Management
 Identification, production, purchasing, and service of spirits, wine and beer products. Marketing, menu development, and cost controls of a beverage operation. Special emphasis on staffing, training and legal regulations for beverage sales. Prerequisites: None.

HRM235 **3 credits** **3 periods**
Club Management
 Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs. Prerequisites: HRM110.

HRM240 **3 credits** **3 periods**
Commercial Food Production
 Application of food preparation principles, procedures and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens. Prerequisites: HRM110 and HRM140.

HRM250 **3 credits** **3 periods**
Hospitality and Tourism Information Systems II
 Use of computer systems to generate information needed for management of lodging, tourism and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: (HRM110 and HRM150) or permission of instructor.

HRM260 **3 credits** **3 periods**
Hospitality Human Resource Management
 Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: HRM110 or approval of instructor.

HRM265 **3 credits** **3 periods**
Financing Hospitality and Tourism Development
 Examines financial management concepts, analytical techniques and investment decision making processes essential to hospitality and tourism management. Provides an applied management approach to managing profitability, financing growth, and using financial analysis to make investment decisions. Prerequisites: HRM110 and (MAT140 or MAT141 or MAT142).

HRM270 **3 credits** **3 periods**
Hospitality Marketing
 Essential skills of defining a service market, developing a market plan and directing personnel to follow marketing plan. Emphasis on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market. Prerequisites: HRM110.

HRM275 **3 credits** **3 periods**
Restaurant Management
 Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation, and legal regulations in the restaurant industry. Prerequisites: None.

HRM280 **3 credits** **3 periods**
Hospitality and Tourism Law
 Examines legal aspects of hotel, restaurant and tourism management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: HRM110.

Course Descriptions

HRM285 **3 credits** **3 periods**

Gaming Management

History, development, and management of casinos and gaming. Emphasis on environment, operations, regulation, accounting, auditing, and taxation of casinos and gaming operations. Prerequisites: None.

HRM290 **3 credits** **3 periods**

Ecotourism

Overview of ecotourism planning and development with emphasis on contemporary issues associated with environmentally sound, culturally sensitive and economically viable tourism development. Examines the history and emergence of ecotourism and the establishment of policies and management practices associated with sustainable development that conserves natural resources while providing economic benefits. Prerequisites: HRM110.

HRM291 **3 credits** **15 periods**

Directed Field Study – International

Directed international field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application in an international setting. Includes a minimum of 240 documented hours of contact with the employer/subject of study at minimum. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

HRM292 **3 credits** **15 periods**

Directed Field Study

Directed field study in hospitality or tourism at an approved site working with industry, government or the nonprofit sector. Designed to provide students the opportunity to integrate theories, principles, and practices from their program of study through practical application. Includes a minimum of 240 documented hours of contact with the employer/subject of study. Prerequisites: Completion of 15 credits in the Hospitality and Tourism Program, a 3.0 or higher grade point average, and permission of the program director. *Course Note: May be repeated for a total of six (6) credits with permission of the program director.*

HUMANITIES

Communication Arts Office **LC 305** **480.423.6076**

Fine Arts Division Office **MB 139** **480.423.6328**

HUM

HUM105AB **1 credit** **1 period**

Cultural Perspectives: Native American Ideas and Values

An interdisciplinary examination of the history, arts, ideas and values of Native Americans and their contribution to life in the United States. Prerequisites: None. (HUM105AB not offered every semester.)

HUM190AA-AI **1 credit** **1 period**

Honors Forum

Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues.

Prerequisites: Admission to the College Honors Program or permission of instructor.

HUM205 **3 credits** **3 periods**

Introduction to Cinema (THE205)

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM209 **3 credits** **3 periods**

Women and Films (WST209)

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

HUM210 **3 credits** **3 periods**

Contemporary Cinema (THE210)

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM211AA **3 credits** **3 periods**

Foreign Films: Classics

Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None.

HUM250 **3 credits** **3 periods**

Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101. (HUM250 offered Fall semester only.)

HUM251 **3 credits** **3 periods**

Ideas and Values in the Humanities

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including western and non-western cultures. Prerequisites: ENG101. (HUM250 offered Spring semester only.)

HUM260 **3 credits** **3 periods**

Intercultural Perspectives

Cultural, literary, and artistic expressions of Native, Hispanic and African Americans. Includes traditional and modern work and contribution to American civilization. Prerequisites: None. (HUM260 not offered every semester.)

INFANT/TODDLER DEVELOPMENT **ITD**

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Child/Family Studies (CFS), page 144,
Early Childhood Development (ECH), page 159
Early Education (EED), page 160

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.

Course Descriptions

Course Descriptions

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.

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.

INFORMATION STUDIES

IFS

Library Division Office LB 162 480.423.6653

IFS101 3 credits 3 periods

Information Skills in the Digital Age

Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context as well as the technological implications of the use and organization of information. Prerequisites: ENG101, or ENG107, or equivalent.

INTERIOR DESIGN

INT

Applied Sciences Division Office AP 237B 480.423.6599

INT105 3 credits 3 periods

Introduction to Interior Design

Introduction to the profession of interior design, including design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design vocabulary relative to architectural details, furnishings, and finishes. Prerequisites: None.

INT115 3 credits 3 periods

Historical Architecture and Furniture

Historical survey of the development of furniture, interiors, and architecture from antiquity to the 19th Century. Prerequisites: None.

INT120 3 credits 3 periods

Modern Architecture and Furniture

Survey of the development of furniture, interiors, and architecture from the 19th Century to the present. Emphasis is on modern architects and designers. Prerequisites: None.

INT145 3 credits 6 periods

Drawing and Rendering

Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: ARC121, or DFT121, or INT100.

INT150 3 credits 6 periods

Color and Design

Introduction to the theory and application of color as related to the elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design. Prerequisites: None.

INT160 3 credits 3 periods

Fabrics for Interiors

Study of the properties, design, and performance characteristics of interior fabrics. Psychological and cultural impact of textiles on the built environment. Role of the interior designer in working with textiles. Introduction to regulations and codes within the textile industry. Prerequisites: None.

INT170 3 credits 6 periods

Interior Materials

Properties, performance, maintenance, sustainability and general characteristic of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes, furnishings, and equipment sources. Prerequisites: INT105. Prerequisite or Corequisite: INT160.

INT190 3 credits 6 periods

Space Planning

Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Stresses creative expression through the utilization of design elements and principles. Prerequisites: INT105 and (ARC121, or DFT121, or INT100). Prerequisites or Corequisites: INT140 or ARC141.

INT215 3 credits 3 periods

Professional Practices

Marketing and business processes used in interior design studios. Ethical issues facing interiors industry. Development of business plan. Prerequisites: INT190. (Note: Students must be enrolled in the SCC INT third-year Professional Level Certificate Program.)

INT225 3 credits 3 periods

History of Decorative Arts

Survey of historical art, furniture and interiors with an emphasis on decorative arts from various cultures. Prerequisites: INT115 and INT120.

INT230 3 credits 6 periods

Presentation Techniques

Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. Prerequisites: INT145.

INT240 3 credits 6 periods

Kitchen and Bath Design

Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the design process and computer-based tools for interior design. Prerequisites: INT190 and [(ARC141 or DFT105) or INT140].

INT260 3 credits 3 periods

Interior Codes and Regulations

Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Prerequisites: AAS Degree in Interior Design or permission of department.

Course Descriptions

INT265 3 credits 3 periods

Building Systems

Study of building systems and their impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of department.

INT268 3 credits 6 periods

Lighting Design

Study of interior lighting design and its impact on the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of department.

INT270 3 credits 6 periods

Commercial Design

Creation of design solutions for commercial spaces. Focuses on issues affecting the health, safety and welfare of the public. Prerequisites: AAS Degree in Interior Design or permission of instructor.



INT271AA 1 credit 5 periods

Interior Design Internship

Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. *Course Note: May be repeated for a total of four (4) credits with department permission.*

INT271AB 2 credits 10 periods

Interior Design Internship

Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. *Course Note: May be repeated for a total of four (4) credits with department permission.*

INT271AC 3 credits 15 periods

Interior Design Internship

Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval.

INT274AA 1 credit 5 periods

Interior Design Study Tour

A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career. Prerequisites: Departmental approval.

INTERNATIONAL BUSINESS IBS

Business Division Office AP 237A 480.423.6253

SCC Business Institute

14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910

www.sccbi.com

IBS101 3 credits 3 periods

Introduction to International Business

A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

IBS201 3 credits 3 periods

International Studies for Business (Fastrack)

Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts to real-world business situations through case studies and experiential exercises. Prerequisites: None. **(Offered in both on-campus and online formats.)**

ITALIAN LANGUAGE ITA

Language & Communication Division LC 305 480.423.6459

ITA101 4 credits 4 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.

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.

ITA102 4 credits 4 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.

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

Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

Course Descriptions

LEADERSHIP

Communication Arts Dept. Office LC 305 480.423.6076
 Fine Arts Division Office MB 139 480.423.6328

LDR101 2 credits 2 periods

Emerging Leaders I

Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning. Prerequisites: None.

LIBRARY SKILLS

Library Division Office LB 162 480.423.6653

LBS201 3 credits 3 periods

Electronic Resources Concepts and Skills

Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources. Prerequisites: None.

MANAGEMENT

Business Division Office AP 237A 480.423.6253
 SCC Business Institute
 14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910
 www.sccbi.com

See requirements listed for certificate programs and associate degrees under Business, Business (Fastrack), Small Business Management, or Retail Management.

MGT101 3 credits 3 periods

Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT109 3 credits 3 periods

Development of Professional Skills and Standards (Fastrack)

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations. Prerequisites: None. (Offered in both on-campus and online formats.)

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.

MGT122 3 credits 3 periods

Health Care Supervision

Initial course for health care supervisors who are technically competent in a health care field and who are responsible for supervision of other health care workers. Prerequisites: None. (Offered in online format.)

LDR : **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. (Offered in both on-campus and online formats.)

MGT127 3 credits 3 periods

Managing and Leading for Competitive Advantage (Fastrack)

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. Prerequisites: None. (Offered in both on-campus and online formats.)

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.

MGT174 2 credits 2 periods

Developing A Business Plan

Understanding and applying practical methods of researching and writing a successful business plan. 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. (Offered in both on-campus and online formats.)

MGT179 3 credits 3 periods

Utilizing the Human Resources Department (Fastrack)

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None. (Offered in both on-campus and online formats.)

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.

Course Descriptions

MKT268 3 credits 3 periods

Merchandising

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required. (Offered in both on-campus and online formats.)

MKT271 3 credits 3 periods

Principles of Marketing

An analysis of the marketing process and environment with regard to the product, pricing, distribution and communication in order to satisfy buyer needs. Prerequisites: None.

MASS COMMUNICATION MCO

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 Department Office CM 404 480.423.6588

Mathematics Value Statement

Rapid change and growing complexity characterize our world. In this context, the ability to think critically is an increasingly important skill.

As a discipline that encompasses many forms of reasoning, mathematics is in a position to foster critical thinking and other higher-order thinking skills.

Students become critical thinkers in mathematics not only through the acquisition of course-specific knowledge and skills, but also through the development of skills in problem solving, decision making, and communication. Accordingly, all mathematics courses in the Maricopa Community College District are designed to help develop the following:

To foster critical thinking, students interpret evidence, identify arguments pro and con, analyze and evaluate alternative points of view, reach conclusions, justify results and procedures, and explain assumptions and reasons.

When solving problems, students identify the problem to be solved, determine the strategy(ies) to solve the problem, apply the selected strategy(ies), judge the correctness and appropriateness of the solution, and interpret and communicate the solution.

When making decisions, students identify the various options that could be used, select an appropriate or reasonable option(s), justify the option(s) selected, and verify the reasonableness or validity of their conclusions. To develop effective communication skills, students use

mathematical language and vocabulary; explain a problem-solving or decision-making process in an understandable and logical sequence; use a variety of resources, materials, or methods; and interpret and respond to mathematical communication received from others.

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

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.

MAT091 4 credits 4 periods

Introductory Algebra

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT092 3 credits 3 periods

Introductory Algebra

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District placement exam.

MAT102 3 credits 3 periods

Mathematical Concepts/Applications

A problem-solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

Course Descriptions

MAT108 2 credits 2 periods

Tutored Mathematics

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT 141, or MAT 142, or MAT150, or MAT151, or MAT152, or permission of department chair. *Course Note: MAT108 may be repeated for a total of ten (10) credits.*

MAT120 5 credits 5 periods

Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT121 4 credits 4 periods

Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT122 3 credits 3 periods

Intermediate Algebra

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, or MAT093, or equivalent, or a satisfactory score on the District placement exam.

MAT141 4 credits 4 periods

College Mathematics

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: appropriate for the student whose major does not require college algebra or precalculus.*

MAT142 3 credits 3 periods

College Mathematics

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District

placement exam. *Course Note: appropriate for the student whose major does not require college algebra or precalculus.*

MAT150 5 credits 5 periods

College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187.*

MAT151 4 credits 4 periods

College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. *Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152 or MAT187.*

MAT156 3 credits 3 periods

Mathematics for Elementary Teachers I

Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157 3 credits 3 periods

Mathematics for Elementary Teachers II

Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisites: MAT156 or equivalent.

MAT172 3 credits 3 periods

Finite Mathematics

An introduction to the mathematics required for the study of social and behavioral sciences. Includes combinatorics, probability, descriptive statistics, matrix algebra, linear programming and the mathematics of finance. Includes applications of technology in problem-solving. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, MAT187 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.

Course Descriptions

MAT187 **5 credits** **5 periods**

Precalculus

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Strongly recommended that students have some knowledge of trigonometry.

MAT212 **3 credits** **3 periods**

Brief Calculus

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT213 **4 credits** **4 periods**

Brief Calculus

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT217 **3 credits** **3 periods**

Mathematical Analysis for Business

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of "C" or better in MAT212 or MAT213.

MAT220 **5 credits** **5 periods**

Calculus with Analytic Geometry I

Limits, continuity, differential and integral calculus of functions of one variable. 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. *Course Note: MAT220 students may receive credit for only one of the following: MAT220 or MAT221.*

MAT225 **3 credits** **3 periods**

Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212, or MAT220, or MAT221, or equivalent.

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**

Calculus with Analytic Geometry II

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic

geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. *Course Note: MAT230 students may receive credit for only one of the following: MAT230 or MAT231.*

MAT240 **5 credits** **5 periods**

Calculus with Analytic Geometry III

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. *Course Note: MAT240 students may receive credit for only one of the following: MAT240 or MAT241.*

MAT261 **4 credits** **4 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.

MAT295 **1 credit** **1 period**

Special Topics in Mathematics

Conceptual and computational aspects of a special topic in modern mathematics. Prerequisites: Permission of instructor.

MICROSOFT TECHNOLOGY **MST**

CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business-Personal Computers (BPC), page 142
 Computer Information Systems (CIS), page 147
 Office Automation Systems (OAS), page 199

MST140 **3 credits** **4 periods**

Microsoft Networking Essentials

Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. Recommend BPC110 or CIS105 and BPC121AB.

MST150 **3 credits** **4 periods**

Microsoft Windows Professional

Knowledge and skills necessary to perform day-to-day administrative tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST152 **4 credits** **5 periods**

Microsoft Windows Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

MST155 **3 credits** **4 periods**

Implementing Windows Network Infrastructure

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST152 course or permission of instructor.

Course Descriptions

MST157 **3 credits** **4 periods**

Implementing Windows Directory Services

Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST170 **4 credits** **5 periods**

Visual Basic Desktop Application Development

Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

MST172 **4 credits** **5 periods**

Visual Basic .NET Web Application Development

Knowledge and skills to develop and implement Web-based applications using ASP.NET, Web forms, and the Microsoft.NET framework with Visual Basic. Preparation for Microsoft Certified Applications Developer (MCAD) certification examination. Prerequisites: (BPC/CIS133DA, or BPC/CIS133AA and BPC/CIS133BA and BPC/CIS133CA) and CIS259, or permission of instructor.

MST174 **3 credits** **4 periods**

Microsoft Visual InterDev

Web site programming tasks to create enterprise-level Web sites that use Component Object Model (COM) components on both the client and the server. Preparation for Microsoft Certified Solutions Developer (MCS D) examination. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST232 **3 credits** **4 periods**

Managing a Windows Network Environment

Knowledge and skills required to administer Windows network operating systems. Preparation for Microsoft certification examination. Prerequisites: MST140, MST150, and MST152, or permission of instructor.

MST242 **4 credits** **5 periods**

Microsoft Exchange Server

Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST244 **3 credits** **4 periods**

Microsoft SQL Server Administration

Knowledge and skills required to install, configure, and administer Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course, or MST170, or permission of instructor.

MST252 **3 credits** **4 periods**

Microsoft Windows Network Upgrade

Evaluate differences between current version of Microsoft Windows network operating system and upgraded version. Intended for Microsoft network administrators seeking upgrade training. Prerequisites: MST152 or permission of instructor.

MST253 **3 credits** **4 periods**

Designing a Microsoft Windows 2000 Directory Services Infrastructure

Provides students with the knowledge and skills necessary to plan and implement Microsoft Windows 2000 Directory Services in an enterprise environment. Prerequisites: Any MST152 course or permission of instructor.

MST254 **3 credits** **4 periods**

Microsoft SQL Server Design and Implementation

Knowledge and skills required to design and implement databases using Microsoft SQL Server. Preparation for Microsoft certification examination. Prerequisites: CIS259, or any MST152 course, or permission of instructor.

MST255 **3 credits** **4 periods**

Designing Windows Network Infrastructure

Knowledge and skills to create a networking services infrastructure design that supports network applications and the needs of an organization. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST155 or permission of instructor.

MST259 **3 credits** **4 periods**

Designing Windows Network Security

Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: MST157 or permission of instructor.

MST270 **3 credits** **4 periods**

Microsoft Solution Architectures

Knowledge and skills to analyze business requirements in a given scenario and define technical solution architectures to optimize business results using Microsoft development tools. Prerequisites: (ACC230 or GBS151) and MST170, or permission of instructor.

MILITARY SCIENCE

MIS

Applied Sciences Division Office **AP 237B** **480.423.6599**

MIS101 **3 credits** **5 periods**

Introduction to the Military I

Overview of mission, organization and structure of the Army and its role in national defense; discussion of current military issues. Prerequisites: None.

MIS102 **3 credits** **5 periods**

Introduction to the Military II

Introduces problem-solving methods, critical thinking, decision making, and group cohesion as applied in a military environment. Prerequisites: MIS101.

MIS201 **3 credits** **5 periods**

Introduction to Leadership Dynamics I

Introduces interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: None.

Course Descriptions

MIS202 **3 credits** **5 periods** **Introduction to Leadership Dynamics II**

Introduction to interpersonal dynamics involved in military team operations; theory and application of military leadership principles. Prerequisites: MIS201.

MOTION PICTURE/TV PRODUCTION CLASSES

See **TELECOMMUNICATIONS (TCM)**, page 209.

MUSIC

Music Department Office **MB 145** **480.423.6333**
Fine Arts Division Office **MB 139** **480.423.6328**

Scottsdale Community College offers the first two years of basic instruction needed for theory, voice and/or instrumental majors. In addition, courses are offered to meet the requirements of general education in the humanities, commercial music and special interest areas. Private instruction is offered in the areas of piano, voice, band and orchestral instruments. A special fee is charged for private instruction, except for approved music majors. Music majors are required to participate in a performance group each semester. All potential music majors are encouraged to contact the music department, (480) 423-6333, for further information.

MHL **Music: History & Literature**

MHL143 **3 credits** **3 periods** **Music in World Cultures**

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

MHL145 **3 credits** **3 periods** **American Jazz and Popular Music**

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800s to present. Prerequisites: None.

MHL153 **3 credits** **3 periods** **Rock Music and Culture**

History of rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

MHL241 **3 credits** **3 periods** **Music History and Literature to 1750**

In-depth study of music history from the primitive era through the Baroque period. Prerequisites: MTC155 and MTC156 or permission of instructor.

MHL242 **3 credits** **3 periods** **Music History and Literature 1750 to Present**

In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of instructor.

MTC **Music: Theory & Composition**

MTC101 **3 credits** **3 periods** **Introduction to Music Theory**

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC103 **2 credits** **2 periods** **Introduction to Aural Perception**

An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of four (4) credit hours. Prerequisites: None.

MTC105 **3 credits** **3 periods** **Music Theory I**

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100, or MTC101, or permission of instructor. Corequisites: MTC106.

MTC106 **1 credit** **2 periods** **Aural Perception I**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC112 **1 credit** **1 period** **Song and Melody Forms**

Introduction to basic song forms and components, including introduction, verse, chorus, bridge, interlude or break. Prerequisites: MTC110 or permission of instructor.

MTC120 **3 credits** **5 periods** **Introduction to Sound Design for Film and Video (TCMI20)**

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: (TCMI100 and TCMI136) or permission of instructor.

MTC155 **3 credits** **3 periods** **Music Theory II**

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

MTC156 **1 credit** **2 periods** **Aural Perception II**

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC191 **3 credits** **4 periods** **Electronic Music I**

An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers, and other compatible MIDI instruments. Prerequisites: None.

Course Descriptions

MTC192 **3 credits** **4 periods**

Electronic Music II

Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: MTC191.

MTC205 **3 credits** **5 periods**

Music Theory III

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 not offered every semester.*)

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.*)

MTC261 **3 credits** **3 periods**

Modern Arranging I

Basic arranging techniques as used in jazz and rock idioms for combo and special ensembles. Idiomatic uses of harmony, melodic rhythm, voicing, tonal color and notation. May be repeated for a total of six (6) credit hours. Prerequisites: MUPI64 and MUPI65, or permission of instructor.

MTC296 - COOPERATIVE EDUCATION:

Information about MTC296 courses can be found on page 152.

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 209.

MUC **Music: Commercial & Business**

MUC109 **3 credits** **3 periods**

Music Business: Merchandising and the Law

Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures and business affairs, agents, artist management, and concert production. Prerequisites: None.

MUC110 **3 credits** **3 periods**

Music Business: Recording and Mass Media

Operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

MUC111 **3 credits** **5 periods**

Digital Audio Workstation I (DAW I)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195 or MUC195AA.

MUC112 **3 credits** **5 periods**

Digital Audio Workstation II (DAW II)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111.



MUC130 **3 credits** **6 periods**

Music Electronic Components

Survey of electronics used in the music industry with emphasis on troubleshooting and minor repair of musical electronic equipment. Prerequisites: None.

MUC135 **2 credits** **2 periods**

Live-Performance Disc Jockey Techniques

Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted dance songs, cueing, segueing/mixing methods, the relationship of beats per minute to segueing, and programming songs to entertain a live audience. Covers the history of the live performance DJ and strategies for soliciting employment in the field. Prerequisites: None.

MUC195 **3 credits** **5 periods**

Studio Music Recording I

Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

Course Descriptions

MUC196 **3 credits** **5 periods**
Studio Music Recording II

Emphasis on signal-processing equipment, mixing consoles and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195 or MUC195AA.

MUC197 **3 credits** **3 periods**
Live Sound Reinforcement I

Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

MUC198 **3 credits** **3 periods**
Live Sound Reinforcement II

Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: MUC197. (MUC198 not offered every semester.)

MUC209 **3 credits** **3 periods**
Music Business: Industry Leadership and E-Commerce

Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, the digital age, e-commerce, industry leadership, visionary development and the collaboration process. Prerequisites: MUC109 and MUC110 or permission of Instructor.

MUC295 **3 credits** **6 periods**
Studio Music Recording III

Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. Prerequisites: (MUC195 or MUC195AA) or MUC196 and instructor approval.

MUC295AA **1 credit** **1 period**
Self Promotion for Music

Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

MUC297AB **2 credits** **2 periods**
Music Internship

Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: Departmental approval.

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 \$320 for 1 credit (1/2 hour lesson per week, per semester) or \$640 for 2 credits (1 hour lesson per week, per semester) in addition to the regular credit fee. Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion and harp. May be repeated for credit.

- MUPI01 Private Instr. (1/2 hour lesson 1 credit) 1st Semester
- MUPI51 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
- MUPI02 Private Instr. (1 hour lesson 2 credits) 1st Semester
- MUPI52 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**

MUP123AA **0.5 credit** **0.5 period**
Studio Class/Piano

Performance and laboratory class for students enrolled in private piano instruction. Emphasis on demonstration and discussion of specific piano problems. May be repeated for a total of three credits. Prerequisites: None. Corequisites: Private Piano Instruction.

MUP123AB **0.5 credit** **0.5 period**
Studio Class/Voice

Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific voice problems. May be repeated for a total of three credits. Prerequisites: None. Corequisites: Private Voice Instruction.

MUP130 **2 credits** **3 periods**
Beginning Group Piano

Basic introduction to playing piano through music reading, chords, rhythmic, and written activities. Designed for those with little or no piano experience. Prerequisites: None.

MUP131 **2 credits** **3 periods**
Class Piano I

Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132 **2 credits** **3 periods**
Class Piano II

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

Course Descriptions

<p>MUPI133 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.</p>	<p>MUPI199SA 2 credits 5 periods Rock Band Emphasizes instrumental and vocal techniques and the preparation of all styles of rock band literature. Introduces music business. Includes participation in public and private performances throughout the semester. Prerequisites: Auditions are required. <i>Course Notes: MUPI199SA may be repeated for up to eight (8) credits.</i></p>
<p>MUPI134 2 credits 3 periods Class Voice II Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUPI133 or permission of instructor.</p>	<p>MUP209 2 credits 2 periods Elements of Conducting Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.</p>
<p>MUPI153 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.</p>	<p>MUP225 2 credits 3 periods Class Guitar I Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.</p>
<p>MUPI157 1 credit 3 periods Women's Chorus A women's chorus designed to emphasize choral technique and performance of all styles of appropriate choral literature. Public performances are scheduled during the year. Auditions may be required. May be repeated for credit. Prerequisites: None.</p>	<p>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.</p>
<p>MUPI159 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.</p>	<p>MUP227 2 credits 3 periods Class Guitar III Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.</p>
<p>MUPI161 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.</p>	<p>MUP228 2 credits 3 periods Class Guitar IV Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.</p>
<p>MUPI163 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.</p>	<p>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: MUPI132 or permission of instructor.</p>
<p>MUPI164 1 credit 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.</p>	<p>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.</p>
<p>MUPI181 1 credit 2 periods Chamber Music Ensembles Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.</p>	<p>MUP233 2 credits 3 periods Class Voice III Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUPI134.</p>
<p>MUPI182 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.</p>	<p>MUP234 2 credits 3 periods Class Voice IV Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.</p>

Course Descriptions

MUP270 2 credits 5 periods

Musical Theatre Workshop (THP270)

Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

MUP298 - SPECIAL PROJECTS: Information about MUP298 courses can be found on page 209.

NURSING: CONTINUING EDUCATION **NCE**

Health Sciences Division Office SB 132 480.423.6225

The college offers selected continuing education courses designed to update the practicing nurse's skills and competencies, to upgrade those already employed as health care givers or to enhance knowledge gained in the basic nursing education program.

NCE214MI 0.50 credit 0.50 period

Math and Medications for Intermediate Nursing Students

Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: Current student in Nursing program or permission of Department or Division.

NCE214MM 1 credit 1 period

Mathematical Methods of Drug Calculation

Focuses on basic mathematical concepts using decimals and fractions to calculate fractional and metric-apothecary conversion dosage problems and intravenous flow rates. Emphasis on the dimensional analysis problem solving method. Prerequisites: None.

NCE214OP 1 credit 1 period

Orientation to Nursing Program

Overview of the philosophy, core values, policies, competencies and curricular components of the Maricopa Community College District Nursing Program. Basic concepts of therapeutic communication, normal growth and development, the nursing process, pharmacology, metrology, and concepts of intravenous therapy. Emphasis on the use of the nursing process, utilization of critical thinking skills, sound decision-making principles in the clinical setting, the communication process, time management and stress reduction, and the transition in role expectations between Licensed Practical Nurse (LPN) and Registered Nurse (RN). Review and evaluation of Practical Nursing skills included. Prerequisites: Advanced placement into the Nursing program. *Course Note: Designed for transfer students, returning students and Practical Nurses entering the District Program.*

NURSING SCIENCE

Health Sciences Division Office SB 132 480.423.6225

The Nursing Program is available at eight of the Maricopa Community Colleges. The nursing pathway provides multiple exit points for employment that begins with the Nurse Assisting course and continues to the Practical Nurse certificate and Registered Nurse degree program.

NUR104AB 1 credit 1 period

Structured Nursing Review

Structured nursing tutorial assistance and nursing skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. *Course Note: Course offered as Credit (P) No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits.*

NUR111 4 credits 4 periods

Nursing Process and Critical Thinking I

Overview of nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients with selected alterations in health including psychological/mental health disorders. Emphasis on use of nursing process in the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Requires application of previous knowledge of physical, biological, and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing programs. Corequisites: NUR118 or permission of Nursing Department chairperson.

NUR117 2 credits 4 periods

Pharmacology/Medication Administration I

Introduction to pharmacology. Includes foundation knowledge and skills instruction. Emphasis on core medication prototypes and skills necessary for safe administration of selected medication categories. Concepts of medication administration by selected routes introduced. Application of previous knowledge of physical, biological and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing Programs.

NUR118 4 credits 12 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 experiences with individuals and families in a variety of long term care and acute settings. Application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention, and health restoration, as well as concepts of pathophysiology, nutrition, and communication. Prerequisites: Admission into the Practical Nursing or Nursing Programs. Corequisites: NUR111 or permission of Nursing Department chairperson.

Course Descriptions

NUR121 4 credits 4 periods

Nursing Process and Critical Thinking II

Nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of adult and geriatric clients with selected alterations in health. Introduces human growth and developmental principles. Introduction to care of newborn, pediatric, well childbearing clients, and childrearing families. Continuation of the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR111, NUR117, and (NUR118 or NUR119). Corequisites: NUR128 or permission of Nursing Department chairperson.

NUR127 2 credits 2 periods

Pharmacology/Medication Administration II

Continues emphasis on core medication prototypes and skills. Emphasis on critical thinking skills for safe practice in medication administration. Introduces concepts of venipuncture and initiation of IV access. Requires application of previous knowledge of physical, biological, social and nursing sciences. Prerequisites: NUR111, NUR117, and (NUR118 or NUR119).

NUR128 4 credits 12 periods

Nursing Science II

Continuation of application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients with alterations in health. Provides clinical experiences with adult, pediatric, well childbearing clients and childrearing families in a variety of acute care and community settings. Application of nursing concepts in the development of care plans as well as concepts of pathophysiology, nutrition, and communication. Includes participation in client teaching and discharge planning. Prerequisites: NUR111, NUR117, and NUR118. Corequisites: NUR121 or permission of Nursing Department chairperson.

NUR151 10 credits 20 periods

Nursing Theory and Science I

Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psycho-social sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

NUR171 8 credits 16 periods

Nursing Theory and Science II

Application of nursing theory and practice utilizing critical thinking based on the nursing process and evidence based practice. Holistic nursing concepts of health promotion, disease/illness prevention, and health restoration for adult and geriatric clients. Role development as the professional nurse member of the health care team. Participation in client teaching and discharge planning. Application of previous knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology

in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

NUR231 4 credits 4 periods

Nursing Process and Critical Thinking III

Nursing and critical thinking strategies. Emphasis on complex human needs within the wellness/illness continuum in a variety of acute care and community settings. Theoretical concepts related to holistic care of adults with selected acute and chronic alterations in health and psychiatric/mental health disorders. Introduction to role of the professional nurse as member of the health care team. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. Prerequisites: NUR121, NUR127, and (NUR128 or NUR129). Corequisites: NUR238 or permission of Nursing Department chairperson.

NUR237 1 credit 2 periods

Pharmacology/Medication Administration III

Knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and advanced pain management. Application of previous knowledge of physical, biological, and social sciences. Includes an overview of parenteral medications and therapies used in selected situations. Prerequisites: NUR121, NUR127, and (NUR128 or NUR129).

NUR238 4 credits 12 periods

Nursing Science III

Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the nursing scope of practice. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of nursing concepts related to health education/promotion for clients, families, and small groups. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR121, NUR127, and NUR128. Corequisites: NUR231 or permission of Nursing Department chairperson.

NUR239 5 credits 15 periods

Nursing Science III

Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the nursing scope of practice. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of nursing concepts related to health education/promotion for clients, families, and small groups. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR121, NUR127, and NUR129. Corequisites: NUR231 or permission of Nursing Department chairperson.

NUR241 4 credits 4 periods

Nursing Process and Critical Thinking IV

Nursing and critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Includes perinatal, newborn, pediatric, and adult clients in acute care settings. Continuation of role development of the professional nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical,

Course Descriptions

biologic, social, and nursing sciences. Prerequisites: NUR231, NUR237, and (NUR238 or NUR239). Corequisites: NUR248 or permission of Nursing Department chairperson.

NUR248 **5 credits** **15 periods**
Nursing Science IV

Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR231, NUR237, and NUR238. Corequisites: NUR241 or permission of Nursing Department chairperson.

NUR249 **6 credits** **18 periods**
Nursing Science IV

Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. Prerequisites: NUR231, NUR237, and NUR239. Corequisites: NUR241 or permission of Nursing Department chairperson.

NUR251 **8 credits** **16 periods**
Nursing Theory and Science III

Application of critical thinking strategies related to holistic care of the newborn, pediatric, and childbearing clients. Integration of concepts related to holistic care of adults and geriatric clients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (BIO202, BIO205, and NUR171) or permission of Nursing Department Chairperson.

NUR271 **7 credits** **13 periods**
Nursing Theory and Science IV

Integration of critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Application of strategies related to holistic care of the client with psychiatric/mental health disorders. Introduction to community based care. Assimilation of professional role into practice. Evaluation of care based on the knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual beliefs of clients. Development of nurse leadership and management roles. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: NUR251 or permission of Nursing Department Chairperson.

NUR291 **2 credits** **6 periods**
Nursing Science IV

Synthesis of the nursing process to facilitate role transition from student to graduate nurse within a preceptorship experience. Development of nurse leadership and management roles. Prerequisites: NUR271 or permission of Nursing Department Chairperson.

NUR298AA/AB/AC **1-3 credits** **1-3 periods**
Special Projects (Honors)

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-

type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

OFFICE AUTOMATION SYSTEMS **OAS**
CIS Department Office **CM 404** **480.423.6588**

ALSO SEE: Business-Personal Computers (BPC), page 142

OAS1108 **3 credits** **3 periods**
Business English

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None. *(Offered in online format.)*

OAS111AA **1 credit** **1.7 periods**
Computer Keyboarding I (See BPC111AA)
(Offered in online format.)

OAS111AB **1 credit** **1.7 periods**
Computer Keyboarding II (See BPC111AB)
(Offered in online format.)

OAS118 **1 credit** **1.7 periods**
10-Key by Touch
 Touch system of numeric keys on ten-key pads. Prerequisites: None. *(Offered in online format.)*

OAS125 **3 credits** **3 periods**
Introduction to the Professional Office
 Expectations of the professional in the electronic office of today. Realistic and practical coverage of roles, responsibilities, and environment. Prerequisites: None. *(Offered in online format.)*

OAS135DK **2 credits** **2 periods**
Word: Level I (See BPC135DK)
(Offered in online format.)

OAS235DK **2 credits** **2 periods**
Word: Level II (See BPC235DK)
(Offered in online format.)

PHILOSOPHY **PHI**
Social/Behavioral Sciences Division **SB 130** **480.423.6206**

ALSO SEE: Religious Studies (REL), page 206

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.

Course Descriptions

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.

PED241 **3 credits** **3 periods**

History of Sports in the United States

Traces the development of sports in the United States. Explores the heritage of major sports and reviews significant historical and current issues related to sports in America. Prerequisites: None.

PED265 **3 credits** **3 periods**

Theory of Coaching

Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. *PED281, suggested but not required. (Offered for baseball, basketball, golf, soccer, softball, tennis and volleyball.)*

PED270 **2 credits** **2 periods**

Teaching Yoga: Level I

Methods of teaching yoga. Studies assessment techniques, establishing goals, and organizing the classroom. Reviews yoga instruction techniques and how these differ from other movement-based activities; application of anatomical knowledge and practice teaching experiences. Prerequisites: PED101Y) or PED102Y) or PED201Y) or PED202Y).

PED271 **2 credits** **2 periods**

Teaching Yoga: Level II

Emphasizes practice teaching experiences. Reviews instructional methods and techniques for assessing student skill levels, organizing

the classroom and writing lesson plans; application of anatomical knowledge to build movement skills, improvement of observational skills and development of an individual teaching style. Prerequisites: PED270 or permission of instructor.

PED272 **2 credits** **2 periods**

Teaching Yoga: Alignments and Adjustments

Instructional methods for teaching more advanced asanas. Principles of alignment of back bending, inversion, forward bending and arm balancing asanas and techniques for identifying and correcting misalignments. Emphasis on instructional techniques that safely build yoga movement skills while encouraging progression in the practice of challenging asanas. Prerequisites: PED271 or permission of instructor.

PED274 **1 credit** **3 periods**

Teaching Yoga: Practicum

Guided, practical, in-class experience in teaching yoga students. Requires implementation of lesson plans, application of individual teaching techniques, demonstration of individual teaching style, and evaluation of teaching sessions. Prerequisites: PED270 or PED271.

PED275 **3 credits** **3 periods**

Methods of Enhancing Physical Performance

Theoretical and practical applications of performance enhancement methodologies and practices. Basic sport mechanics and exercise physiology. Training clients for speed, power, agility, balance, and endurance activities to enhance athletic performance. Application of training principles to specific sports and design of training programs. Prerequisites: PED125 or PED130 or permission of instructor.

PED280 **2 credits** **2 periods**

Introduction to Yoga Therapy I

Introduction to the therapeutic use of yoga. Includes basic concepts of yoga therapy, identification of common therapeutic problems and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement and promote health and well-being. Prerequisites: PED270 or permission of instructor.

PED281 **3 credits** **3 periods**

Methods of Coaching

Techniques, methods and procedures of coaching. May not be repeated for credit. Prerequisites: None. *(Offered for baseball, football, soccer, softball, and volleyball.)*

PED282 **2 credits** **2 periods**

Introduction to Yoga Therapy II

Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues. Prerequisites: PED280 or permission of instructor.

PED285 **3 credits** **3 periods**

Exercise Program Design and Instruction

Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program

Course Descriptions

PSY225 **3 credits** **3 periods**

Psychology of Religion

Provides an introduction to the history, varieties and theories of the psychology of religion from an empirical, research-based perspective. Specific areas of study include the role of gender, age, socioeconomic status, and personality on religious experience, the effects of religion and prayer on mental and physical health, the development of religious thought and behavior over the lifespan, and the social psychology of new religious movements. In addition, the role of cultural differences on religious attitudes both within the USA and around the world is also addressed. Prerequisites: PSY101 or Permission of Instructor.

PSY230 **3 credits** **3 periods**

Introduction to Statistics

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent or permission of instructor.

PSY235 **3 credits** **3 periods**

Psychology of Gender

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY240 **3 credits** **3 periods**

Developmental Psychology

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY250 **3 credits** **3 periods**

Social Psychology

The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY266 **3 credits** **3 periods**

Abnormal Psychology

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY277 **3 credits** **3 periods**

Psychology of Human Sexuality

Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. Student must be 18 years or older.

PSY290AB **4 credits** **6 periods**

Research Methods

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENGI01, ENGI07 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

READING

Language & Communication Division **LC 305** **480.423.6459**

RDG

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 153

PLEASE NOTE: For Reading English as a Second Language (ESL) courses, see page 171

RDG071 **3 credits** **3 periods**

Basic Reading

Provide opportunities for practice and application of basic reading skills. Word recognition skills including phonic analysis, structural analysis, use of context, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and figurative interpretation using materials selected to build background knowledge. Prerequisites: Reading placement test score, or Grade of C or better in RDG040, 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.

REAL ESTATE

Business Division Office **AP 237A** **480.423.6253**

REA

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

Course Descriptions

REC250 3 credits 3 periods

Recreation Leadership

An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

REC282AA-AC 1-3 credits 1-3 periods

Volunteerism for Recreation:

A Service Learning Experience

Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) REC282 credit hours; may not repeat specific assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

RELIGIOUS STUDIES

REL

Social/Behavioral Sciences Division SB 130 480.423.6206

ALSO SEE: Philosophy (PHI), page 199.

REL205 3 credits 3 periods

Religion and the Modern World

Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: ENG101, or ENG107, or equivalent.

REL270 3 credits 3 periods

Introduction to Christianity

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

REL271 3 credits 3 periods

Introduction to the New Testament

Origins and development of the literature of early Christian communities; the definition of the New Testament, including its canon, text and translation; the interpretive approaches to the New Testament employed inside and outside Christianity; variety of literature in the New Testament. Prerequisites: None.

SIGN LANGUAGE

SLG

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.

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, and SLG201, with a grade of "C" or better, or permission of department/division. Suggested but not required: ENG101, SLG200 and CRE101 or CRE111 or exemption by score on the reading placement test (ASSET).

SMALL BUSINESS MANAGEMENT SBS

Business Division Office AP 237A 480.423.6253

SCC Business Institute

14350 N. 87th Street, Suite 185, Scottsdale 480.425.6910

www.sccbi.com

See requirements listed for certificate programs and associate degrees under Business.

SBS200 2 credits 2 periods

Small Business Operations

In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

SBS202 1 credit 1 period

Small Business Bookkeeping and Tax Preparation

Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 1 credit 1 period

Financing/Cash Management for a Small Business

Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company,

Course Descriptions

with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. Prerequisites: None.

SBS204 **2 credits** **2 periods** **Small Business Marketing and Advertising**

Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisite: None.

SBS207 **1 credit** **1 period** **Producing Sales for a Small Business**

Development of a sales strategy to include prospect qualifying, the sales process and territory management, salesperson management, and sales promotion concepts. Includes target market based prospecting, client need appraisal, presentation strategies, and closing the sale. Prerequisites: None.

SBS210 **1 credit** **1 period** **Tax Planning and Preparation**

Explores the areas of tax planning and preparation essential to small business operation. Includes tax requirements and forms, special tax topics affecting business decisions, tax planning techniques, and common tax problems for the small business. Prerequisites: None.

SBS213 **1 credit** **1 period** **Hiring and Managing Employees**

Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 **1 credit** **1 period** **Small Business Customer Relations**

Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisite: None.

SBS218 **1 credit** **1 period** **Establishing an Import/Export Business**

Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 **2 credits** **2 periods** **Internet Marketing for Small Business**

Focuses on "e-Commerce" - doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

SOCIETY AND BUSINESS

See **SOCIETY AND BUSINESS (SBU)**, page 141.

SOCIOLOGY

SOC

Social/Behavioral Sciences Division **SB 130** **480.423.6206**

SOCI01 **3 credits** **3 periods** **Introduction to Sociology**

Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None.

SOCI10 **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.

SOCI12 **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.

SOCI30 **3 credits** **3 periods** **Human Sexuality**

Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

SOCI40 **3 credits** **3 periods** **Racial and Ethnic Minorities**

Contemporary/historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

SOCI41 **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.

SOCI57 **3 credits** **3 periods** **Sociology of Marriage and Family**

The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

Course Descriptions

SOCI60 **3 credits** **3 periods**

American Indian Law (AIS160)

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

SOC212 **3 credits** **3 periods**

Gender and Society

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender-role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

SOC220 **3 credits** **3 periods**

Sport and Society

Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None.

SOC251 **3 credits** **3 periods**

Social Problems

A sociological exploration of selected social problems. Emphasis on current concerns. Prerequisites: SOC101.

SOC266 **3 credits** **3 periods**

Sociology Through Film

Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.

SOUTHWEST STUDIES

Southwest Studies Office **AD 120** **480.423.6314**

Director, Marshall Trimble

Southwest Studies at Scottsdale Community College is a unique program designed to offer students an opportunity to fulfill part of their general education requirements with a series of classes concentrating on Arizona and the Southwest. The Southwest Studies program offers a variety of courses using an interdisciplinary approach in the humanities, life, physical and social/behavioral sciences, with Arizona and the Southwest as its central theme and brings to students not only the opportunity to expand their knowledge of the area in which they live, but will provide a new sense of relationship to their fellow man.

Southwest Studies Courses

- ASB230 Principles of Archaeology
- ASB245 Indians of the Southwest
- BIO109 Natural History of the Southwest
- ENH260 Literature of the Southwest
- HIS105 Arizona History
- HIS145 History of Mexico

Southwest Studies course descriptions are listed under various prefixes according to the above list.

SPANISH LANGUAGE **SPA**

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.

SPA111 **4 credits** **4 periods**

Fundamentals of Spanish

Accelerated study of elementary Spanish for students with previous Spanish coursework. Includes basic Spanish grammar, pronunciation, vocabulary and the study of the Spanish-speaking cultures. Emphasis on speaking, listening, reading, and writing skills. Prerequisites: SPA101, or SPA115, or two years of high school Spanish..

SPA115 **3 credits** **3 periods**

Beginning Spanish Conversation I

Basic pronunciation, vocabulary, sentence structures, and cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 **3 credits** **3 periods**

Beginning Spanish Conversation II

Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA201 **4 credits** **4 periods**

Intermediate Spanish I

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, or SPA111, or permission of department.

SPA202 **4 credits** **4 periods**

Intermediate Spanish II

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or departmental approval.

SPA225 **3 credits** **3 periods**

Intermediate Spanish Conversation I

Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA116, or SPA102 or permission of department or division.

SPA226 **3 credits** **3 periods**

Intermediate Spanish Conversation II

Continued study of vocabulary, sentence structures, and cultural awareness necessary to improve speaking and listening skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA225, or SPA201 or the equivalent, or permission of department or division.

Course Descriptions

SPA235 **3 credits** **3 periods**

Advanced Spanish Conversation I

Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: SPA226 or equivalent, or departmental approval.

SPA236 **3 credits** **3 periods**

Advanced Spanish Conversation II

Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235 or equivalent, or departmental approval.

SPA265 **3 credits** **3 periods**

Advanced Spanish I

Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA202 or departmental approval.

SPA266 **3 credits** **3 periods**

Advanced Spanish II

Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265. Prerequisites: SPA265 or departmental approval.

STORYTELLING

STO

Communication Arts Dept. Office **LC 305** **480.423.6076**
Fine Arts Division Office **MB 139** **480.423.6328**

STO145 **1 credit** **2 periods**

Digital Storybook (ART/COM145)

Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. (*STO145 is offered fall semester only.*)

STO150 **3 credits** **6 periods**

Digital Storytelling (ART/COM150)

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. Prerequisites: None. (*STO150 is offered spring semester only.*)

STO292 **3 credits** **3 periods**

The Art of Storytelling (EDU/HUM292)

Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None.

SPECIAL PROJECTS

Special projects are available in a variety of disciplines and provides opportunities for individualized learning experiences for students.

XXX298AA **Special Projects** **1 credit** **1 period**
XXX298AB **Special Projects** **2 credits** **2 periods**
XXX298AC **Special Projects** **3 credits** **3 periods**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized

research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

TELECOMMUNICATIONS

TCM

Film/Motion Picture/TV Production Classes

MP/TV Film School Office **LC 305** **480.423.6076**
Fine Arts Division Office **MB 139** **480.423.6328**

The Film School at SCC offers the AAS in Motion Picture/Television Production. The program is designed for students who plan to enter the field of motion pictures and/or television production. Students will receive "hands-on" practical training in a fine arts learning environment and may select one or more of several specialization "tracks" within the AAS degree. Certificates of Completion in Screenwriting, Broadcast Production, Film Production, Editing, and Film Analysis and Criticism are also available.

TCM100 **3 credits** **3 periods**

Digital Multimedia

Introduction to the major components of a multimedia project. Prerequisites: None.

TCM101 **3 credits** **3 periods**

Fundamentals of Radio and Television

History of American radio and television, government regulations, self-regulation of broadcasting, the relationship of networks and stations, the social and political aspects of radio and television programming, the role of mass communications in America, the socioeconomic pressures on the medium, and the responsibilities and purposes of mass communications. Prerequisites: None.

TCM111 **3 credits** **3 periods**

Screenwriting I

Provides an introduction to screenwriting for feature films. Prerequisites: None. (*Note: Completion of ENG101 and ENG102 prior to this course is strongly recommended.*)

TCM111AA **3 credits** **3 periods**

Screenwriting I: The Short Film

Provides an overview of screenwriting for short documentaries, training films, advertising commercials and infomercials. Prerequisites: TCM111.

TCM112 **3 credits** **3 periods**

Writing the Situation Comedy

Workshop for writing a script for the situation comedy. Prerequisites: TCM111. (*TCM112 not offered every semester.*)

TCM116 **3 credits** **3 periods**

Writing the Television Drama

A workshop for writing a script for the television drama. Prerequisites: TCM111. (*TCM116 not offered every semester.*)

TCM120 **3 credits** **5 periods**

Introduction to Sound Design for Film and Video (MTC120)

Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special

Course Descriptions

effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: (TCM100 and TCM136) or permission of instructor.

TCM131/131AA 4 credits 6 periods **Radio-Television Announcing**

Theory and practice in news reporting, commercial announcing, interviewing, studio anchoring, and of on-air technique in radio. Development of basic commercial announcing techniques including the study and practice of various dialects and characterization styles. Use of radio control room including radio equipment and specialized audio software programs for development of commercials. Prerequisites: None.

TCM134 3 credits 3 periods **Pre-Production for Motion Picture and Television**

Introduction to elements of pre-production for motion picture and television. Focuses on aesthetics, scriptwriting, budgeting, and selecting cast and crew. Features pre-production meetings to establish style, location, art design, shot sheet/story board, sound design, shooting schedule and film stock/video tapes. Pre-production of one film project and one video project required. Prerequisites: TCM100 or permission of department.

TCM135 3 credits 3 periods **Production for Motion Picture and Television**

Introduction to elements of production for motion picture and television. Focuses on directing, crew responsibilities, camera operation, lenses, lighting and sound recording. Production of one film shoot and one video shoot required. Prerequisites: TCM134 or permission of department.

TCM136 3 credits 3 periods **Post-Production for Motion Picture and Television**

Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and marketing strategies. Post-production and marketing of one film and one video required. Prerequisites: TCM135 or permission of department.

TCM140 3 credits 3 periods **Modern Media Concepts**

Introduction to the mechanics of a variety of media including computation systems, still photography, film, sound recording systems, telegraph/telephone, radio, television/video, electricity, satellite and analogue/digital systems. Emphasis on the impact of these media on the individual, culture, and society. Prerequisites: None.

TCM151 2 credits 3 periods **Broadcast Production**

Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types. Prerequisites: TCM136 or permission of instructor.

TCM180/180AA 4 credits 6 periods **Television Production Techniques**

Introduction to basic concepts of video production. Emphasis on operation of camcorders, microphones, lights, editing and post-production equipment. Prerequisites: TCM136 or permission of instructor.

TCM211 3 credits 3 periods **Screenwriting II**

Workshop in screenwriting for feature films and television. Prerequisites: TCM111 or permission of instructor.

TCM213 4 credits 4 periods **Motion Picture Workshop**

Practical work and classes in selected aspects of film production. May be repeated for a total of sixteen (16) credits. Prerequisites: TCM136 or permission of instructor. *(TCM213 not offered every semester.)*

TCM213AA 4 credits 4 periods **Motion Picture Workshop: On-Location Shooting**

Practical work and classes in film production. Features on-location shooting. Prerequisites: TCM136 or permission of instructor.

TCM214 3 credits 5 periods **Television Workshop**

Practical work and classes in television production. Prerequisites: TCM136 or permission of instructor. *Course Note: May be repeated for a total of twelve (12) credits.*

TCM215AA 3 credits 3 periods **Cinematography: 16mm Film**

Intermediate workshop focusing on 16mm film camera operation and lighting. Emphasis on the role of the cinematographer, camera operation and lens selection, interpreting the script, lighting, exposure meters, film stocks, and the aesthetics of editing. Prerequisites: TCM136 or permission of instructor.

TCM215AB 3 credits 3 periods **Cinematography: High-Definition Video**

Intermediate workshop focusing on high-definition video camera operation and lighting. Emphasis on the role of the cinematographer, camera operation and lens selection, interpreting the script, lighting, exposure meters, film stocks, and the aesthetics of editing. Prerequisites: TCM136 or permission of instructor.

TCM216 3 credits 5 periods **Screenwriting III**

Advanced workshop in narrative screenwriting for film and television. Prerequisites: TCM211.

TCM218 3 credits 5 periods **Screenwriting IV**

Advanced workshop for writing a screen/teleplay. Prerequisites: TCM216.

TCM219 3 credits 3 periods **Introduction to Television Technology**

Introduction to television technology and setup. Includes theoretical concepts, standards for television and video signals, practice in calibration and adjustment of signals, setup and control of field and studio cameras, setup of professional decks, character generation, video digitizing and compression, keying of titles and multi-layered video, and audio setup and troubleshooting. Prerequisites: TCM136 or permission of instructor.

TCM220 3 credits 5 periods **Advanced Sound Design for Film and Video (MTC220)**

Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: MTC/TCM120 or permission of instructor. *(TCM220 not offered every semester.)*

Course Descriptions

TCM221 **4 credits** **4 periods**
The Completed Screenplay
 Workshop in analyzing and rewriting completed feature film screenplays. Prerequisites: Permission of instructor. *Course Note: May be repeated for a total of twelve (12) credits.*

TCM222 **4 credits** **6 periods**
DVD Authoring
 Basics of DVD (Digital Video Disc) creation including media capturing, video and audio encoding, interface design, testing, and burning a sample DVD. Prerequisites: TCM136.

TCM225 **3 credits** **3 periods**
Film Noir
 History, development and analysis of the noir film through a study of selected films, directors, studios, and the era that gave rise to this American film genre. Prerequisites: None. *(TCM225 not offered every semester.)*

TCM230 **4 credits** **4 periods**
Motion Picture Directing
 Theory and practice in directing the motion picture. Includes overview of the roles and responsibilities of the film director, examples of film directing, and practice sessions in analyzing a script, creating a scene, working with actors, conducting rehearsals, planning the camera movements and overseeing elements of a production. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor.

TCM240 **3 credits** **3 periods**
Advanced Television Commercial Production
 Advanced workshop in television production. Emphasis on directing techniques, working with a crew, shooting and sound for advertising commercials. Prerequisites: TCM180 or permission of instructor.

TCM241 **4 credits** **6 periods**
Introduction to Non-Linear Editing
 Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM241AA **4 credits** **6 periods**
Introduction to Non-Linear Editing: AVID
 Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM241AB **4 credits** **6 periods**
Introduction to Non-Linear Editing: Final Cut Pro
 Introduction to editing on a non-linear editing system. Prerequisites: TCM136 or permission of instructor.

TCM242 **2 credits** **4 periods**
Portfolio Non-Linear Editing
 Explores techniques and applications used in editing an individual project on a non-linear editing system. Prerequisites: TCM241 or TCM241AA or TCM241AB and independent footage. *Course Note: May be repeated for a total of six (6) credits.*

TCM243 **4 credits** **6 periods**
Introduction to Video Compositing and Title Animation
 Introduction to computer-based video compositing and title animation. Prerequisites: ART177 and (TCM241 or TCM241AA or TCM241AB) or permission of instructor.

TCM245 **4 credits** **6 periods**
Advanced Motion Picture Production
 Advanced workshop in the production of the short narrative. Uses small production teams to pre-produce and shoot narrative movies on either film or digital platforms. Emphasizes the aesthetics and technical elements of scriptwriting, directing actors, directing crew, pre-production, camera and sound equipment operation, lighting, cinematography, production sound and final production. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor. *Course Note: TCM245 may be repeated for a total of twelve (12) credits.*

TCM248 **4 credits** **6 periods**
Advanced Film Production Techniques
 Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments. Prerequisites: TCM/MTC120 and (TCM215, or TCM215AA, or TCM215AB) or permission of instructor.

TCM250 **4 credits** **8 periods**
Documentaries for Social Change
 Study of and practical application in social documentary production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary. Prerequisites: TCM241, or TCM241AA, or TCM241AB, or permission of instructor. *Course Note: TCM250 may be repeated for a total of twelve (12) credits.*

TCM251 **3 credits** **5 periods**
Advanced Studio Production
 Advanced video production within a studio environment. Prerequisites: TCM151 and TCM219, or permission of instructor. *(TCM251 not offered every semester.)*

TCM255 **3 credits** **3 periods**
Filmmaking: Fusing Art and Technology
 Study and application of the art of motion picture production from artistic conception through production, distribution, public exhibition, and critical response. Assessment of the effects of technical and non-technical cinematic elements and various social forces on the success or failure of a film. Critical analysis of film content and execution. Prerequisites: Permission of instructor.

TCM260 **3 credits** **4 periods**
Film/Video Producing and Financing
 Guides the independent film/video producer through basic business aspects of production. Examines methods of setting up a production company, strategies for financing and distribution and approaches to “packaging” a film/video project. Includes development of a prospectus on a special film/video project. Prerequisites: None.

TCM265 **2 credits** **2 periods**
Advanced Scheduling and Budgeting
 Advanced workshop in the techniques of breaking down, scheduling and budgeting a script. Emphasis on scheduling principles incorporating location, studio, artists and union agreements. Prerequisites: TCM260 or permission of instructor.

Course Descriptions

TCM271AA **4 credits** **6 periods**
Advanced Non-Linear Effects and Compositing:
AVID

Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241AA and TCM242) or permission of instructor.

TCM271AB **4 credits** **6 periods**
Advanced Non-Linear Effects and Compositing:
Final Cut Pro

Advanced non-linear techniques for effects and compositing creation. Prerequisites: (TCM241AA and TCM242) or permission of instructor.

TCM275 **4 credits** **6 periods**
Advanced Portfolio Production

Advanced workshop in portfolio development for producers and directors of narrative films. Prerequisites: Permission of instructor.

TCM280 **3 credits** **5 periods**
The Art of Editing

A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage. Prerequisites: TCM241, or TCM241AA, or TCM241AB. *Course Note: TCM280 may be repeated for a total of nine (9) credits.*

TCM282 **4 credits** **6 periods**
Advanced Non-Linear Editing Techniques

Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AA and TCM242) or permission of instructor. *(TCM282 not offered every semester.)*

TCM282AA **4 credits** **6 periods**
Advanced Non-Linear Editing Techniques: AVID

Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AA and TCM242) or permission of instructor. *(TCM282AA not offered every semester.)*

TCM282AB **4 credits** **6 periods**
Adv. Non-Linear Editing Techniques: Final Cut Pro

Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: (TCM241AB and TCM242) or permission of instructor. *(TCM282AB not offered every semester.)*

TCM285AA-AC **1-3 credits** **1-3 periods**
Special Topics: Motion Picture/Television
Production

Exploration of current topics, issues and aspects of motion picture and television production. Prerequisites: TCM136 or permission of instructor. *Course Note: May be repeated for a total of three to nine credits.*

TCM290 **3 credits** **3 periods**
Professional Media Marketing

Designed to equip media students with marketing tools for career development and promotion. Prerequisites: TCM136 or permission of instructor.

TCM296 - COOPERATIVE EDUCATION:

Information about TCM296 courses can be found on page 152.

TCM298 - SPECIAL PROJECTS: Information about TCM298 courses can be found on page 209.

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.)*

THEATRE PERFORMANCE **THP**
AND PRODUCTION

Communication Arts Dept. Office LC 305 480.423.6076
 Fine Arts Division Office MB 139 480.423.6328

THP112 **3 credits** **4 periods**
Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP115 **3 credits** **4 periods**
Theatre Makeup

Purposes, materials, and techniques of theatrical makeup. Prerequisites: None. *(THP115 not offered every semester.)*

THP120AA **1 credit** **2 periods**
Audition Techniques: Prepared Monologue

Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

THP120AB **1 credit** **2 periods**
Audition Techniques: Cold Readings

Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None. *(THP120AB not offered every semester.)*

Course Descriptions

THP201AA **1 credit** **2 periods**
Theatre Production I
 Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None. *(THP201AA not offered every semester.)*

THP201AB **2 credits** **4 periods**
Theatre Production II
 Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None. *(THP201AB not offered every semester.)*

THP210 **3 credits** **4 periods**
Acting: Television and Film
 Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of instructor.

THP212 **3 credits** **4 periods**
Acting II
 Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

THP213 **3 credits** **5 periods**
Introduction to Technical Theatre
 Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting and properties. Prerequisites: None.

THP214 **3 credits** **3 periods**
Directing Techniques
 Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing and performing. Prerequisites: THP112 and THE220, or permission of instructor. *(Offered in the Spring semester only.)*

THP216 **3 credits** **4 periods**
Beginning Stage Lighting
 Basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. Prerequisites: THP213 or permission of instructor. *(Offered in the Spring semester only.)*

THP220 **3 credits** **4 periods**
Advanced Acting: Television and Film
 Focuses on special technical aspects of advanced acting before a camera. Prerequisites: THP210 or permission of instructor.

THP241 **3 credits** **3 periods**
Introduction to Oral Interpretation (COM241)
 The study, analysis, and preparation of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

THP267 **3 credits** **4 periods**
Painting Techniques for Film, TV and Theatre
 Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: THP213.

THP270 **2 credits** **5 periods**
Musical Theatre Workshop (MUP270)
 Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

THP271 **3 credits** **3 periods**
Voice and Diction (COM271)
 Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

THP281 **3 credits** **4 periods**
Production and Acting I
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: Departmental approval.

THP282 **3 credits** **4 periods**
Production and Acting II
 Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: THP281 or departmental approval.

THP298 - SPECIAL PROJECTS: Information about THP298 courses can be found on page 209.

Scottsdale Conservatory Theatre
 SCT Hotline 480.423.6718

THP291AA **1 credit** **2 periods**
Summer Conservatory: Stage Movement
 Techniques of body centering, coordination, relaxation, energization, and physical expression for the actor. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AB **1 credit** **2 periods**
Summer Conservatory: Voice and Diction
 Basic principles and techniques of voice production and stage speech for the actor. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AC **1 credit** **1 period**
Summer Conservatory: Script Analysis (ACT)
 Theory and practice in analysis of dramatic literature for the actor. Emphasis on techniques of character analysis for interpretation. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AD **1 credit** **2 periods**
Summer Conservatory: Improvisation
 Techniques of improvisation to develop the actor's creativity. Emphasis on inner resources, sensory memory, and emotional memory. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

Course Descriptions

THP291AE **3 credits** **4 periods**

Summer Conservatory: Scene Study

Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis. May be repeated for a total of nine (9) credit hours. Prerequisites: By audition and interview only.

THP291AF **1 credit** **2 periods**

Summer Conservatory: Career Development (ACT)

Principles of the business of being an actor. Emphasis on audition techniques. May be repeated for a total of three (3) credit hours. Prerequisites: By audition and interview only.

THP291AG **4 credits** **5 periods**

Summer Conservatory: Production (ACT)

Practicum in rehearsal and stage performance through public productions. May be repeated for a total of twelve (12) credit hours. Prerequisites: By audition and interview only.

TOTAL QUALITY MANAGEMENT **TQM**

Business Division Office **AP 237A** **480.423.6253**
SCC Business Institute
 14350 N. 87th Street, Scottsdale **(480) 425-6910**
 www.sccbi.com

TQM200 **2 credits** **2 periods**

Leadership for Front-Line Employees

Methods of traditional management concepts and their application to a quality oriented environment for the front-line employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability in a quality setting. Prerequisites: None. TQM101 or TQM101AA and TQM101AB are recommended. *(Offered in both on-campus and online formats.)*

TRANSLATION AND INTERPRETATION **TRS**

Language & Communication Division **LC 305** **480.423.6459**

TRS100 **4 credits** **4 periods**

Survey of Translation and Interpretation

Professional, sociolinguistic, and cognitive aspects of translation and interpretation. Includes social justice goals and language policy for interpretation and translation, role of translators and interpreters, consecutive interpretation, role of norms in legal translation, conservation of meaning, register, and style, meaning of translation, health care interpretation and translation, business and technical translation. Prerequisites: None.

WELLNESS EDUCATION **WED**

HPERD Division Office **PE 149** **480.423.6606**

WED151 **3 credits** **3 periods**

Introduction to Alternative Medicine

Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

WED162 **1 credit** **1 period**

Meditation and Wellness

Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

WED172 **1 credit** **1 period**

Overview of Herbal Remedies

History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None.

WED195AA-AC **0.5-2 credits** **1-2 periods**

Special Topics in Wellness Education

Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness. Prerequisites: None.

WED218 **1 credit** **1 period**

Aromatherapy

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

WOMEN'S STUDIES **WST**

Language & Communication Division **LC 305** **480.423.6459**

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.

WORLD 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:

- Arabic (ARB) - see page 133
- Chinese (CHI) - see page 145
- French (FRE) - see page 176
- German (GER) - see page 178
- Italian (ITA) - see page 185
- Japanese (JPN) - see page 186
- Pima (PIM) - see page 203
- Spanish (SPA) - see page 208

ALSO OFFERED: American Sign Language (SLG), page 206.

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:

- Athletic Eligibility
- Class Schedules/Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Residency
- Schedule Changes
- Student ID Correction
- Transcripts
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See "My.maricopa.edu Online Student System," page 219, for information on how to access many of these services.

The Admissions and Records Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Advisement Center

(480) 423-6539

The mission of the Advisement Center is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities and transferring to other colleges.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning.

The Advisement Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Appointments are needed on Tuesday, Wednesday and Thursday between 10:00 a.m. and 4:00 p.m. Students should call ahead for an appointment. During summer hours the Center is closed on Friday.

American Indian Program

(480) 423-6531

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities. The American Indian Program sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

The American Indian Program Office is located in the Student Center, Rooms 135 and 140, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Bursar/Cashier's Office

(480) 423-6148

The services performed by the Bursar/Cashier's Office are as follows:

Collection

Payments for tuition, fees, debts and college activities.

Disbursement

Financial aid monies, honors awards, fee waivers, refunds, and scholarships.

Cashing Checks

Personal checks only with a \$10.00 limit. A \$15.00 fee is assessed on checks returned by the bank for any reason.

The following information will provide the student with efficient service while conducting business at the Bursar/Cashier's Office:

1. A picture ID is required for all transactions.
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.

Student Services

Bus Service

Students and visitors requiring public transportation to the campus can call (602) 253-5000 for current information on bus arrival and departure times. Students may purchase monthly or semester bus passes at the SCC Bookstore. Information on bus service is also available at the following website: www.valleymetro.org.

Campus Tours

The Student Life & Leadership Office is responsible for campus tours. A campus tour can be arranged by contacting the office, located in the Student Center Building, Room 185, or calling (480) 423-6538.

Career & Cooperative Education Services

(480) 423-6523

Career Services

The mission of Career Services is to provide career advising for students to assist them in making informed decisions in selecting career goals and educational plans. Students and community members seeking employment opportunities are given guidance and information to facilitate job searches in an ever changing world of work.

Career & Cooperative Education Services offers resources and personal assistance with career decision-making, career planning, educational major selection, job seeking, résumé writing and interviewing skills. Assistance with Cooperative Education is also available. For more detailed information about this program, please see Cooperative Education on page 152. The latest computer resources are also available to aid in these processes. Employers recruit throughout the year in the career center, and job fairs are sponsored annually for SCC students and the community. For additional information check out the website at www.scottsdalecc.edu/career.

The Career and Cooperative Education Services office is located in the Student Center, Room SC-123, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Visit www.scmaricopa.jobing.com for area listings of full-time and part-time jobs or stop by the center for personalized assistance.

Clubs/Organizations for Students

(480) 423-6538

Participation in the work of various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Student Life & Leadership Office maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

SCC Clubs/Organizations

Advocacy@SCC	Latino Students Association
American Indian Honors Society	Martial Arts Appreciation
AWARE (returning adult students)	Music Industry Club
Black Student Union	Outdoor Adventure Club
Campus Crusade for Christ	Phi Theta Kappa
Criminal Justice	ROTARACT (business/service)
Dance Club	SCC ASID (interior design)
Environmental Club	SCC Paintball Club
Fencing Club	SCC Robotics Club
Focal Point (Film/TV Prod.)	SCC Student Nurse Association
GLBT-Straight Alliance	Shaolin Kung Fu
Hospitality/Sales/Marketing Assoc.	Sports Medicine Club
ImageMakers Theatre Club	Student Leadership Forum
International Community Club	Sun Earth Alliance Indian Club

Counseling Services

The mission of Counseling Services is to support learning and retention by assisting students with identifying and achieving their diverse personal, educational, and career goals. Our mission is achieved through individual and group counseling, instruction, and crisis intervention, in addition to consultation and training with faculty and staff. The Counseling Office is located in the Student Center, Room 108, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 6:30 p.m. Services provided by the counseling faculty and staff include:

Educational Planning

To aid in selecting an educational program, in deciding courses at SCC, transferring to other colleges, improving study skills, and referral to tutorial or remedial assistance.

Career Counseling

To assist in exploring possible vocational directions and learning about the student's relation to the world of work.

Personal Counseling

To help examine personal concerns which may interfere with a student's academic progress/success.

Testing

To provide standardized testing as needed for the counselor to assist a student in decision making for areas such as college major and/or career selection.

Referral

To provide information and referral to campus resources, or for ongoing assistance with personal concerns and/or psychotherapy treatment options, referral to outside agencies.

Consultation

To assure student success and foster a positive learning environment by working with the faculty and staff.

Student Services

Workshops and Seminars

Periodically, workshops are offered for students, faculty and the campus community. Topics may include: self-esteem building, reducing test anxiety, stress management, divorce, self-assessment for careers, re-careering, substance abuse, relationship building, learning style strategies and others.

Credit Courses

Personal growth and development courses are offered each semester by counseling staff. They range from personal assessment to skill development and may be offered for one to three credits. See the class schedule for a list of courses offered in the Counseling and Personal Development, CPD, prefix.

Culinary Arts Dining Rooms

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from \$3.25 to \$9.95. 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 \$19.95 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.scottsdalecc.edu/culinary. Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling (480) 423-6284.

Disability Resources and Services

(480) 423-6517

Disability Resources and Services (DRS) provides information and services to students with any documented disability, who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentation must be presented to DRS verifying the existence of a disability as defined under Section 504 of the Federal Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990; and establishing a clear connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

DRS is located in the Student Center Building, Room 144. Call (Voice) 480-423-6517 or (TTY) 480-423-6566 for more information. Office hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; closed Friday.

Facility Requests

(480) 423-6506

The Facilities Office is responsible for coordinating the use of campus facilities including: the Student Center, athletic facilities, fine arts facilities, outdoor campus spaces, and meeting and conference rooms.

Any student club, individual, or organization wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by completing the Facility Reservation Request Form and submitting it to the Facilities Office. Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 225). All requests must be received no later than two weeks prior to an event.

Additional information regarding scheduling and use of college facilities is available at: www.scottsdalecc.edu/collegefacilities.

View the Events Calendar at: <http://schedule.maricopa.edu/SCCE>.

Or contact the Facilities Office at 480-423-6049.

Financial Aid

(480) 423-6549

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment, and loans. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed online at: www.scottsdalecc.edu/financial.

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and both Summer Sessions. The priority deadline is June 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and May 1 prior to the start of both Summer I and II sessions in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester.

Applications are available in the Financial Aid Office, located in the Student Center Building, Room SC152, and also online at www.scottsdalecc.edu/financial. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Continued next page...

Student Services

Food Services

(480) 423-6240

The SCC Cafeteria is located in the north side of the Student Center Building. A snack bar is located on the east side of campus, north of the Business Building. SCC Food Service is operated by Aramark Higher Education in partnership with the Maricopa Community College District.

The Cafeteria is open from 7:00 a.m. to 8:00 p.m. Monday through Thursday and 7:00 a.m. to 2:00 p.m. on Friday. A variety of ethnic foods and home-style cooking is available on rotating menus along with daily specials. A full-service deli and grill are open for breakfast and lunch. "Grab & Go" items as well as a full line of beverage and snack items are available. Catering services are offered at reasonable prices. Contact SCC Food Services for quotes.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

(480) 423-6525

The SCC Honors Program promotes academic excellence and offers scholarship opportunities. The program is for students who enjoy intellectual challenge, lively discussions and small classes with enthusiastic instructors.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found outside the Honors Office, located in the Library Building, Room LB105F. Call for office hours or consult with an academic advisor in the Advisement Center (480) 423-6539.

Housing

(480) 423-6538

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Student Life & Leadership Office.

International Education Programs

(480) 423-6590

The International Education Programs (IEP) department believes in creating a campus environment which encourages and develops intercultural awareness and promotes a global perspective through an open exchange of ideas. This is accomplished by providing quality international student services, promoting education abroad opportunities, sponsoring numerous cultural events, and supporting professional development programs for today's changing and multicultural world.

The IEP Office is located in the Student Center Building (SC-125) and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Library Services

(480) 423-6651

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, microforms, maps, music and sound recordings, and videos to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site (www.scottsdalecc.edu/library) provides access to several resources, including the online catalog which contains the holdings in all of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Many articles are available full-text and can be printed, saved, or e-mailed. Students may access all library databases from off-campus.

To obtain an SCC Library card, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness Center ID to check-out library materials. The loan period for most materials is three weeks. A fine of 10 cents per day is charged for each overdue item. Fines accrue at 50 cents per hour for reserve materials and limited loan items.

Photocopiers and microfilm copiers are available. Study rooms can be reserved in advance for individual or group study.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 4:00 p.m.; Saturday, 10:00 a.m. to 2:00 p.m.; and closed on Sunday. Call or check the web site for holiday, intersession, and summer hours.

Mailboxes

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life & Leadership Office in the Student Center Building, Room 185. Communications to clubs/organizations may be distributed by placing materials in the designated mailbox.

Student Services

Faculty and Staff

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. To contact the copy and mail center, please dial (480) 423-6645 during regular hours of 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

My.maricopa.edu Online Student System

Through my.maricopa.edu, students can access the following features:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Check course availability
- Request official transcripts
- View unofficial transcript
- Check holds
- PIN maintenance
- Check student grades
- Auto emissions requirements
- Verification requests

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.

Open Computer Lab

The Open Computer Lab provides computer hardware, software and technical support for all currently enrolled students. We have over 70 computers (including four Macs), as well as CD burners, printers, and a scanner. The helpful and friendly lab staff will be happy to help answer your computer-related questions or problems. The Open Computer Lab is located on the east side of campus in BU133. Normal hours of operation are Monday - Thursday from 7 a.m. to 8 p.m., Fridays from 8 a.m. to 5 p.m., and Saturdays from 8 a.m. to 4 p.m. Hours vary during the summer and during intersessions.

Orientation Sessions

Student Orientation sessions are held in August and January prior to the start of classes. For more information contact the Student Success Office at (480) 423-6562, or visit our website at www.scottsdalecc.edu/studentssuccess.

Psi Gamma Chapter of Phi Theta Kappa

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Every other year Phi Theta Kappa selects a new study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at 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 Student Life & Leadership office at (480) 423-6794 for more information.

SCC IT HelpDesk

(480) 423-6274 (Option 3)

The SCC IT HelpDesk provides faculty, staff, and students a primary point of contact within SCC for college-supported technology services and technical assistance. The HelpDesk is located on the east side of campus inside the Open Computer Lab (BU-133W). HelpDesk personnel can be reached by phone or e-mail at helpdesk.its@sccmil.maricopa.edu. For more information, visit our website at www.scottsdalecc.edu/its/helpdesk/.

Senior Adult Education Program

(480) 423-6560

The Senior Adult Education Program at SCC is committed to excellence in education for adults 50+, but the classes are open to people of all ages.

The Senior Adult Education Program offers a variety of credit and noncredit courses, including literature, global events, health, cinema, languages and art.

The expertise of retired persons is utilized along with that of SCC faculty and staff.

Continued next page...

Student Services

The program attempts to accommodate the needs and interests of active 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.

The program office is located on the west side of the Library Building, LB 106C, and is open from mid-August through mid-May; Monday through Friday 9:00 a.m. to 5:00 p.m. For more information, call (480) 423-6560 or email seniorvoice@sccmail.maricopa.edu.

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.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the above-mentioned circumstances, please visit the Student Life & Leadership Office in SC-185.

Student Life & Leadership

Programs & Services www.scottsdalecc.edu/slf

(480) 423-6538

The mission of Student Life & Leadership is to foster a connective spirit of cooperation where students are able to:

- Develop as moral and ethical leaders in a multicultural society.
- Find a meaningful sense of community, civility and citizenship.
- Identify and appreciate human differences through a diverse offering of experiential learning activities, special projects and supportive services.

To get the most out of their time in college, all students are encouraged to participate in programs and special projects sponsored by the Student Life & Leadership Office. Research shows students involved outside of their classrooms are more likely to graduate, more likely to graduate on time and more likely to enjoy their educations. Plus, such involvement can help students make sense of and enhance their academic coursework, and help them when looking for jobs, applying for scholarships and/or transferring to other institutions.

Some of the programs and special events in which a student can participate with the Student Life & Leadership Office include: college-wide festivals, community service experiences, cultural celebrations, student government, student clubs and organizations, student leadership development and college commencement. The programs and special events for this year are listed on page 223.

Many services are also available through the Student Life & Leadership Office to assist students in finding success while at

SCC. These include student ID cards, campus tours, loan programs, policy dissemination, posting approval, voter registration and calculator rentals.

This is truly the office “helping students make things happen”!

Student Leadership Forum

(480) 423-6541

The Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at SCC. As the official voice of students, SLF includes eight Executive Officers, 12 Students-At-Large and numerous Club Representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Student Life & Leadership Office, SC-185, to pick up an application, or call (480) 423-6541.

As a student member of SLF, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

Testing Center

www.scottsdalecc.edu/testingcenter

(480) 423-6433

The mission of Testing Services at Scottsdale Community College is to provide a quality environment where students are encouraged to achieve to the best of their abilities, facilitate accurate course placement and to assure that the highest level of testing standards are maintained.

Located in the Library Building, Room LB 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 (ASSET/COMPASS), English as a Second Language course placement (CELSA), and course makeup exams. There is no charge for taking these tests, and students must present photo identification when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests.

The three-test battery for English, Reading and Math placement is given Monday through Thursday from 8:15 a.m. to 5:00 p.m.; *Friday from 8:15 a.m. to 3:00 p.m. Single placement tests are given Monday through Thursday from 8:15 a.m. to 5:30 p.m.; *Friday from 8:15 a.m. to 3:30 p.m. Students who are taking the test for Financial Aid purposes must complete all three tests during one test session. The use of calculators is permitted on algebra tests but not required. Results are provided after testing is completed.

Other tests and services, such as the Nursing Entrance Test, HCC Credit by Exam and proctoring for distance learning classes are also available. Fees are applicable for these services; please contact the Testing Center for more information.

Student Services

The Testing Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; *Friday from 8:00 a.m. to 5:00 p.m. All testing is not available during all office hours.

*The Testing Center is closed on Fridays June through mid-August.

Tutoring Services

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 arithmetic 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 2:30 p.m. and 4:30 p.m. to 7:00 p.m. (evening hours June and July only).

Social/Behavioral Sciences (SB) Learning Center (480-423-6223)

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, physical/cultural geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available; and
- Internet access.

The SB Learning Center is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.; Friday from 7:00 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m.; closed on Friday during the summer.

Writing Center (480-423-6416)

The Writing Center's services are free to all currently enrolled SCC students and include the following:

Tutoring:

- English and ESL tutors to assist students with all SCC writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills

Computing:

- Word processing (both PC and Macintosh)
- Internet access
- English grammar drills
- ESL and foreign language grammar and pronunciation drills

Other Services:

- Make-up 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. During the fall and spring semesters, the Center is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.

A student may receive tutoring for the SCC class or classes in which he/she is currently enrolled. A student may not receive tutoring for any class taken at another college or university regardless of concurrent enrollment at SCC. Students are strongly encouraged to schedule tutoring appointments in advance. For information about English, ESL, and foreign language tutoring hours, please call the Writing Center at the number listed above.

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. Veterans Services provides the appropriate certification and referrals for all necessary SCC and community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G. I. Bill Educational Benefits recipients must report to the Veterans Office, located in Admissions and Records in the Student Services Building, on a semester basis for V.A. benefits certification. The 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 7:30 a.m. to 7:00 p.m.; closed on Friday.

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Student Services

Volunteerism

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. SCC's Student Life & Leadership Office makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

In addition to the many organized volunteer projects, the Student Life & Leadership Office hosts an annual Volunteer! Fair each Fall term. This is an interactive and low-key way for SCC student and employees to meet community agency representatives and find out more about ways to get involved. Past participating agencies have included Arizona Animal Welfare League, Crisis Nursery and AZ Environmental Fund. This year's fair is Wednesday, October 1, 11 AM – 1 PM, Student Center Foyer.

For students that want to try their own hand at planning and facilitating a volunteer experience, the Student Life & Leadership Office offers a two-credit hour course. LDR 101

Emerging Leaders uses the framework of leadership to make positive social change. The class runs for eight weeks in either the Fall or Spring term. To participate or learn more about volunteerism at SCC, contact the Student Life & Leadership Office in the Student Center Building, Room 185, or call (480) 423-6538.

Voter Registration

Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life & Leadership (SC185) offices, in both English and Spanish. Registration is also available 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, golf, and track and field. SCC women's teams have competed in national competitions in volleyball, cross country, basketball, tennis, track and field, and golf. Please contact the Athletic Department, (480) 423-6606, for more information.



Student Services

STUDENT LIFE & LEADERSHIP SPECIAL PROJECTS CALENDAR

DATE	EVENT	TIME	LOCATION
August 25 - 28	Welcome Week	Times vary	Student Center
August 25 & 26	Information Tables	7 am & 4 pm	Library & Physical Sciences Bldgs.
September 3	SLF's Fall Club Fair	11 am - 1 pm	Cafeteria - Student Center
September 18	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
September 22 - 25	SLF's Clothesline Across Campus	All Day, All Week	Center Green - Student Center
October 1	Volunteer! Fair	11 am - 1 pm	Foyer - Student Center
October 24	SCC's Make A Difference Day	9 am	Off-Campus
October 29	SLF's Hocus Pocus Halloween	10 am - 2 pm	East Patio - Student Center
November 12	SLF's Fall Follies	10 am - 2 pm	Center Green - Student Center
November 21	College to the Community	12:30 pm - 5 pm	Off-Campus
November 24 through December 12	Holiday Angel Program	All Day	Foyer - Student Center Foyer - Language & Communications Bldg.
December 3	Empty Bowls	11 am - 7 pm	Cafeteria - Student Center
December 19 (Exec/SALs ONLY)	SLF Semester Retreat	9 am	Off-Campus
January 7	Educational Endeavors	8 am	Camp Peralta
January 20 & 21	Information Tables	7 am & 4 pm	Library & Physical Sciences Bldgs.
January 21	SLF's Spring Club Fair	11 am - 1 pm	Cafeteria - Student Center
February 12	SLF's Valentine Workshop	10 am - 2 pm	Cafeteria - Student Center
March 5	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
March 27	Into the Streets	9 am	Off-Campus
April 15	Excellence Under the Stars	7 pm	West Green - Student Center
April 29	SLF's Spring Fling	10 am - 2 pm	Center Green - Student Center
April 30	Student Club & Organization Recognition Luncheon	12 Noon	Artichoke Grill - Applied Sciences Building
May 8 (Execs/SALs ONLY)	SLF Year-end Retreat	12 Noon	Off-Campus
May 15	Commencement	7 pm	Gymnasium
TBD	LeaderShape	Overnight	TBD

Student Life & Leadership Office
Student Leadership Forum
 "Helping Students Make Things Happen"
 For more information, please contact: 480.423.6538
 Or stop by to see us in SC-185
www.scottsdalecc.edu/slf

CAMPUS POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.
5. Returned checks are sent to FedChex for collection.
6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by a valid sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Visit the Bookstore website at www.scottsdale.bkstr.com.

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life & Leadership Office. Materials that have not been approved will be removed.

College Safety Policies

Visit the College Safety website at www.scottsdalecc.edu for more information on SCC campus and MCCCDC safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information.

Accidents on Campus

It is important that College Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCDC student insurance. The insurance forms are processed through the Dean of Student Services Office.

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

Campus Hours

The campus opens at 6:00 a.m. and closes at 11:00 p.m. every day.

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.

Campus Policies

Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Safety Office or the Dean of Student Services Office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCDC Governing Board. See the Tuition and Fees Schedule for the list of parking violations and fines. The College Safety Office is open 24 hours, seven days a week.

Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit an Event Registration Form. The form is available in the Student Life & Leadership Office and must be

submitted along with the Facility Request Form no later than three weeks before the event is to take place. **No project or event may take place until the Event Registration Form has been approved.**

The Student Life & Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday 8:00 a.m. to 7:00 p.m. Please call (480) 423-6538 for additional information.

Tobacco Use on Campus

Smoking (meaning all forms of tobacco use) is prohibited inside college buildings and within 25 feet of any entrance/exit door.

Weapons on Campus

The possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911C. Anyone violating the policy is subject to arrest under ARS 13-2911 and is subject to applicable college disciplinary procedures. Because SCC is located on the Salt River Pima-Maricopa Indian Community, weapons possession is also prohibited by Federal law.



Discrimination Complaint Procedures for Students

Internal Complaint Procedure

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint procedure for Students is also available from the Office of General Counsel at 480-731-8876.

A. Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.
2. Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day

timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

3. If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

B. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.
2. A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.
3. The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.
4. Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.
5. A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.
6. Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.
7. After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews

College Environment

and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

8. The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.
9. When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

C. MCCCDC Administrative Review Process: Request for Reconsideration

1. A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.
2. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.
3. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request.
4. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation.
5. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

D. Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane

to the complaint. At no time shall a student who has made an allegation of discrimination under these procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

E. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCDC Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.



College Environment

F. Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

G. Confidentiality of Proceedings

Every effort will be made by the college and MCCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCCD's legal obligation to investigate and resolve issues of discrimination.

H. Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

I. False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCCD policy may report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The report should be made within 180 calendar days of the most recent alleged incident of sexual harassment. Upon receipt of the report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the report.

External Filing of Discrimination Complaints

MCCCCD encourages students to use the MCCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
 Denver Office
 U.S. Department of Education
 Federal Building
 1244 Speer Boulevard, Suite 310
 Denver, Colorado 80204-3582
 Phone: 303-844-5695
 Fax: 303-844-4303
 TDD: 303-844-3417
 E-mail: OCR_Denver@ed.gov

Procedimientos de Quejas de Discriminación para Estudiantes

Este procedimiento provee un medio para resolver quejas hechas por estudiantes que creen que han sido afectados negativamente por discriminación de MCCCCD ilegal o prohibida por el colegio/centro, MCCCCD, o sus estudiantes o empleados.

Quejas pueden ser introducidas bajo este procedimiento por discriminación basada en raza, color, religión, origen sexual, edad, estado de veterano de la era-vietnamesa e incapacidad física o mental.

Estudiantes que creen que están experimentando acosamiento sexual pueden utilizar el proceso de Reporte (como descrito a continuación) además de los Procesos de Resolución Formales e Informales.

Todos los tiempos de vencimiento prescritos para el Reporte, Resolución Informal y Procesos de Resolución Formal pueden ser extendidos por el Vice Presidente de Asuntos Estudiantiles por buena razón, tal como (pero no limitado a) cuando las clases no están en sesión o cuando los partidos están en mutuo acuerdo.

Información relacionada al Procedimiento de Quejas de Discriminación para Estudiantes también es disponible de parte de la Oficina del Cónsul General al 480-731-8876.

A. Resolución Informal de Quejas de Discriminación

- I. Antes de archivar una queja formal bajo este procedimiento, un estudiante puede intentar resolver el problema por medio de pláticas informales con la persona declarada de ser responsable por la acción discriminatoria y el supervisor de esa persona o el ejecutivo de ese departamento. El estudiante puede pedirle al Vice Presidente de Asuntos Estudiantiles a que le asista en el proceso de resolución informal. El Vice Presidente de Asuntos Estudiantiles puede modificar o rechazar una resolución informal de

College Environment

una queja de conducta discriminatoria bajo este proceso si, de acuerdo al juicio del Vice Presidente, la resolución propuesta no está en los mejores intereses de ambos estudiante y la institución. El Vice Presidente tomará tal acción a no más tardar (15) días del calendario después de recibir la noticia de resolución informal.

2. Intentos de resolver informalmente discriminación declarada debe de ocurrir dentro de noventa (90) días del calendario después del acto de discriminación declarado.
3. Si la queja no puede ser resuelta informalmente para la satisfacción del demandante, el demandante tiene el derecho de archivar una queja escrita dentro de 300 días del acto discriminatorio más recientemente declarado y de proceder bajo procedimientos de resolución formal.

B. Resolución Formal de Quejas de Discriminación

1. Un estudiante que contiene que ha ocurrido discriminación de MCCCC ilegal o prohibida, puede archivar una queja formal al comunicarse con el Vice Presidente de Asuntos Estudiantiles en cada colegio respectivo o centro. El Vice Presidente de Asuntos Estudiantiles aceptará quejas archivadas dentro de 300 días del calendario de la ocurrencia más reciente del declarado acto discriminatorio.
2. Una queja debe de ser firmada por el estudiante y archivada en la forma prescrita por la oficina del Cónsul General. Un estudiante también puede comunicarse con la oficina del Cónsul General para obtener el nombre y el número de teléfono del oficial del recinto del colegio designado para responder a quejas de discriminación.
3. La queja debe de identificar la acción, decisión, conducta, u otra base que constituya un acto declarado o práctica de discriminación prohibida o ilegal por MCCCC. La queja también debe de declarar que la acción, decisión u ocurrencia fue hecho o basado de acuerdo a la raza, color, religion, sexo, orientación sexual, origen nacional, ciudadanía, edad (mayor de 40) incapacidad física, estado de era de Vietnam, o cualquier otra causa de discriminación ilegal.
4. Al recibir una queja, el oficial notificará al presidente del colegio o el director y la oficina del Cónsul General. La Oficina del Cónsul General asignará un número de caso a la queja.
5. Una copia de la queja será compartida con el demandado dentro de cinco (5) días de trabajo de recibir la queja por el Vice Presidente de Asuntos Estudiantiles. El demandado será advertido que represalias contra el demandante o testigo oficial no serán toleradas y que una investigación será conducida.
6. El demandado debe de proveer una respuesta por escrito a la queja dentro de quince (15) días del calendario después de recibir la queja.
7. Después de aceptar una queja, el Vice Presidente de Asuntos Estudiantiles conducirá una investigación para encontrar los hechos que incluirá, por lo mínimo, un resumen de la evidencia escrita (incluyendo la queja y la respuesta), y

entrevistas con los empleados y estudiantes apropiados. El Vice Presidente de Asuntos Estudiantiles puede servir como investigador de quejas. Dentro de noventa (90) días del calendario después de recibir la queja, el investigador de quejas, le entregará al Vice Presidente de Asuntos Estudiantiles los resultados escritos y los resultados de la investigación. Dentro de diez (10) días de trabajo al recibir los resultados de la investigación de investigador de quejas, el Vice Presidente de Asuntos Estudiantiles le entregará al presidente o Director del Colegio los resultados escritos del investigador y las recomendaciones del Vice Presidente en cuanto a la disposición de la queja.

8. El presidente o director aceptará, rechazará, o modificará las recomendaciones y proveerá una notificación por escrito de su acción a los partidarios dentro de quince (15) días del calendario al recibir los resultados y recomendaciones del Vice Presidente de Asuntos Estudiantiles.
9. Cuando la investigación confirme las alegaciones, acción correctiva apropiada será llevada a cabo. Evidencia que sea colateral a las alegaciones de discriminación y/o de acoso sexual y que fue obtenida durante una investigación bajo estos procedimientos, puede ser usada con quejas subsecuentes o en procedimientos de disciplina.

C. Proceso de Resumen Administrativo de MCCCC Solicitud de Reconsideración

1. Un demandante o demandado/a que no esté satisfecho/a con la decisión del presidente o director tiene diez (10) días de trabajo para hacer petición, por escrito, un resumen administrativo de la decisión, por su presidente o director del colegio.
2. La petición para resumen administrativo debe declarar razones específicas porque el demandante o el/la demandado/a cree que el resultado fue impropio.
3. El presidente o el director hará resumen de los resultados de la investigación y de los hallazgos escritos y responderá a la petición dentro de diez (10) días de trabajo después de recibir la petición.
4. Si el presidente o el director determina que la decisión no es apoyada por la evidencia, el archivo de caso será abierto de nuevo y asignado para investigación adicional.
5. Si el presidente o el director determina que la investigación fue entera y completa, y que la decisión es apoyada por la evidencia, el o ella negará la petición para resumen administrativo. A este nivel, el demandante ha agotado el Procedimiento de quejas de Discriminación Interna.

D. Mantenimiento de Documentación

Documentación resultando de cada nivel en el Proceso Formal de Resolución (incluyendo declaraciones de testigos, notas investigadoras, etc.) será enviada a y mantenida por la oficina de MCCCC del Cónsul General. Documentos Investigadores no serán mantenidos con o considerados como parte de los archivos del estudiante. Documentación con respecto a acción correctiva es considerada parte del archivo del estudiante.

E. Derecho a ayuda

Un/Una demandante o demandado/a puede recibir la ayuda de un abogado u otra persona durante cualquier periodo de la queja archivada bajo este Procedimiento de Queja de Discriminación. Tal persona puede asistir a cualquier entrevista y aconsejar al demandante o demandado pero no podrá de otra manera participar en la entrevista. El investigador del demandante hará comunicaciones directamente al demandante y al demandado, y no por medio del abogado del individuo o por otra persona proveyendo asistencia.

F. Confidencialidad de Procedimientos

Cada esfuerzo se hará por el colegio y MCCCCD para proteger la confidencialidad de los grupos durante el procesamiento de quejas bajo este procedimiento. Los archivos serán mantenidos en una manera confidencial al extremo permitido por ley hasta el punto en que no intervengan con la obligación legal de MCCCCD de investigar y resolver asuntos de discriminación.

G. Represalia prohibida

Represalia contra una persona quien ha archivado una queja o contra cualquier testigo interrogado durante una investigación está estrictamente prohibido. Cualquier acto de represalia por instructores, supervisores, gerentes, profesionales académicos, administradores, u otros empleados quienes tienen la autoridad para llevar a cabo acción adversa contra un demandante o testigo, está prohibido, y puede ser motivo para acción disciplinaria.

H. Declaraciones Falsas Prohibidas

Cualquier individuo que al saber provee información falsa después de archivar un cargo de discriminación o durante la investigación de un cargo de discriminación será sujeto a disciplina apropiada.

Archivando un Reporte de Acosamiento Sexual

Un estudiante que cree que él o ella es, o ha sido la víctima de acosamiento sexual según prohibido por los reglamentos de MCCCCD, puede Reportar (oralmente o por escrito) el acosamiento al Vice Presidente de Asuntos Estudiantiles en cada colegio o centro. El Reporte debe ser hecho dentro de 180 días del calendario a partir del incidente más reciente del acosamiento sexual. Al recibir el Reporte, el Vice Presidente de Asuntos Estudiantiles o designado tendrá una junta con el acosador implicado. La junta incluirá: identificar el comportamiento como descrito en el Reporte, avisando al acosador declarado en cuanto a la percepción del impacto de su comportamiento, proveyendo al individuo con una copia de los Reglamentos de Acosamiento Sexual de MCCCCD, animando el completar el Seminario de Acosamiento Sexual usando la red que es patrocinado por la Oficina de Cónsul General y animando más atención a los comportamientos que puedan llevar a uno a percepciones de acosamiento sexual. Ni el Reporte o la junta con el acosador implicado de cualquier manera constituirá un hallazgo de acosamiento sexual. El nombre del acosador no

será identificado al demandado durante el proceso del Reporte; pero, los acusadores deben darse cuenta que podrán ser llamados testigos en procedimientos disciplinarios subsecuentes o proceso legal, tanto como en litigación. La junta con el acosador implicado debe ser conducida dentro de diez (10) días de trabajo después del recibimiento del Reporte.

Archivo Externo de Queja de Discriminación

MCCCCD anima a estudiantes a usar los Procedimientos de Quejas de Discriminación de MCCCCD para que los estudiantes puedan resolver asuntos de discriminación. Los estudiantes también tienen el derecho de archivar quejas de derechos civiles con las agencias externas apropiadas. No habrá represalia contra una persona que archiva una queja con una agencia externa. La siguiente agencia acepta cargos de discriminación archivados por, o favor de, estudiantes:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

Sexual Harassment Policy (AR 2.4.4 & 5.1.8-17)

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)

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

- A. Make unwelcome sexual advances to another employee, student, or campus visitor.

College Environment

- B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship.
- C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: (1) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (2) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities.
- D. Engage in verbal or physical conduct of a sexual nature that: (1) has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or (2) which creates an intimidating, hostile or offensive work or academic environment.
- E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity.
- F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment).
- G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations (AR 5.1.10)

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)

Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

Amorous Relationships (AR 5.1.12)

An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in

a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints (AR 5.1.13)

A. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office (480) 731-8885. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.14)

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

Violations of Law (AR 5.1.15)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.16)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)

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

Petition Signature Solicitation (AR 2.4.8)

- A. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.
- B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
- C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
- D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Solicitation (AR 2.4.9)

A. Definitions

A “solicitor” is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. Requirements

1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
6. A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will be of

College Environment

particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

- a. Such product or service presents low risk of harm to a potential user;
 - b. The product or service is not food or food-related and;
 - c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility—financial or otherwise—for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Children on Campus (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness/Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the College Safety and Security Department.

Workplace Violence Prevention (AR 2.4.12)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

Student Right to Know (AR 2.4.13)

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving athletically-related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported by race and sex, and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

- A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
- B. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
- C. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
- D. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.
- E. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
- F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create

a derivative version of the work. Generally, then this means you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of \$100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials—most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Student Rights and Responsibilities

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources—such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail—for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law..."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: <http://www.maricopa.edu/legal/> and select "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' copyright Guidelines. You should also review the complete text of the Technology Resource Standards, which can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

Taping of Faculty Lectures (AR 3.4)

The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of class as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

Technology Resource Standards (AR 4.4)

A. Introduction

The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other legal mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

B. General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement (but do not replace or waive) these Standards.

Student Rights and Responsibilities

C. Acceptable Use

Use of Maricopa's technology resources, including web sites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

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

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

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

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

D. Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a web site that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.

E. Disclaimer

The home page of a web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

Student Rights and Responsibilities

The statements, comments or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

F. Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
 - b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
 - a. Pre-pledging, illegal pledging or underground activities.
 - b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
 - c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
 - d. Encouraging or forcing use of alcohol or drugs.
 - e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
 - f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).
 - g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
 - h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
 - i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
 - j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

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Student Rights and Responsibilities

Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code (AR 2.5.2).

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations.

- a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
- b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
- c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified

time to be considered for admission or renewal of college recognition status.

- d. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

- a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
- b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Abuse-Free Environment (AR 2.4.7)

A. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

Student Rights and Responsibilities

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District "duty to care."
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
6. Discourse illegal drug abuse and legal substance misuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
- b. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
- c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- a. Drinking or possession of alcoholic beverages on the college campus.
- b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- a. Warning,
- b. Loss of privileges,
- c. Suspension, or
- d. Expulsion.

Continued next page...

Student Rights and Responsibilities

4. Legal Consequences of Alcohol and Other Drugs

a. Laws Governing Alcohol

The State of Arizona sets twenty-one as the “legal drinking age.” An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than \$250 for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

b. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:

- 1) First conviction and the amount of crack possessed exceeds five grams.
- 2) Second conviction and the amount of crack possessed exceeds three grams.
- 3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Civil fine of up to \$10,000 (pending adoption of final regulations).

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

c. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes, lists drug offenses and their penalties. Following is a list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

- 1) Marijuana: A first offense for possession or use of marijuana in an amount of less than one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less than one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.
- 2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less than one thousand dollars.
- 3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less than two thousand dollars.

C. Alcoholic Beverages - Usage Regulation (AR 4.13)

1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.
2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.
3. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
4. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and

Student Rights and Responsibilities

individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

D. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Disability Resources & Services Eligibility for Accommodations and Required Disability Documentation (AR 2.8)

The purpose of this policy is to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act.

General Eligibility Requirements

Each applicant with a disability must meet MCCCDC admissions requirements, or be enrolled as an MCCCDC student, and must provide Disability Resource Services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

Specific Eligibility Requirements Physical Disabilities - Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic disability
2. Blind or visual impairment
3. Deaf or hard-of-hearing
4. Traumatic brain injury
5. Other health-related/systemic disabilities

The Written Diagnostic Report Must Include:

- a) A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
- b) The procedures used to diagnose the disability.
- c) A description of any medical and/or behavioral symptoms associated with the disability.
- d) A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
- e) A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
- f) A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

Continued next page...

Student Rights and Responsibilities

Specific Learning Disabilities - Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures in Each of the Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples of Measures

- a) Wechsler Adult Intelligence Scale - Revised (WAIS-R)
- b) Wechsler Adult Intelligence Scale - Third Edition
- c) Stanford Binet Intelligence Scale - Fourth Edition
- d) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability
- e) Kaufman Adolescent and Adult Intelligence Test

Achievement

- a) Wechsler Individual Achievement Tests (WIAT)
- b) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Achievement (W-Jr)
- c) Stanford Test of Academic Skills (TASK)
- d) Scholastic Abilities Test for Adults (SATA)

Information Processing

- a) Subtests of the WAIS-R or WAIS - Third Edition
- b) Subtests on the Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.

2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
 - a) A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as **appears**, **suggests**, or **probable** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities.
 - c) A psychometric summary of scores.
 - d) A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD) – Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
 - a) A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as **appears**, **suggests**, or **has problems with** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate

Student Rights and Responsibilities

- psycho-educational evaluation must be administered to document ability/achievement discrepancies.
- c) A recommendation regarding medications or medical evaluation(s).
 - d) A recommendation for accommodations, including rationale.

Psychological Disabilities – Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include the Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes)
6. A diagnostic summary statement that includes the following:
 - a) A clear statement that a disability does or does not exist. Terms such as **appears, probable, and suggests** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
 - c) A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation).
 - d) A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
 - e) The duration for which these accommodations should be provided based on the current assessment.
 - f) A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.

2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be canceled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCDC will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

Eligibility of Students Taking Reduced Course Loads (AR 2.8.2)

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of Academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

Continued next page...

Student Rights and Responsibilities

3. The reduced credit load may result in an adjusted financial aid package. **There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.**
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of federal financial aid (Title V) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability Resources & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to resubmit their documentation. Continuation of this status is not automatic. Each case will be reevaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

Academic Misconduct (AR 2.3.11)

A. Definitions

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

B. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions. (Note: Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.

1. **Warning** – A notice in writing to the student that the student has violated the academic code.
2. **Grade Adjustment** – Lowering of a score on a test or assignment.
3. **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.
4. **Course Failure** – Failure of a student in the course where academic misconduct occurs.
5. **Disciplinary Probation** – Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. **College Suspension** – Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
7. **College Expulsion** – Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

Student Rights and Responsibilities

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

Disciplinary Standards

A. Disciplinary Probation and Suspension (AR 2.5.1)

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes and/or college regulations and policies.
4. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

B. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Conduct Code (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

- A. **Accused student** means any student accused of violating this Student Conduct Code.
- B. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
- C. **College** means a Maricopa Community College or center.
- D. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
- E. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.
- F. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
- G. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.
- H. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
- I. **District** means the Maricopa County Community College District.
- J. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
- K. **May** is used in the permissive sense.

Continued next page...

Student Rights and Responsibilities

- L. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president/provost.
- M. **Organization** any number of persons who have complied with the formal requirements for college recognition.
- N. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
- O. **Shall** is used in the imperative sense.
- P. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
- Q. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
- R. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
- S. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

- A. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
- B. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
- C. Decisions made by the a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

A. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

C. Temporary Removal of Student

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any college official or office.
 - b. Forgery, alteration, or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college-recognized student organization.
2. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify

Student Rights and Responsibilities

- the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.
 4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
 5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
 7. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.
 8. Violation of federal, state, or local law.
 9. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.
 10. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
 11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.
 12. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
 13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities functions.
 14. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
 15. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.
 - e. Use of technology facilities or resources to send obscene or abusive messages.
 - f. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.
 - g. Use of technology facilities or resources in violation of copyright laws.
 - h. Any violation of the District's technology resource standards.
 - i. Use of technology facilities or resources to illegally download files.
 16. Abuse of the Student Conduct system, including but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - b. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - c. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
 - d. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
 - e. Attempting to influence the impartiality of the member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - f. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
 - g. Failure to comply with the sanctions imposed under this Student Conduct Code.
 - h. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.
 - i. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
 17. Engaging in irresponsible social conduct.
 18. Attempt to bribe a college or District employee.

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Student Rights and Responsibilities

19. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

D. Violation of Law and College Discipline

1. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off-campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator

may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.
4. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV.A.7 below:
 - a. Student Conduct Board hearings normally shall be conducted in private.
 - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board, and/or its Student Conduct Administrator.
 - c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
 - d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
 - e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall

Student Rights and Responsibilities

- be resolved in the discretion of the chairperson of the Student Conduct Board.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code, which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
 6. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - b. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulations during the probationary period.
 - c. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - d. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - f. **College Suspension** - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. **College Expulsion** - permanent separation of the student from all the colleges in the District.
 2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.
- In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Article IV.B, a through d.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation - loss of all privileges, including college recognition for a designated period of time.
 5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct

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Student Rights and Responsibilities

Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
2. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if

- c. believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
- c. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
- d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
3. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

Student Records (AR 2.5.3)

A. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

1. College – includes all colleges, educational centers, skill centers and district office.
2. Educational Records – any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
 - a. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
 - b. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment.
 - c. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
 - d. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

Student Rights and Responsibilities

B. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

C. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

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Student Rights and Responsibilities

D. Use of Educational Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

2. Philosophy and Workload for Student Employees

- a. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.
- b. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.
- c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the college president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

3. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

4. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.

5. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

6. Employee Contracts and Forms (Appendix N)

- a. Each student seeking employment shall contact the placement office and fill out the "student employment placement form." The immediate supervisor requesting student help shall fill in the hours to be worked and outline the specific duties and requirements for the position.
- b. Each student employee shall be required to sign an agreement form furnished by the Financial Aid office. This form is entitled "Office of Financial Aid and Placement Agreement" and shall be signed by the department head and the immediate supervisor.
- c. After the "Placement Order Form" and the contract (agreement form) have been signed, the student and immediate supervisor are responsible for properly signing and submitting time cards. When changes in work schedules are necessary or a student is transferred or terminated, the immediate supervisor will contact the Financial Aid office and complete the necessary paperwork for the changes.

7. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5).

B. Student Security Guards

1. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

2. Workload of Student Security Guards

- a. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- b. Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on

Student Rights and Responsibilities

Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

3. Students not in Administration of Justice Program

- a. Use of student other than those in Administration of Justice Program:
 - 1) Selection of the student must be personally approved by the vice president of student affairs and chief of security.
 - 2) Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
 - 3) Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- b. Recommended program for students other than those in Administration of Justice programs:

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:

- 1) Wearing of the uniform, general appearance, and demeanor;
- 2) The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods;
- 3) Public relations methods used on the campus;
- 4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds;
- 5) Basic techniques for interviewing students, faculty and visitors relative to the incidents;
- 6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus.
- 7) Basic first aid.

4. Student Security Guards Employee Benefits

As student employees, there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

5. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a county-wide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board legal services.

A. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of five) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

Student Rights and Responsibilities

C. Eligibility for Office

All student governance constitutions shall prescribe that all persons selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written District policy. Convicted felons shall be ineligible for office (A.R.S. §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum of five) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, College Work Study (CWS) funds may be used in accordance with Federal guidelines.
3. The allowance for awarding honorariums for scholarships for executive student officers is a maximum of \$200.00.
4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board legal services.

H. Student Governance Advisors

College organization advisors will be provided for in each of the student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges. Recommendations for appointment of an advisor may be submitted to the appropriate vice president, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of legal services and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.



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:

- Athletic Eligibility
- Class Schedules/Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Residency
- Schedule Changes
- Student ID Correction
- Transcripts
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See "My.maricopa.edu Online Student System," page 219, for information on how to access many of these services.

The Admissions and Records Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Advisement Center

(480) 423-6539

The mission of the Advisement Center is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities and transferring to other colleges.

Advising offers students an opportunity to meet one-on-one with a concerned faculty or staff member to make decisions about college and to receive referrals to a wide variety of campus resources.

Students are strongly encouraged to seek advisement prior to registering for each semester. To prepare for advisement, students should gather their transcripts, placement test scores and any other information that might be relevant to their educational planning.

The Advisement Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Appointments are needed on Tuesday, Wednesday and Thursday between 10:00 a.m. and 4:00 p.m. Students should call ahead for an appointment. During summer hours the Center is closed on Friday.

American Indian Program

(480) 423-6531

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities. The American Indian Program sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

The American Indian Program Office is located in the Student Center, Rooms 135 and 140, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Bursar/Cashier's Office

(480) 423-6148

The services performed by the Bursar/Cashier's Office are as follows:

Collection

Payments for tuition, fees, debts and college activities.

Disbursement

Financial aid monies, honors awards, fee waivers, refunds, and scholarships.

Cashing Checks

Personal checks only with a \$10.00 limit. A \$15.00 fee is assessed on checks returned by the bank for any reason.

The following information will provide the student with efficient service while conducting business at the Bursar/Cashier's Office:

1. A picture ID is required for all transactions.
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.

Student Services

Bus Service

Students and visitors requiring public transportation to the campus can call (602) 253-5000 for current information on bus arrival and departure times. Students may purchase monthly or semester bus passes at the SCC Bookstore. Information on bus service is also available at the following website: www.valleymetro.org.

Campus Tours

The Student Life & Leadership Office is responsible for campus tours. A campus tour can be arranged by contacting the office, located in the Student Center Building, Room 185, or calling (480) 423-6538.

Career & Cooperative Education Services

(480) 423-6523

Career Services

The mission of Career Services is to provide career advising for students to assist them in making informed decisions in selecting career goals and educational plans. Students and community members seeking employment opportunities are given guidance and information to facilitate job searches in an ever changing world of work.

Career & Cooperative Education Services offers resources and personal assistance with career decision-making, career planning, educational major selection, job seeking, résumé writing and interviewing skills. Assistance with Cooperative Education is also available. For more detailed information about this program, please see Cooperative Education on page 152. The latest computer resources are also available to aid in these processes. Employers recruit throughout the year in the career center, and job fairs are sponsored annually for SCC students and the community. For additional information check out the website at www.scottsdalecc.edu/career.

The Career and Cooperative Education Services office is located in the Student Center, Room SC-123, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Visit www.scmaricopa.jobing.com for area listings of full-time and part-time jobs or stop by the center for personalized assistance.

Clubs/Organizations for Students

(480) 423-6538

Participation in the work of various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Student Life & Leadership Office maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

SCC Clubs/Organizations

Advocacy@SCC	Latino Students Association
American Indian Honors Society	Martial Arts Appreciation
AWARE (returning adult students)	Music Industry Club
Black Student Union	Outdoor Adventure Club
Campus Crusade for Christ	Phi Theta Kappa
Criminal Justice	ROTARACT (business/service)
Dance Club	SCC ASID (interior design)
Environmental Club	SCC Paintball Club
Fencing Club	SCC Robotics Club
Focal Point (Film/TV Prod.)	SCC Student Nurse Association
GLBT-Straight Alliance	Shaolin Kung Fu
Hospitality/Sales/Marketing Assoc.	Sports Medicine Club
ImageMakers Theatre Club	Student Leadership Forum
International Community Club	Sun Earth Alliance Indian Club

Counseling Services

The mission of Counseling Services is to support learning and retention by assisting students with identifying and achieving their diverse personal, educational, and career goals. Our mission is achieved through individual and group counseling, instruction, and crisis intervention, in addition to consultation and training with faculty and staff. The Counseling Office is located in the Student Center, Room 108, and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 6:30 p.m. Services provided by the counseling faculty and staff include:

Educational Planning

To aid in selecting an educational program, in deciding courses at SCC, transferring to other colleges, improving study skills, and referral to tutorial or remedial assistance.

Career Counseling

To assist in exploring possible vocational directions and learning about the student's relation to the world of work.

Personal Counseling

To help examine personal concerns which may interfere with a student's academic progress/success.

Testing

To provide standardized testing as needed for the counselor to assist a student in decision making for areas such as college major and/or career selection.

Referral

To provide information and referral to campus resources, or for ongoing assistance with personal concerns and/or psychotherapy treatment options, referral to outside agencies.

Consultation

To assure student success and foster a positive learning environment by working with the faculty and staff.

Student Services

Workshops and Seminars

Periodically, workshops are offered for students, faculty and the campus community. Topics may include: self-esteem building, reducing test anxiety, stress management, divorce, self-assessment for careers, re-careering, substance abuse, relationship building, learning style strategies and others.

Credit Courses

Personal growth and development courses are offered each semester by counseling staff. They range from personal assessment to skill development and may be offered for one to three credits. See the class schedule for a list of courses offered in the Counseling and Personal Development, CPD, prefix.

Culinary Arts Dining Rooms

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from \$3.25 to \$9.95. 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 \$19.95 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.scottsdalecc.edu/culinary. Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling (480) 423-6284.

Disability Resources and Services

(480) 423-6517

Disability Resources and Services (DRS) provides information and services to students with any documented disability, who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate documentation must be presented to DRS verifying the existence of a disability as defined under Section 504 of the Federal Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990; and establishing a clear connection between the accommodations being requested and the effects of the disability. The DRS office, along with the campus community, will assist students to discover, develop, and demonstrate their full potential and abilities.

DRS is located in the Student Center Building, Room 144. Call (Voice) 480-423-6517 or (TTY) 480-423-6566 for more information. Office hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.; closed Friday.

Facility Requests

(480) 423-6506

The Facilities Office is responsible for coordinating the use of campus facilities including: the Student Center, athletic facilities, fine arts facilities, outdoor campus spaces, and meeting and conference rooms.

Any student club, individual, or organization wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by completing the Facility Reservation Request Form and submitting it to the Facilities Office. Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 225). All requests must be received no later than two weeks prior to an event.

Additional information regarding scheduling and use of college facilities is available at: www.scottsdalecc.edu/collegefacilities.

View the Events Calendar at: <http://schedule.maricopa.edu/SCCE>.

Or contact the Facilities Office at 480-423-6049.

Financial Aid

(480) 423-6549

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment, and loans. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed online at: www.scottsdalecc.edu/financial.

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and both Summer Sessions. The priority deadline is June 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and May 1 prior to the start of both Summer I and II sessions in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester.

Applications are available in the Financial Aid Office, located in the Student Center Building, Room SC152, and also online at www.scottsdalecc.edu/financial. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Continued next page...

Student Services

Food Services

(480) 423-6240

The SCC Cafeteria is located in the north side of the Student Center Building. A snack bar is located on the east side of campus, north of the Business Building. SCC Food Service is operated by Aramark Higher Education in partnership with the Maricopa Community College District.

The Cafeteria is open from 7:00 a.m. to 8:00 p.m. Monday through Thursday and 7:00 a.m. to 2:00 p.m. on Friday. A variety of ethnic foods and home-style cooking is available on rotating menus along with daily specials. A full-service deli and grill are open for breakfast and lunch. "Grab & Go" items as well as a full line of beverage and snack items are available. Catering services are offered at reasonable prices. Contact SCC Food Services for quotes.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

(480) 423-6525

The SCC Honors Program promotes academic excellence and offers scholarship opportunities. The program is for students who enjoy intellectual challenge, lively discussions and small classes with enthusiastic instructors.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found outside the Honors Office, located in the Library Building, Room LB105F. Call for office hours or consult with an academic advisor in the Advisement Center (480) 423-6539.

Housing

(480) 423-6538

Scottsdale Community College has no residence halls. Out-of-town students will need to make their own arrangements for housing in one of the nearby cities where ample rental units are available. Questions regarding housing may be directed to the Student Life & Leadership Office.

International Education Programs

(480) 423-6590

The International Education Programs (IEP) department believes in creating a campus environment which encourages and develops intercultural awareness and promotes a global perspective through an open exchange of ideas. This is accomplished by providing quality international student services, promoting education abroad opportunities, sponsoring numerous cultural events, and supporting professional development programs for today's changing and multicultural world.

The IEP Office is located in the Student Center Building (SC-125) and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Library Services

(480) 423-6651

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, microforms, maps, music and sound recordings, and videos to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site (www.scottsdalecc.edu/library) provides access to several resources, including the online catalog which contains the holdings in all of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Many articles are available full-text and can be printed, saved, or e-mailed. Students may access all library databases from off-campus.

To obtain an SCC Library card, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness Center ID to check-out library materials. The loan period for most materials is three weeks. A fine of 10 cents per day is charged for each overdue item. Fines accrue at 50 cents per hour for reserve materials and limited loan items.

Photocopiers and microfilm copiers are available. Study rooms can be reserved in advance for individual or group study.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 4:00 p.m.; Saturday, 10:00 a.m. to 2:00 p.m.; and closed on Sunday. Call or check the web site for holiday, intersession, and summer hours.

Mailboxes

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life & Leadership Office in the Student Center Building, Room 185. Communications to clubs/organizations may be distributed by placing materials in the designated mailbox.

Student Services

Faculty and Staff

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. To contact the copy and mail center, please dial (480) 423-6645 during regular hours of 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

My.maricopa.edu Online Student System

Through my.maricopa.edu, students can access the following features:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Check course availability
- Request official transcripts
- View unofficial transcript
- Check holds
- PIN maintenance
- Check student grades
- Auto emissions requirements
- Verification requests

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.

Open Computer Lab

The Open Computer Lab provides computer hardware, software and technical support for all currently enrolled students. We have over 70 computers (including four Macs), as well as CD burners, printers, and a scanner. The helpful and friendly lab staff will be happy to help answer your computer-related questions or problems. The Open Computer Lab is located on the east side of campus in BU133. Normal hours of operation are Monday - Thursday from 7 a.m. to 8 p.m., Fridays from 8 a.m. to 5 p.m., and Saturdays from 8 a.m. to 4 p.m. Hours vary during the summer and during intersessions.

Orientation Sessions

Student Orientation sessions are held in August and January prior to the start of classes. For more information contact the Student Success Office at (480) 423-6562, or visit our website at www.scottsdalecc.edu/studentssuccess.

Psi Gamma Chapter of Phi Theta Kappa

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Every other year Phi Theta Kappa selects a new study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at 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 Student Life & Leadership office at (480) 423-6794 for more information.

SCC IT HelpDesk

(480) 423-6274 (Option 3)

The SCC IT HelpDesk provides faculty, staff, and students a primary point of contact within SCC for college-supported technology services and technical assistance. The HelpDesk is located on the east side of campus inside the Open Computer Lab (BU-133W). HelpDesk personnel can be reached by phone or e-mail at helpdesk.its@sccmil.maricopa.edu. For more information, visit our website at www.scottsdalecc.edu/its/helpdesk/.

Senior Adult Education Program

(480) 423-6560

The Senior Adult Education Program at SCC is committed to excellence in education for adults 50+, but the classes are open to people of all ages.

The Senior Adult Education Program offers a variety of credit and noncredit courses, including literature, global events, health, cinema, languages and art.

The expertise of retired persons is utilized along with that of SCC faculty and staff.

Continued next page...

Student Services

The program attempts to accommodate the needs and interests of active 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.

The program office is located on the west side of the Library Building, LB 106C, and is open from mid-August through mid-May; Monday through Friday 9:00 a.m. to 5:00 p.m. For more information, call (480) 423-6560 or email seniorvoice@sccmail.maricopa.edu.

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.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the above-mentioned circumstances, please visit the Student Life & Leadership Office in SC-185.

Student Life & Leadership

Programs & Services www.scottsdalecc.edu/slf

(480) 423-6538

The mission of Student Life & Leadership is to foster a connective spirit of cooperation where students are able to:

- Develop as moral and ethical leaders in a multicultural society.
- Find a meaningful sense of community, civility and citizenship.
- Identify and appreciate human differences through a diverse offering of experiential learning activities, special projects and supportive services.

To get the most out of their time in college, all students are encouraged to participate in programs and special projects sponsored by the Student Life & Leadership Office. Research shows students involved outside of their classrooms are more likely to graduate, more likely to graduate on time and more likely to enjoy their educations. Plus, such involvement can help students make sense of and enhance their academic coursework, and help them when looking for jobs, applying for scholarships and/or transferring to other institutions.

Some of the programs and special events in which a student can participate with the Student Life & Leadership Office include: college-wide festivals, community service experiences, cultural celebrations, student government, student clubs and organizations, student leadership development and college commencement. The programs and special events for this year are listed on page 223.

Many services are also available through the Student Life & Leadership Office to assist students in finding success while at

SCC. These include student ID cards, campus tours, loan programs, policy dissemination, posting approval, voter registration and calculator rentals.

This is truly the office “helping students make things happen”!

Student Leadership Forum

(480) 423-6541

The Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at SCC. As the official voice of students, SLF includes eight Executive Officers, 12 Students-At-Large and numerous Club Representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Student Life & Leadership Office, SC-185, to pick up an application, or call (480) 423-6541.

As a student member of SLF, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

Testing Center

www.scottsdalecc.edu/testingcenter

(480) 423-6433

The mission of Testing Services at Scottsdale Community College is to provide a quality environment where students are encouraged to achieve to the best of their abilities, facilitate accurate course placement and to assure that the highest level of testing standards are maintained.

Located in the Library Building, Room LB 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 (ASSET/COMPASS), English as a Second Language course placement (CELSA), and course makeup exams. There is no charge for taking these tests, and students must present photo identification when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests.

The three-test battery for English, Reading and Math placement is given Monday through Thursday from 8:15 a.m. to 5:00 p.m.; *Friday from 8:15 a.m. to 3:00 p.m. Single placement tests are given Monday through Thursday from 8:15 a.m. to 5:30 p.m.; *Friday from 8:15 a.m. to 3:30 p.m. Students who are taking the test for Financial Aid purposes must complete all three tests during one test session. The use of calculators is permitted on algebra tests but not required. Results are provided after testing is completed.

Other tests and services, such as the Nursing Entrance Test, HCC Credit by Exam and proctoring for distance learning classes are also available. Fees are applicable for these services; please contact the Testing Center for more information.

Student Services

The Testing Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; *Friday from 8:00 a.m. to 5:00 p.m. All testing is not available during all office hours.

*The Testing Center is closed on Fridays June through mid-August.

Tutoring Services

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 arithmetic 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 2:30 p.m. and 4:30 p.m. to 7:00 p.m. (evening hours June and July only).

Social/Behavioral Sciences (SB) Learning Center (480-423-6223)

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, physical/cultural geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available; and
- Internet access.

The SB Learning Center is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.; Friday from 7:00 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m.; closed on Friday during the summer.

Writing Center (480-423-6416)

The Writing Center's services are free to all currently enrolled SCC students and include the following:

Tutoring:

- English and ESL tutors to assist students with all SCC writing assignments (not just those assigned in English classes)
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills

Computing:

- Word processing (both PC and Macintosh)
- Internet access
- English grammar drills
- ESL and foreign language grammar and pronunciation drills

Other Services:

- Make-up 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. During the fall and spring semesters, the Center is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.

A student may receive tutoring for the SCC class or classes in which he/she is currently enrolled. A student may not receive tutoring for any class taken at another college or university regardless of concurrent enrollment at SCC. Students are strongly encouraged to schedule tutoring appointments in advance. For information about English, ESL, and foreign language tutoring hours, please call the Writing Center at the number listed above.

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. Veterans Services provides the appropriate certification and referrals for all necessary SCC and community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G. I. Bill Educational Benefits recipients must report to the Veterans Office, located in Admissions and Records in the Student Services Building, on a semester basis for V.A. benefits certification. The 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 7:30 a.m. to 7:00 p.m.; closed on Friday.

Continued next page...

Student Services

Volunteerism

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. SCC's Student Life & Leadership Office makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

In addition to the many organized volunteer projects, the Student Life & Leadership Office hosts an annual Volunteer! Fair each Fall term. This is an interactive and low-key way for SCC student and employees to meet community agency representatives and find out more about ways to get involved. Past participating agencies have included Arizona Animal Welfare League, Crisis Nursery and AZ Environmental Fund. This year's fair is Wednesday, October 1, 11 AM – 1 PM, Student Center Foyer.

For students that want to try their own hand at planning and facilitating a volunteer experience, the Student Life & Leadership Office offers a two-credit hour course. LDR 101

Emerging Leaders uses the framework of leadership to make positive social change. The class runs for eight weeks in either the Fall or Spring term. To participate or learn more about volunteerism at SCC, contact the Student Life & Leadership Office in the Student Center Building, Room 185, or call (480) 423-6538.

Voter Registration

Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life & Leadership (SC185) offices, in both English and Spanish. Registration is also available 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, golf, and track and field. SCC women's teams have competed in national competitions in volleyball, cross country, basketball, tennis, track and field, and golf. Please contact the Athletic Department, (480) 423-6606, for more information.



Student Services

STUDENT LIFE & LEADERSHIP SPECIAL PROJECTS CALENDAR

DATE	EVENT	TIME	LOCATION
August 25 - 28	Welcome Week	Times vary	Student Center
August 25 & 26	Information Tables	7 am & 4 pm	Library & Physical Sciences Bldgs.
September 3	SLF's Fall Club Fair	11 am - 1 pm	Cafeteria - Student Center
September 18	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
September 22 - 25	SLF's Clothesline Across Campus	All Day, All Week	Center Green - Student Center
October 1	Volunteer! Fair	11 am - 1 pm	Foyer - Student Center
October 24	SCC's Make A Difference Day	9 am	Off-Campus
October 29	SLF's Hocus Pocus Halloween	10 am - 2 pm	East Patio - Student Center
November 12	SLF's Fall Follies	10 am - 2 pm	Center Green - Student Center
November 21	College to the Community	12:30 pm - 5 pm	Off-Campus
November 24 through December 12	Holiday Angel Program	All Day	Foyer - Student Center Foyer - Language & Communications Bldg.
December 3	Empty Bowls	11 am - 7 pm	Cafeteria - Student Center
December 19 (Exec/SALs ONLY)	SLF Semester Retreat	9 am	Off-Campus
January 7	Educational Endeavors	8 am	Camp Peralta
January 20 & 21	Information Tables	7 am & 4 pm	Library & Physical Sciences Bldgs.
January 21	SLF's Spring Club Fair	11 am - 1 pm	Cafeteria - Student Center
February 12	SLF's Valentine Workshop	10 am - 2 pm	Cafeteria - Student Center
March 5	SLF's Lunch with Dr. G & the VPs	11:30 am	Turquoise Room - Student Center
March 27	Into the Streets	9 am	Off-Campus
April 15	Excellence Under the Stars	7 pm	West Green - Student Center
April 29	SLF's Spring Fling	10 am - 2 pm	Center Green - Student Center
April 30	Student Club & Organization Recognition Luncheon	12 Noon	Artichoke Grill - Applied Sciences Building
May 8 (Execs/SALs ONLY)	SLF Year-end Retreat	12 Noon	Off-Campus
May 15	Commencement	7 pm	Gymnasium
TBD	LeaderShape	Overnight	TBD

Student Life & Leadership Office
Student Leadership Forum
 "Helping Students Make Things Happen"
 For more information, please contact: 480.423.6538
 Or stop by to see us in SC-185
www.scottsdalecc.edu/slf

CAMPUS POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.
5. Returned checks are sent to FedChex for collection.
6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by a valid sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Visit the Bookstore website at www.scottsdale.bkstr.com.

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life & Leadership Office. Materials that have not been approved will be removed.

College Safety Policies

Visit the College Safety website at www.scottsdalecc.edu for more information on SCC campus and MCCCDC safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information.

Accidents on Campus

It is important that College Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCDC student insurance. The insurance forms are processed through the Dean of Student Services Office.

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

Campus Hours

The campus opens at 6:00 a.m. and closes at 11:00 p.m. every day.

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.

Campus Policies

Parking Regulations

The following parking regulations are those most frequently encountered on the SCC campus. A complete copy of the District Parking and Traffic Regulations is available from the College Safety Office or the Dean of Student Services Office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.
2. Parking is not permitted on grass, unpaved areas or on sidewalks.
3. Vehicles parking in STAFF parking spaces must display a valid permit.
4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.
5. The maximum speed limit in parking lots is 15 MPH.
6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.
7. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCDC Governing Board. See the Tuition and Fees Schedule for the list of parking violations and fines. The College Safety Office is open 24 hours, seven days a week.

Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit an Event Registration Form. The form is available in the Student Life & Leadership Office and must be

submitted along with the Facility Request Form no later than three weeks before the event is to take place. **No project or event may take place until the Event Registration Form has been approved.**

The Student Life & Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday 8:00 a.m. to 7:00 p.m. Please call (480) 423-6538 for additional information.

Tobacco Use on Campus

Smoking (meaning all forms of tobacco use) is prohibited inside college buildings and within 25 feet of any entrance/exit door.

Weapons on Campus

The possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911C. Anyone violating the policy is subject to arrest under ARS 13-2911 and is subject to applicable college disciplinary procedures. Because SCC is located on the Salt River Pima-Maricopa Indian Community, weapons possession is also prohibited by Federal law.



Discrimination Complaint Procedures for Students

Internal Complaint Procedure

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint procedure for Students is also available from the Office of General Counsel at 480-731-8876.

A. Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.
2. Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day

timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

3. If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

B. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.
2. A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.
3. The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age, disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.
4. Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.
5. A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.
6. Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.
7. After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews

College Environment

and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

8. The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.
9. When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

C. MCCCDC Administrative Review Process: Request for Reconsideration

1. A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision, by his or her college president or provost.
2. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper.
3. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request.
4. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation.
5. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

D. Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane

to the complaint. At no time shall a student who has made an allegation of discrimination under these procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

E. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCDC Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.



F. Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

G. Confidentiality of Proceedings

Every effort will be made by the college and MCCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCCD's legal obligation to investigate and resolve issues of discrimination.

H. Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

I. False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCCD policy may report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The report should be made within 180 calendar days of the most recent alleged incident of sexual harassment. Upon receipt of the report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the report.

External Filing of Discrimination Complaints

MCCCCD encourages students to use the MCCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

Procedimientos de Quejas de Discriminación para Estudiantes

Este procedimiento provee un medio para resolver quejas hechas por estudiantes que creen que han sido afectados negativamente por discriminación de MCCCCD ilegal o prohibida por el colegio/centro, MCCCCD, o sus estudiantes o empleados.

Quejas pueden ser introducidas bajo este procedimiento por discriminación basada en raza, color, religión, origen sexual, edad, estado de veterano de la era-vietnamesa e incapacidad física o mental.

Estudiantes que creen que están experimentando acosamiento sexual pueden utilizar el proceso de Reporte (como descrito a continuación) además de los Procesos de Resolución Formales e Informales.

Todos los tiempos de vencimiento prescritos para el Reporte, Resolución Informal y Procesos de Resolución Formal pueden ser extendidos por el Vice Presidente de Asuntos Estudiantiles por buena razón, tal como (pero no limitado a) cuando las clases no están en sesión o cuando los partidos están en mutuo acuerdo.

Información relacionada al Procedimiento de Quejas de Discriminación para Estudiantes también es disponible de parte de la Oficina del Cónsul General al 480-731-8876.

A. Resolución Informal de Quejas de Discriminación

1. Antes de archivar una queja formal bajo este procedimiento, un estudiante puede intentar resolver el problema por medio de pláticas informales con la persona declarada de ser responsable por la acción discriminatoria y el supervisor de esa persona o el ejecutivo de ese departamento. El estudiante puede pedirle al Vice Presidente de Asuntos Estudiantiles a que le asista en el proceso de resolución informal. El Vice Presidente de Asuntos Estudiantiles puede modificar o rechazar una resolución informal de

College Environment

una queja de conducta discriminatoria bajo este proceso si, de acuerdo al juicio del Vice Presidente, la resolución propuesta no está en los mejores intereses de ambos estudiante y la institución. El Vice Presidente tomará tal acción a no más tardar (15) días del calendario después de recibir la noticia de resolución informal.

2. Intentos de resolver informalmente discriminación declarada debe de ocurrir dentro de noventa (90) días del calendario después del acto de discriminación declarado.
3. Si la queja no puede ser resuelta informalmente para la satisfacción del demandante, el demandante tiene el derecho de archivar una queja escrita dentro de 300 días del acto discriminatorio más recientemente declarado y de proceder bajo procedimientos de resolución formal.

B. Resolución Formal de Quejas de Discriminación

1. Un estudiante que contiene que ha ocurrido discriminación de MCCCC ilegal o prohibida, puede archivar una queja formal al comunicarse con el Vice Presidente de Asuntos Estudiantiles en cada colegio respectivo o centro. El Vice Presidente de Asuntos Estudiantiles aceptará quejas archivadas dentro de 300 días del calendario de la ocurrencia más reciente del declarado acto discriminatorio.
2. Una queja debe de ser firmada por el estudiante y archivada en la forma prescrita por la oficina del Cónsul General. Un estudiante también puede comunicarse con la oficina del Cónsul General para obtener el nombre y el número de teléfono del oficial del recinto del colegio designado para responder a quejas de discriminación.
3. La queja debe de identificar la acción, decisión, conducta, u otra base que constituya un acto declarado o práctica de discriminación prohibida o ilegal por MCCCC. La queja también debe de declarar que la acción, decisión u ocurrencia fue hecho o basado de acuerdo a la raza, color, religion, sexo, orientación sexual, origen nacional, ciudadanía, edad (mayor de 40) incapacidad física, estado de era de Vietnam, o cualquier otra causa de discriminación ilegal.
4. Al recibir una queja, el oficial notificará al presidente del colegio o el director y la oficina del Cónsul General. La Oficina del Cónsul General asignará un número de caso a la queja.
5. Una copia de la queja será compartida con el demandado dentro de cinco (5) días de trabajo de recibir la queja por el Vice Presidente de Asuntos Estudiantiles. El demandado será advertido que represalias contra el demandante o testigo oficial no serán toleradas y que una investigación será conducida.
6. El demandado debe de proveer una respuesta por escrito a la queja dentro de quince (15) días del calendario después de recibir la queja.
7. Después de aceptar una queja, el Vice Presidente de Asuntos Estudiantiles conducirá una investigación para encontrar los hechos que incluirá, por lo mínimo, un resumen de la evidencia escrita (incluyendo la queja y la respuesta), y

entrevistas con los empleados y estudiantes apropiados. El Vice Presidente de Asuntos Estudiantiles puede servir como investigador de quejas. Dentro de noventa (90) días del calendario después de recibir la queja, el investigador de quejas, le entregará al Vice Presidente de Asuntos Estudiantiles los resultados escritos y los resultados de la investigación. Dentro de diez (10) días de trabajo al recibir los resultados de la investigación de investigador de quejas, el Vice Presidente de Asuntos Estudiantiles le entregará al presidente o Director del Colegio los resultados escritos del investigador y las recomendaciones del Vice Presidente en cuanto a la disposición de la queja.

8. El presidente o director aceptará, rechazará, o modificará las recomendaciones y proveerá una notificación por escrito de su acción a los partidarios dentro de quince (15) días del calendario al recibir los resultados y recomendaciones del Vice Presidente de Asuntos Estudiantiles.
9. Cuando la investigación confirme las alegaciones, acción correctiva apropiada será llevada a cabo. Evidencia que sea colateral a las alegaciones de discriminación y/o de acoso sexual y que fue obtenida durante una investigación bajo estos procedimientos, puede ser usada con quejas subsecuentes o en procedimientos de disciplina.

C. Proceso de Resumen Administrativo de MCCCC Solicitud de Reconsideración

1. Un demandante o demandado/a que no esté satisfecho/a con la decisión del presidente o director tiene diez (10) días de trabajo para hacer petición, por escrito, un resumen administrativo de la decisión, por su presidente o director del colegio.
2. La petición para resumen administrativo debe declarar razones específicas porque el demandante o el/la demandado/a cree que el resultado fue impropio.
3. El presidente o el director hará resumen de los resultados de la investigación y de los hallazgos escritos y responderá a la petición dentro de diez (10) días de trabajo después de recibir la petición.
4. Si el presidente o el director determina que la decisión no es apoyada por la evidencia, el archivo de caso será abierto de nuevo y asignado para investigación adicional.
5. Si el presidente o el director determina que la investigación fue entera y completa, y que la decisión es apoyada por la evidencia, el o ella negará la petición para resumen administrativo. A este nivel, el demandante ha agotado el Procedimiento de quejas de Discriminación Interna.

D. Mantenimiento de Documentación

Documentación resultando de cada nivel en el Proceso Formal de Resolución (incluyendo declaraciones de testigos, notas investigadoras, etc.) será enviada a y mantenida por la oficina de MCCCC del Cónsul General. Documentos Investigadores no serán mantenidos con o considerados como parte de los archivos del estudiante. Documentación con respecto a acción correctiva es considerada parte del archivo del estudiante.

E. Derecho a ayuda

Un/Una demandante o demandado/a puede recibir la ayuda de un abogado u otra persona durante cualquier periodo de la queja archivada bajo este Procedimiento de Queja de Discriminación. Tal persona puede asistir a cualquier entrevista y aconsejar al demandante o demandado pero no podrá de otra manera participar en la entrevista. El investigador del demandante hará comunicaciones directamente al demandante y al demandado, y no por medio del abogado del individuo o por otra persona proveyendo asistencia.

F. Confidencialidad de Procedimientos

Cada esfuerzo se hará por el colegio y MCCCCD para proteger la confidencialidad de los grupos durante el procesamiento de quejas bajo este procedimiento. Los archivos serán mantenidos en una manera confidencial al extremo permitido por ley hasta el punto en que no intervengan con la obligación legal de MCCCCD de investigar y resolver asuntos de discriminación.

G. Represalia prohibida

Represalia contra una persona quien ha archivado una queja o contra cualquier testigo interrogado durante una investigación está estrictamente prohibido. Cualquier acto de represalia por instructores, supervisores, gerentes, profesionales académicos, administradores, u otros empleados quienes tienen la autoridad para llevar a cabo acción adversa contra un demandante o testigo, está prohibido, y puede ser motivo para acción disciplinaria.

H. Declaraciones Falsas Prohibidas

Cualquier individuo que al saber provee información falsa después de archivar un cargo de discriminación o durante la investigación de un cargo de discriminación será sujeto a disciplina apropiada.

Archivando un Reporte de Acosamiento Sexual

Un estudiante que cree que él o ella es, o ha sido la víctima de acosamiento sexual según prohibido por los reglamentos de MCCCCD, puede Reportar (oralmente o por escrito) el acosamiento al Vice Presidente de Asuntos Estudiantiles en cada colegio o centro. El Reporte debe ser hecho dentro de 180 días del calendario a partir del incidente más reciente del acosamiento sexual. Al recibir el Reporte, el Vice Presidente de Asuntos Estudiantiles o designado tendrá una junta con el acosador implicado. La junta incluirá: identificar el comportamiento como descrito en el Reporte, avisando al acosador declarado en cuanto a la percepción del impacto de su comportamiento, proveyendo al individuo con una copia de los Reglamentos de Acosamiento Sexual de MCCCCD, animando el completar el Seminario de Acosamiento Sexual usando la red que es patrocinado por la Oficina de Cónsul General y animando más atención a los comportamientos que puedan llevar a uno a percepciones de acosamiento sexual. Ni el Reporte o la junta con el acosador implicado de cualquier manera constituirá un hallazgo de acosamiento sexual. El nombre del acosador no

será identificado al demandado durante el proceso del Reporte; pero, los acusadores deben darse cuenta que podrán ser llamados testigos en procedimientos disciplinarios subsecuentes o proceso legal, tanto como en litigación. La junta con el acosador implicado debe ser conducida dentro de diez (10) días de trabajo después del recibimiento del Reporte.

Archivo Externo de Queja de Discriminación

MCCCCD anima a estudiantes a usar los Procedimientos de Quejas de Discriminación de MCCCCD para que los estudiantes puedan resolver asuntos de discriminación. Los estudiantes también tienen el derecho de archivar quejas de derechos civiles con las agencias externas apropiadas. No habrá represalia contra una persona que archiva una queja con una agencia externa. La siguiente agencia acepta cargos de discriminación archivados por, o favor de, estudiantes:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

Sexual Harassment Policy (AR 2.4.4 & 5.1.8-17)

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations (AR 5.1.9)

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

- A. Make unwelcome sexual advances to another employee, student, or campus visitor.

College Environment

- B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship.
- C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: (1) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (2) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities.
- D. Engage in verbal or physical conduct of a sexual nature that: (1) has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or (2) which creates an intimidating, hostile or offensive work or academic environment.
- E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity.
- F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment).
- G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations (AR 5.1.10)

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)

Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

Amorous Relationships (AR 5.1.12)

An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in

a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints (AR 5.1.13)

A. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office (480) 731-8885. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office.

The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.14)

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

Violations of Law (AR 5.1.15)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited (AR 5.1.16)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)

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

Petition Signature Solicitation (AR 2.4.8)

- A. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.
- B. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
- C. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
- D. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Solicitation (AR 2.4.9)

A. Definitions

A “solicitor” is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. Requirements

1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
4. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
5. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
6. A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will be of

College Environment

particular educational benefit to the interests of that college's students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

- a. Such product or service presents low risk of harm to a potential user;
 - b. The product or service is not food or food-related and;
 - c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.
7. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility—financial or otherwise—for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Children on Campus (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

Crime Awareness/Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the College Safety and Security Department.

Workplace Violence Prevention (AR 2.4.12)

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

Student Right to Know (AR 2.4.13)

Under the terms of the Student Right to Know Act, the college must maintain and report statistics on the number of students receiving athletically-related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general reported by race and sex, and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

Copyright Act Compliance (AR 2.4.5)

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)

- A. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
- B. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
- C. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
- D. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.
- E. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
- F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create

a derivative version of the work. Generally, then this means you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of \$100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials—most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Student Rights and Responsibilities

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources—such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail—for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law..."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: <http://www.maricopa.edu/legal/> and select "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' copyright Guidelines. You should also review the complete text of the Technology Resource Standards, which can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

Taping of Faculty Lectures (AR 3.4)

The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of class as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

Technology Resource Standards (AR 4.4)

A. Introduction

The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other legal mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

B. General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement (but do not replace or waive) these Standards.

Student Rights and Responsibilities

C. Acceptable Use

Use of Maricopa's technology resources, including web sites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

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

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

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

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

D. Prohibited Conduct

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting a web site that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.

E. Disclaimer

The home page of a web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

Student Rights and Responsibilities

The statements, comments or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

F. Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

Hazing Prevention Regulation (AR 2.6)

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
 - b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
 - a. Pre-pledging, illegal pledging or underground activities.
 - b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
 - c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
 - d. Encouraging or forcing use of alcohol or drugs.
 - e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
 - f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).
 - g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
 - h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
 - i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
 - j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

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Student Rights and Responsibilities

Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code (AR 2.5.2).

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations.

- a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
- b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
- c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified

time to be considered for admission or renewal of college recognition status.

- d. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

- a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
- b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

Abuse-Free Environment (AR 2.4.7)

A. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

Student Rights and Responsibilities

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District "duty to care."
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
6. Discourse illegal drug abuse and legal substance misuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
- b. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
- c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- a. Drinking or possession of alcoholic beverages on the college campus.
- b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- a. Warning,
- b. Loss of privileges,
- c. Suspension, or
- d. Expulsion.

Continued next page...

Student Rights and Responsibilities

4. Legal Consequences of Alcohol and Other Drugs

a. Laws Governing Alcohol

The State of Arizona sets twenty-one as the “legal drinking age.” An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than \$250 for a first offense to a minimum of six months in jail and revocation of the driver's license for three years upon a third offense.

b. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.

After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:

- 1) First conviction and the amount of crack possessed exceeds five grams.
- 2) Second conviction and the amount of crack possessed exceeds three grams.
- 3) Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

Civil fine of up to \$10,000 (pending adoption of final regulations).

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions.

c. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes, lists drug offenses and their penalties. Following is a list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

- 1) Marijuana: A first offense for possession or use of marijuana in an amount of less than one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less than one pound carries a prison sentence of four years and a fine of at least seven hundred fifty dollars.
- 2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less than one thousand dollars.
- 3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less than two thousand dollars.

C. Alcoholic Beverages - Usage Regulation (AR 4.13)

1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.
2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.
3. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
4. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and

Student Rights and Responsibilities

individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

D. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

Disability Resources & Services Eligibility for Accommodations and Required Disability Documentation (AR 2.8)

The purpose of this policy is to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act.

General Eligibility Requirements

Each applicant with a disability must meet MCCCDC admissions requirements, or be enrolled as an MCCCDC student, and must provide Disability Resource Services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

Specific Eligibility Requirements Physical Disabilities - Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic disability
2. Blind or visual impairment
3. Deaf or hard-of-hearing
4. Traumatic brain injury
5. Other health-related/systemic disabilities

The Written Diagnostic Report Must Include:

- a) A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
- b) The procedures used to diagnose the disability.
- c) A description of any medical and/or behavioral symptoms associated with the disability.
- d) A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
- e) A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
- f) A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

Continued next page...

Student Rights and Responsibilities

Specific Learning Disabilities - Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures in Each of the Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples of Measures

- a) Wechsler Adult Intelligence Scale - Revised (WAIS-R)
- b) Wechsler Adult Intelligence Scale - Third Edition
- c) Stanford Binet Intelligence Scale - Fourth Edition
- d) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability
- e) Kaufman Adolescent and Adult Intelligence Test

Achievement

- a) Wechsler Individual Achievement Tests (WIAT)
- b) Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Achievement (W-Jr)
- c) Stanford Test of Academic Skills (TASK)
- d) Scholastic Abilities Test for Adults (SATA)

Information Processing

- a) Subtests of the WAIS-R or WAIS - Third Edition
- b) Subtests on the Woodcock-Johnson Psycho-Educational Battery - Revised: Tests of Cognitive Ability

Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.

2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
 - a) A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as **appears**, **suggests**, or **probable** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities.
 - c) A psychometric summary of scores.
 - d) A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD) – Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
 - a) A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as **appears**, **suggests**, or **has problems with** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate

Student Rights and Responsibilities

- psycho-educational evaluation must be administered to document ability/achievement discrepancies.
- c) A recommendation regarding medications or medical evaluation(s).
 - d) A recommendation for accommodations, including rationale.

Psychological Disabilities – Required Documentation

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include the Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes)
6. A diagnostic summary statement that includes the following:
 - a) A clear statement that a disability does or does not exist. Terms such as **appears, probable, and suggests** used in the diagnostic summary statement do not support a conclusive diagnosis.
 - b) A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
 - c) A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation).
 - d) A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
 - e) The duration for which these accommodations should be provided based on the current assessment.
 - f) A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.

2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be canceled.

Special Considerations

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCDC will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

Eligibility of Students Taking Reduced Course Loads (AR 2.8.2)

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of Academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

Continued next page...

Student Rights and Responsibilities

3. The reduced credit load may result in an adjusted financial aid package. **There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.**
4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of federal financial aid (Title V) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability Resources & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to resubmit their documentation. Continuation of this status is not automatic. Each case will be reevaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

Academic Misconduct (AR 2.3.11)

A. Definitions

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

B. Sanctions

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions. (Note: Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

1. **Warning** – A notice in writing to the student that the student has violated the academic code.
2. **Grade Adjustment** – Lowering of a score on a test or assignment.
3. **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.
4. **Course Failure** – Failure of a student in the course where academic misconduct occurs.
5. **Disciplinary Probation** – Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
6. **College Suspension** – Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
7. **College Expulsion** – Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

Student Rights and Responsibilities

C. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

Disciplinary Standards

A. Disciplinary Probation and Suspension (AR 2.5.1)

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes and/or college regulations and policies.
4. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

B. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Conduct Code (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

- A. **Accused student** means any student accused of violating this Student Conduct Code.
- B. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
- C. **College** means a Maricopa Community College or center.
- D. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
- E. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.
- F. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
- G. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.
- H. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
- I. **District** means the Maricopa County Community College District.
- J. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
- K. **May** is used in the permissive sense.

Continued next page...

Student Rights and Responsibilities

- L. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president/provost.
- M. **Organization** any number of persons who have complied with the formal requirements for college recognition.
- N. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
- O. **Shall** is used in the imperative sense.
- P. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
- Q. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
- R. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
- S. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

- A. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
- B. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
- C. Decisions made by the a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

A. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

B. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

C. Temporary Removal of Student

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any college official or office.
 - b. Forgery, alteration, or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college-recognized student organization.
2. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify

Student Rights and Responsibilities

- the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B. above.
 4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
 5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
 7. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.
 8. Violation of federal, state, or local law.
 9. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.
 10. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
 11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.
 12. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
 13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities functions.
 14. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
 15. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.
 - e. Use of technology facilities or resources to send obscene or abusive messages.
 - f. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.
 - g. Use of technology facilities or resources in violation of copyright laws.
 - h. Any violation of the District's technology resource standards.
 - i. Use of technology facilities or resources to illegally download files.
 16. Abuse of the Student Conduct system, including but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - b. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - c. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
 - d. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
 - e. Attempting to influence the impartiality of the member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - f. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
 - g. Failure to comply with the sanctions imposed under this Student Conduct Code.
 - h. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.
 - i. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
 17. Engaging in irresponsible social conduct.
 18. Attempt to bribe a college or District employee.

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Student Rights and Responsibilities

19. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

D. Violation of Law and College Discipline

1. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off-campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator

may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.
4. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV.A.7 below:
 - a. Student Conduct Board hearings normally shall be conducted in private.
 - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board, and/or its Student Conduct Administrator.
 - c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
 - d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
 - e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall

Student Rights and Responsibilities

- be resolved in the discretion of the chairperson of the Student Conduct Board.
 - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - h. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code, which the student is charged with violating.
 - i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
 6. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
 7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - a. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - b. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulations during the probationary period.
 - c. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - d. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - e. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - f. **College Suspension** - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - g. **College Expulsion** - permanent separation of the student from all the colleges in the District.
 2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.
- In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Article IV.B, a through d.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation - loss of all privileges, including college recognition for a designated period of time.
 5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct

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Student Rights and Responsibilities

Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
2. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if

- c. believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
- c. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
- d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
3. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

Student Records (AR 2.5.3)

A. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

1. College – includes all colleges, educational centers, skill centers and district office.
2. Educational Records – any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
 - a. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
 - b. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment.
 - c. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
 - d. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

Student Rights and Responsibilities

B. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

C. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

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Student Rights and Responsibilities

D. Use of Educational Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

Student Employment (AR 2.5.4)

A. District Student Employees

1. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

2. Philosophy and Workload for Student Employees

- a. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.
- b. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.
- c. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the college president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

3. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

4. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of student affairs.

5. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

6. Employee Contracts and Forms (Appendix N)

- a. Each student seeking employment shall contact the placement office and fill out the "student employment placement form." The immediate supervisor requesting student help shall fill in the hours to be worked and outline the specific duties and requirements for the position.
- b. Each student employee shall be required to sign an agreement form furnished by the Financial Aid office. This form is entitled "Office of Financial Aid and Placement Agreement" and shall be signed by the department head and the immediate supervisor.
- c. After the "Placement Order Form" and the contract (agreement form) have been signed, the student and immediate supervisor are responsible for properly signing and submitting time cards. When changes in work schedules are necessary or a student is transferred or terminated, the immediate supervisor will contact the Financial Aid office and complete the necessary paperwork for the changes.

7. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.5).

B. Student Security Guards

1. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

2. Workload of Student Security Guards

- a. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- b. Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on

Student Rights and Responsibilities

Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

3. Students not in Administration of Justice Program

- a. Use of student other than those in Administration of Justice Program:
 - 1) Selection of the student must be personally approved by the vice president of student affairs and chief of security.
 - 2) Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
 - 3) Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- b. Recommended program for students other than those in Administration of Justice programs:

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:

- 1) Wearing of the uniform, general appearance, and demeanor;
- 2) The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods;
- 3) Public relations methods used on the campus;
- 4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds;
- 5) Basic techniques for interviewing students, faculty and visitors relative to the incidents;
- 6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus.
- 7) Basic first aid.

4. Student Security Guards Employee Benefits

As student employees, there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

5. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

Student Governance (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board legal services to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a county-wide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board legal services.

A. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of five) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

Student Rights and Responsibilities

C. Eligibility for Office

All student governance constitutions shall prescribe that all persons selected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written District policy. Convicted felons shall be ineligible for office (A.R.S. §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

D. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

E. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

F. Remuneration Limitations

1. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum of five) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

2. For qualifying students, College Work Study (CWS) funds may be used in accordance with Federal guidelines.
3. The allowance for awarding honorariums for scholarships for executive student officers is a maximum of \$200.00.
4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board legal services.

H. Student Governance Advisors

College organization advisors will be provided for in each of the student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges. Recommendations for appointment of an advisor may be submitted to the appropriate vice president, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of legal services and Chancellor, respectively.

J. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.



ADMINISTRATION, MANAGEMENT & FACULTY



**MARICOPA
COMMUNITY
COLLEGES®**

Governing Board

Dr. Donald R. Campbell _____ **President**
Ms. Colleen Clark _____ **Secretary**
Mr. Scott Crowley _____ **Member**
Mrs. Linda B. Rosenthal _____ **Member**
Mr. Jerry D. Walker _____ **Member**

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

CORR, DANIEL P.

Vice President, Academic Affairs

B.A., University of California, Santa Barbara;
 M.A., Governors State University; Ed.D., Argosy University

HERMANSON, DEAN R.

Vice President, Occupational Education

B.S., M.S., Ed.D., University of North Dakota

STAHL, VIRGINIA

Vice President, Student Affairs

B.A., Illinois State University;
 M.Ed., Ph.D., Arizona State University

COUCH, CARL

Vice President, Administrative Services

A.A., Scottsdale Community College;
 B.S., M.Ed., Arizona State University

BRIMAGE, YIRA

Dean, Student Services

B.A., Arizona State University;
 M.Ed., Northern Arizona University

IGHODARO, OSARO O.

Associate Dean, Student Services

B.S., Northern Arizona University;
 M.A., Northern Arizona University;
 Ph.D., Northern Arizona University

FENNELL, DUSTIN

Dean, Instructional Technology

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INDEX

A

Absences, Official and Unofficial.....	31
Abuse of Alcohol/Drugs Policy.....	238
Academic Advising Policy.....	24
Academic Calendar.....	2
Academic Certificate (AC).....	66
Academic Load.....	31
Academic Misconduct Policy.....	244
Academic Probation/Suspension.....	34
Academic Progress for Financial Aid.....	28
Academic Renewal.....	36
Access to Educational Records.....	250
Accident Insurance for Students.....	220
Accidents on Campus.....	224
Accounting (ACC) Program.....	85, 128
Accreditation Statement.....	1
ACE (American Council on Education) Evaluation/Credit.....	16
ACT Scores.....	20
Activities Calendar.....	224
Administration and Management.....	255
Administration of Justice Studies (AJS) Program.....	80, 128
Admission with Advanced Placement.....	17
Admissions and Records Office.....	215
Admissions Criteria for Veterans.....	15
Admissions Information.....	11
Admissions Policy and Guidelines.....	11
Admissions Classifications.....	11
Advanced Placement Examinations.....	17
Advertising Arts (ADA) courses.....	134
Advisement, Academic.....	24
Advisement Center.....	215
Aerospace Studies (AES) courses.....	131
Affirmative Action Statements.....	8
AGEC Course Designations and Matrix.....	41
AIDS Guidelines and Policy.....	240
Alcohol Abuse Policy.....	238
Alien In-state Student Status.....	14
American Council on Education (ACE).....	16
American Indian Arts Institute (AIAI).....	82
American Indian Program.....	215
American Indian Studies (AIS) Program.....	126, 131
American Sign Language (SLG) courses.....	206
Americans with Disabilities Act (ADA).....	8, 217, 241
Anthropology (ASB and ASM) courses.....	132-133
Appeal of Sanctions for Academic Misconduct.....	245
Appeal Process (Financial Aid).....	29
Arabic Language (ARB) courses.....	133
Archaeology (ASB) courses.....	132
Architectural Technology (CAD) (ARC) Program.....	82, 133
Arizona General Education Curriculum (AGEC).....	37
Art: Advertising (ADA) courses.....	134
Art: Computer (ART) courses.....	134
Art: Photographic (ART) courses.....	136
Art: Visual (ART) courses.....	136
Art Humanities (ARH) courses.....	138
Artichoke Grill.....	217
Articulation Transfer Guidelines.....	22
Assessment and Course Placement Policy.....	23
Assessment, Educational.....	16, 220
ASSET Testing.....	220
Assistance, Financial.....	28, 217
Associate in Applied Science Degree (AAS).....	65
Associate in Arts Degree (AA).....	46
Associate in Arts, Fine Arts - Art (AAFA-Art).....	52
Associate in Arts, Fine Arts - Dance (AAFA-Dance).....	50
Associate in Arts, Fine Arts - Theatre (AAFA-Art).....	54
Associate in Arts in Elementary Education Degree (AAEE).....	48
Associate in Business-General Requirements Degree (ABus-GR).....	58
Associate in Business-Special Requirements Degree (ABus-SR).....	60
Associate in General Studies Degree (AGS).....	63

Associate in Science Degree (AS).....	56
Associate in Transfer Partnership Degree (ATP).....	62
Astronomy (AST) courses.....	138
Athletics, Men's.....	219
Athletics, Women's.....	222
Attendance Policy and Requirements.....	31
Attendance, Previous College.....	13
Audio Production Technologies (MTC, MUC) Program.....	117, 196-197
Audit Courses.....	32
Awarding Transfer Credit.....	21
AZCAS Transfer Planning Guides.....	23, 45

B

Biology (BIO) courses.....	139
"Blue Light" Security Phone.....	224
Bookkeeping Certificate of Completion.....	86
Bookstore Policies.....	224
Broadcast Production Certificate of Completion.....	115
Building Safety Technology (BLT) Program.....	83, 140
Building Safety Technology Certificate of Completion.....	83
Bulletin Board Policy.....	224
Bursar/Cashier's Office.....	215
Bus Service.....	216
Business (FASTRACK) Program.....	84, 128, 140, 185, 187-189
Business (GBS) Program.....	85, 140
Business-Personal Computers (BPC) Program.....	87, 142

C

CAD (ARC) courses.....	133
Cafeteria.....	218
Calculators, Use of (Testing Center).....	220
Calendar, Academic.....	2
Calendar, Campus Events.....	223
Campus Hours.....	224
Campus Maps (SCC Main & Business Institute).....	7
Campus Policies.....	224
Campus Security Act.....	233
Campus Tours.....	220
Canceled Classes, Refunds.....	27
Career Counseling.....	216
Career & Cooperative Education Services.....	216
Cashier's Office (see Bursar/Cashier's Office).....	215
Catalog Year, Determining.....	69
CEEB Test Scores.....	17
CEG (Course Equivalency Guide).....	22
CELSA Testing.....	220
Certificates Offered at Maricopa Skill Center.....	78
Certificates Offered at SCC.....	4
Chairpersons and Instructional Divisions.....	5
Check Cashing Policy.....	216
Chemistry (CHM) courses.....	143
Child/Family Studies (CFS) courses.....	144
Children on Campus Policy.....	233
Chinese Language (CHI) courses.....	145
Civil Engineering Technology (CET) course.....	145
Classifications, Student.....	11
CLEP Chart.....	18
Clubs and Organizations for Students.....	216
College Addresses/Phone Numbers/Websites (MCCCD).....	6
College Entrance Examination Board (CEEB).....	17
College-Level Examination Program (CLEP).....	17
College Management Personnel.....	255
College Offices and Phone Numbers at SCC.....	6
College Safety Policies.....	224
College Websites.....	6
Communication Arts (COM) courses.....	145
Complaint Resolution Process, Non-Instructional.....	34
Computer-Aided Drafting (ARC) courses.....	133
Computer Hardware/Network Support Certificate of Completion.....	87

Index

Computer Information Systems (CIS) Program	88, 147	Emergency Medical Technology (EMT) Program.....	98, 164
Computer Lab, Open	219	Emergency Vehicle Assistance.....	224
Computer Science (CSC) Program	92, 151	Emissions Control Compliance Policy	24
Concurrent Enrollment in Higher Education Institutions.....	15	Engineering Science (ECE) Program	99, 167
Conservatory Theatre, Summer (Shakespeare)	213	English (ENG) courses	167
Constitution, Arizona and U.S. (POS) courses	206	English as a Second Language (ESL) courses.....	168
Cooperative Education.....	152	English Humanities (ENH) courses.....	172
Copyright Act Compliance Policy	234	Entrepreneurial Studies (EPS) courses.....	173
Council for Adult and Experiential Learning (CAEL).....	16	Equal Opportunity Statement	8
Counseling and Personal Development (CPD) courses	152	Equine Science (EQS) Program.....	99, 173
Counseling Services.....	216	Equivalency Examinations, College-Level.....	17
Course Applicability System (CAS or AZCAS).....	23, 45	Evaluation, Credit by	16
Course Equivalency Guide (Arizona's Colleges/Universities).....	22	Examination, Departmental Credit by.....	17
Course Placement.....	23	Exercise Science (PED) courses	203
Course Prefix List.....	127		
Coursework Time Limits.....	68	F	
Credit by Evaluation (ACE, Departmental).....	17	
Credit by Examination (Departmental)	20	Facility Requests.....	217
Credit by Examination (HCIES).....	21	Faculty and Administration Emeritus.....	260
Credit by Skills Demonstration-Assessment (HCIES).....	21	Faculty Lectures Policy, Taping of.....	235
Credit for ACT-PEP.....	20	Faculty Personnel	257
Credit for CLEP Scores.....	17	Family Educational Rights & Privacy Act of 2054 (FERPA)	250
Credit for Military Service.....	16	Fastrack Business courses.....	128, 140, 185, 187-189
Credit for Prior Learning	16	Fees Schedule and Payments	25
Credit for the DANTES Examination Program.....	20	Film Analysis and Criticism Certificate of Completion.....	117
Credit for Training Programs (CREDIT)	17	Film Production Certificate of Completion.....	116
Credit/No Credit (P/Z) grade.....	32	Financial Aid Disbursement	28
Credit Transferred.....	21	Financial Assistance.....	28, 217
Crime Awareness and Campus Security Act.....	233	Financial Clearance of Outstanding Debts.....	27
Crime Scene Investigation Certificate of Completion	80	Fire Academy Certificate of Completion.....	100
Crime Scene Technology Certificate of Completion.....	80	Fire Science (FSC) Program.....	100, 174
Critical Reading (CRE) courses	153	Firefighter Operations Certificate of Completion.....	100
Culinary Arts (CUL) Program	93-95, 154	Fitness and Wellness Center	202
Culinary Arts, Adv. Professional Certificate of Completion.....	94	Food and Nutrition (FON) courses	175
Culinary Arts Dining Rooms	217	Food Services.....	218
Culinary Arts, Fundamentals Certificate of Completion	95	Foreign Students (Nonimmigrant) Admissions.....	11
		Forensic Science (FOR) Program	81, 176
D		French Language (FRE) courses.....	176
.....		Fundraising Policy.....	225
Dance Technology (DAN) Program.....	95, 156		
Dance Humanities (DAH) courses	159	G	
DANTES, Credit for	20	
Database Development Certificate of Completion.....	87	General Business (GBS) courses.....	141
Debts, Outstanding.....	27	General Education Designations	68
Deadlines for Students	33	General Education Statement	68
Degree Requirements	67	General Education Degree Requirements - AAS.....	65
Degrees/Certificates Offered at SCC.....	4, 37-126	General Education Degree Requirements - AGS.....	63
Desert Oasis Dining Room	217	Geography, Cultural (GCU) courses	177
Determination of Catalog Year for Graduation	69	Geography, Physical (GPH) courses	177
Directory, Offices and Phone Numbers at SCC.....	6	Geology (GLG) courses	178
Directory, Student.....	250	German Language (GER) courses	178
Disability Resources and Services.....	217, 241	Golf Management (HRM) Program.....	105-106, 182
Disciplinary Standards.....	245	Governing Board Members	255
Discrimination Complaint Procedures for Students.....	226	Grade Point Average for Graduation	67
District Policies.....	8	Grades and Grading Policies	32
Drafting: see Architectural Technology (ARC) courses.....	133	Graduate Guarantee Policy	67
Drop/Add (Schedule Changes)	31	Graduation, Catalog Year.....	69
Drug/Alcohol Abuse Policy.....	238	Graduation Grade Point Average.....	67
		Graduation Requirements.....	67
E		Graduation with Honors.....	67
.....		Graphic Design Program.....	102
Early Childhood Development (ECH) Program	97, 159	Grievance Process, Instructional	34
Early Education (EED) courses	160		
Economics (ECN) courses.....	161	H	
Editing Certificate of Completion.....	116	
Education (EDU) courses.....	161	Hazing Prevention Regulation	237
Education Professional Development (EPD) courses.....	163	HCIES Competency Assessment Tests (CATs)	21
Educational Assessment.....	16	Health Care Integrated Education Systems (HCIES).....	21, 102
Educational Credit by Examination.....	17	Health Care Related (HCR) courses.....	179
Educational Records, Access to	250	Health Core Curriculum (HCC) courses	179
Eligibility of Students Taking Reduced Course Loads.....	243	Health Science (HES) courses.....	180
Emergency Evacuation Procedures.....	224	HelpDesk, SCC IT.....	219

Index

History (HIS) courses.....	180	Military Science (MIS) courses.....	192
Holidays, Absence for.....	31	Military Service Credit for Prior Learning.....	16
Honor List, President's.....	36	Misconduct Policy Statement (Academic).....	244
Honors, Graduation with.....	67	Mission Statement for MCCCCD.....	10
Honors Program.....	36, 218	Mission Statement for SCC.....	1
Hospitality & Tourism/Golf Mgt. (HRM) Program.....	104, 181	Motion Picture/TV Production (TCM) Program.....	114, 209
Hospitality & Tourism/Hotel Mgt. (HRM) Program.....	105, 181	Music Business (MTC, MUC) Program.....	118, 193-194
Hospitality & Tourism/Restaurant Mgt. (HRM) Program.....	106, 181	Music: Commercial and Business (MUC) courses.....	194
Hospitality & Tourism/Spa & Wellness Center Mgt. (HRM) Program.....	107, 181	Music: Education (MUE) courses.....	195
Hospitality & Tourism/Tourism Dev. & Mgt. (HRM) Program.....	108, 181	Music: History and Literature (MHL) courses.....	193
Housing.....	218	Music: Performance (MUP) courses.....	195
Humanities, Art (ARH) courses.....	138	Music: Private Instruction (MUP) courses.....	195
Humanities, Dance (DAH) courses.....	159	Music: Theory and Composition (MTC) courses.....	196
Humanities, English (ENH) courses.....	171		
Humanities (HUM) courses.....	183	N	
I		
Important Deadlines for Students.....	33	Network Administration (CIS) Program.....	89, 147
Incomplete Grade Policy.....	32	Nondiscrimination Policy.....	8
Indian Program (American).....	215	Nonimmigrant Students.....	11
Infant/Toddler Development (ITD) Program.....	109, 183	Non-instructional Complaint Resolution Process.....	34
Information Studies (IFS) courses.....	184	Nurse Assisting Certificate of Completion.....	120
In-state Student Status.....	13	Nursing: Continuing Education (NCE) course.....	197
Instructional Divisions.....	5	Nursing Science (NUR) Program.....	120, 197
Instructional Grievance Process.....	34		
Insurance, Accident Injury.....	220	O	
Interior Design (INT) Program.....	109, 184	
Interior Design: Professional Level Certificate.....	110	Occupational Programs of MCCCCD.....	74
International Baccalaureate Diploma/Certificate.....	20	Office Automation Systems (OAS) Program.....	122, 199
International Business (IBS) courses.....	185	Office Fundamentals Certificate of Completion.....	121
International Education Programs.....	218	Online Application and Registration.....	219
Italian Language (ITA) courses.....	185	Open Computer Lab.....	219
		Orientation Sessions for Students.....	219
J		Outcomes Assessment.....	10
.....		Outstanding Debts.....	27
Japanese Language (JPN) courses.....	186		
Journalism (JRN) courses.....	186	P	
Journalism Certificate of Completion.....	110	
Justice Studies Certificate of Completion.....	80	Parking Fines.....	26
		Parking Regulations.....	225
L		Personal Computer Applications (BPC) Program.....	87, 141
.....		Personal Web Site Standards.....	235
Language and Literary Culture Academic Certificate.....	110	Petition Signature Solicitation.....	232
Leadership (LDR) courses.....	187	Phi Theta Kappa.....	219
Library Services.....	218	Philosophy (PHI) courses.....	199
Library Skills (LBS) courses.....	187	Phone, Security (Blue Light).....	224
Licensure Disclaimer.....	68	Photographic Arts (ART) courses.....	136
Limit for University Coursework.....	68	Physical Education (PED) courses.....	200
Lost and Found.....	224	Physics (PHY) courses.....	203
LPN Curriculum.....	120	Pima Language (PIM) courses.....	203
		Placement Testing.....	220
M		Police Academy Preparation Certificate of Completion.....	80
.....		Policy Statements.....	8
Mailboxes.....	218	Political Science (POS) courses.....	203
Management Certificate of Completion.....	86	Practical Nursing Certificate of Completion.....	120
Management (MGT) courses.....	187	Prefix List, Course.....	127
Management Personnel.....	255	Pre-professional Programs.....	203
Map, Main Campus & Business Institute.....	7	President's Honor List.....	36
Map, East Valley Area.....	Back Cover	Previous College Attendance.....	13
Maricopa Online Student System (my.maricopa.edu).....	219	Prior Learning, Credit for.....	16
Marketing Certificate of Completion.....	86	Probation, Academic and Continued.....	34
Marketing (MKT) courses.....	188	Probation, Disciplinary.....	244
Mass Communications (MCO) courses.....	189	Programming and System Analysis (CIS) Program.....	90, 147
Mathematics (MAT) courses.....	189	Proof of Residency.....	15
Mathematics/Science Center (Tutoring).....	221	Psi Gamma Chapter.....	219
Men's Athletics.....	219	Psychology (PSY) courses.....	203
Microsoft Applications Development Program.....	113		
Microsoft Networking Technology (MST) Program.....	112, 191	R	
Microsoft Product Specialist Certificate of Completion.....	111	
Microsoft Systems Administration Certificate of Completion.....	111	Reading, Critical (CRE) courses.....	154
Microsoft Systems Engineer Certificate of Completion.....	111	Reading English as a Second Language (RDG) courses.....	171
		Reading (RDG) courses.....	171, 204
		Real Estate (REA) courses.....	204
		Records Policy.....	250

Index

Recreation (REC) courses	205	• Students in Special Status	11
Recreation Management Program	122	• Students, Transcripts for Transfer	25
Refund Policy	27	• Substance Abuse/Misuse Statement	238
Refunds and Repayment of Financial Aid	29	• Suspension, Disciplinary	244
Refunds, Bookstore	224		
Registration Policy	24	T	
Religious Holidays, Absence for	31	• Taping Faculty Lectures Policy	235
Religious Studies (REL) course	206	• Teacher Certification Preparation Program	125
Removal from Class	245	• Technology Resource Standards	235
Repeating a Course	32	• Telecommunication (TCM) courses	209
Residency Guidelines	13	• Television Production (TCM) courses	209
Restaurant Management Program	107	• Testing Center	220
Retail Management/Marketing Certificate of Completion	86	• Theatre Arts (THE and THP) courses	125, 212
Rights of Access to Educational Records	250	• Tobacco Use on Campus	225
		• TOEFL (Test of English as a Foreign Language)	12, 168
S		• Total Quality Management (TQM) courses	214
• • • • •		• Tours, Campus	220
Safety Office	224	• Transcripts	16, 25
SAT Scores	11	• Transfer Articulation Guidelines	22
Schedule Changes (Drop/Add)	31	• Transfer Credit	21
Schedule of Tuition and Fees	25	• Transfer Information	22
Scholastic Standards	31	• Transfer Partnership Degree, Associate in	62
Science Tutoring	221	• Transfer Planning Guides (AZCAS)	23, 45
Scottsdale Conservatory Theatre	213	• Transfer Students	21
Screenwriting Certificate of Completion	115	• Translation and Interpretation (TRS) courses	214
Security Phone "Blue Light"	224	• Tribal Development Program	126
Senior Adult Education Program	219	• Tuition and Fees	25
Servicemen's Opportunity College	21	• Tutoring: Language, Math, Science, Writing	221
Sexual Harassment Policy	230	• Typing (BPC/OAS) courses	141, 202
Shakespeare Summer Conservatory Theatre	213		
Sign Language, American (SLG) courses	206	U	
Skills Demonstration Assessment (HCIES)	21	• • • • •	
Small Business Management Certificate of Completion	86	• University Transfer Guides	23, 45
Small Business Management (SBS) courses	206		
Social/Behavioral Sciences Learning Center	221	V	
Society and Business (SBU) course	141	• • • • •	
Sociology (SOC) courses	207	• Value Statement for Mathematics	189
Software Development Certificate of Completion	88	• Values Statement for MCCCDC	10
Solicitation Policy	232	• Vending Machines on Campus	218
Southwest Studies Program	208	• Veterans Admissions Criteria	15
Spanish Language (SPA) courses	211	• Veterans Cooperative Education Credit	152
Special Projects Classes	208	• Veterans Educational Assistance	30
Standards, Disciplinary	245	• Veterans Services	221
Standards, Scholastic	31	• Visa Categories	15
Standards, Technology Resource	235	• Vision Statement for MCCCDC	10
Statement of Values for MCCCDC	10	• Vocational Courses	11
Storytelling (STO) courses	209	• Volunteerism	222
Strength/Conditioning Personal Trainer Cert. of Completion	101	• Voter Registration	222
Strength, Nutrition & Personal Training Program	101, 203		
Student Academic Misconduct Policy	244	W	
Student Accident Insurance	220	• • • • •	
Student Application Online	219	• Weapons on Campus Policy	225
Student Assessment	24	• Web Design Program	91
Student Classifications	11	• Web Development Program	91
Student Conduct Code	245	• Websites for SCC	6
Student Deadlines	33	• Websites, Personal	235
Student Directory	250	• Weight Training (PED) courses	205
Student Employment	252	• Wellness Education (WED) courses	214
Student Financial Assistance	28, 217	• Western Undergraduate Exchange Program (WUE)	11
Student Governance	253	• Withdrawal Deadlines	2, 33
Student Handbook	215-254	• Withdrawal Procedures, Faculty	35
Student Identification Number	13	• Withdrawal Procedures, Students	35
Student Leadership Forum (SLF)	220	• Women's Athletics	222
Student Life & Leadership Programs/Services	220	• Women's Studies (WST) courses	214
Student Loans	28	• World Language courses	214
Student, Nonimmigrant (FI)	11	• Word Processing Certificate of Completion	121
Student Orientation Program	220	• Workplace Violence Prevention	233
Student Right to Know Act	233	• Writing Center (Tutoring)	221
Student Services	215		
Student Status	12	Y	
Student, Suspended	34	• • • • •	
Students, Disabled	217, 241	• Yoga Instruction (PED) Program	126, 200

Buildings

? Information Center

AB Art Building

AD Administration

AP Applied Sciences

AVID Lab
Culinary Arts Dining Room
Film and Television Studios

BU Business

Computer Lab - BU 133

CM Computer Technology and Mathematics

Math/Science Center - CM 441

CS Concession Stand

(Athletics)

FO Faculty Office Building

NAU Partnership Offices

FW Fitness and Wellness Center

IT Instructional Technology

LB Library

College Safety
Continuing Education
Development Office
Honors Program - LB 105F
Institutional Research
Mail Room
Media Center
Public Relations/Marketing
Senior Adult Program
Testing Center - LB 165

LC Language/Communications

Writing Center - LC 379

LS Life Science

MB Music Building

Recital Hall - MB 115

ME Mechanical Plant

NU Nursing

Information Center

P Portables

CNUW Office

PA Performing Arts

PE Physical Education

North Gym
South Gym
Weight Rooms

PS Physical Science

SB Social/Behavioral Sciences

Independent Study Lab - SB 158

SC Student Center

Advisement Center - SC 118
American Indian Program
Azurite Meeting Room - SC 172
Bookstore

Cafeteria

Career & Cooperative Education Service

Copper Meeting Room - SC 171

Counseling Services

Disability Resources and Services

Financial Aid Office - SC 152

Food Services

International Education

Peridot Meeting Room - SC 209

Student Life and Leadership

Student Success Office

Turquoise Meeting Room - SC 164

SN Snack Bar

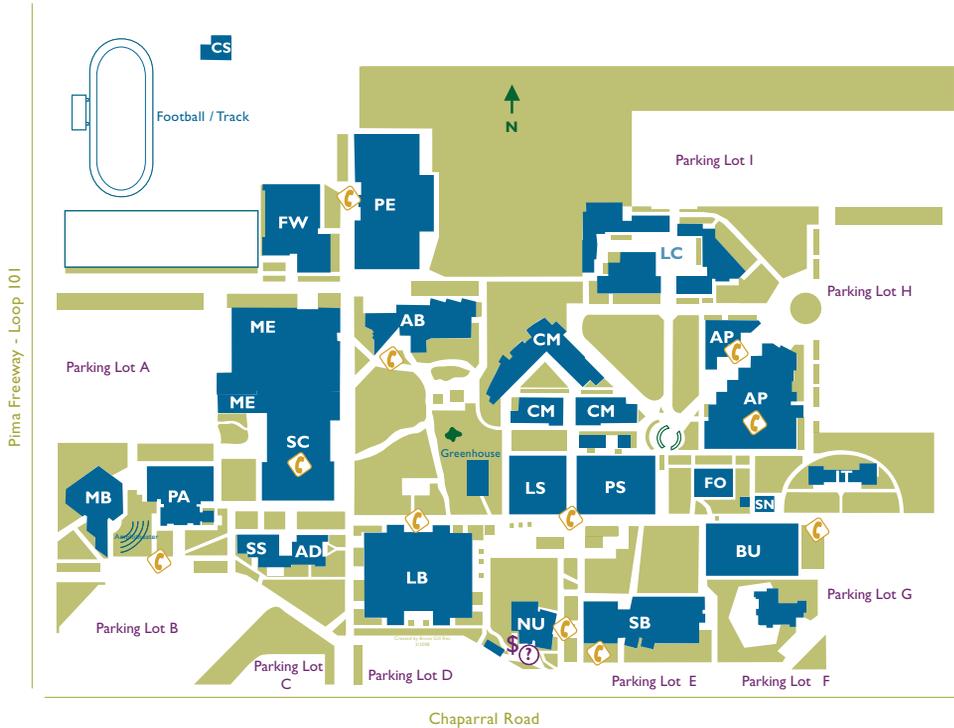
SS Student Services

Admissions and Records Office

Bursar/Cashier's Office

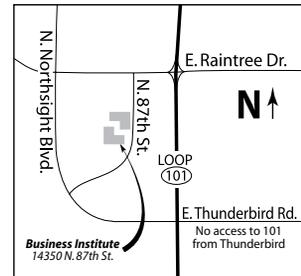
Dean of Students' Office

Veterans Services (A&R Office SS-136)



SCC's Business Institute

SCC provides education and training for the business community at its Business Institute, located at 14350 N. 87th Street (one block south of Raintree Drive and 87th Street). The Institute houses SCC's Workforce Development Program, which offers customized, noncredit classes. Credit classes for the Business Fastrack Program are also available.



SCC IS GOING GREEN
and wants **YOU**
to be part of it!

For more information about SCC's recycling efforts visit
SCC's green website at
www.scottsdalecc.edu/green

FOR THE MOST UP-TO-DATE
COURSE INFORMATION, VISIT

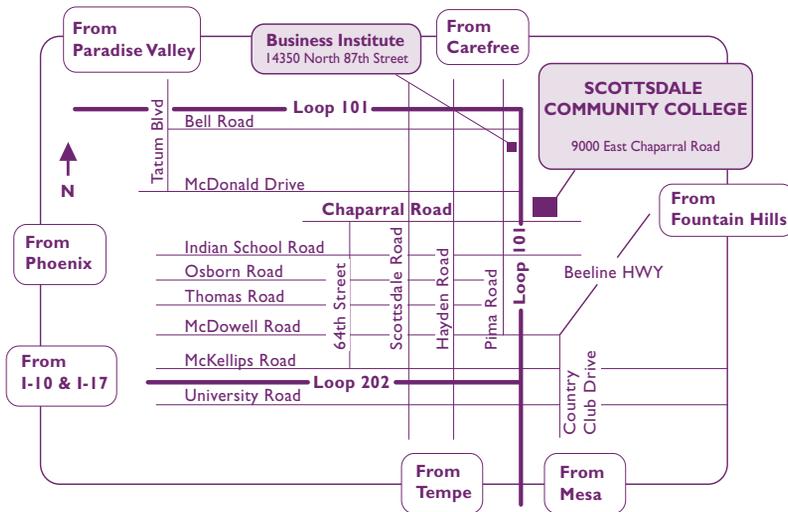
my.maricopa.edu

REGISTRATION IS EASY!

- register by phone:
480.423.6100
- register online:
my.maricopa.edu

www.scottsdalecc.edu

FOR MORE INFORMATION:
info@sccmail.maricopa.edu



- Quality Instruction
- Online Classes
- Hybrid Classes
- Day and Evening Classes
- Career Preparation Programs
- Customized Workforce Training
- Scholarship Opportunities
- University Transfers
- Student Support Services
- Student Life Activities



SCOTTSDALE COMMUNITY COLLEGE

9000 E. Chaparral Road
Scottsdale, AZ 85256-2626

A Maricopa Community College

SCOTTSDALE COMMUNITY COLLEGE

2008–2009 Addendum to the College Catalog



Mission Statement

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.

About the Addendum

The contents of this addendum supersede the content specified in the 2008-2009 catalog where noted. Contents of the 2008-2009 catalog not revised in this addendum remain in effect. The unrevised content of the 2008-2009 catalog and the revised content of this addendum are valid for the 2008-2009 academic year.

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

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Table of Contents

General Information	
Summary of Additions and Corrections	2
Admission/Registration/Enrollment	
Tuition and Fees.....	3
Graduation Requirements	
Summary of Modifications.....	5
Programs	
Summary of Additions and Modifications	6
New Programs	
Emergency Response and Operations	7
Program Modifications	
Journalism.....	8
Course Descriptions	
Summary of Additions and Modifications	9
New Courses	10
Course Modifications	
Effective Summer 2008	11
Effective Fall 2008.....	11
Effective Spring 2009	12
Administration, Management & Faculty	14

Scottsdale Community College is accredited by:

The Higher Learning Commission (HLC)
and a member of the North Central Association
Phone: 312.263.0456
www.ncahlc.org



Dated: 7/1/2008

GENERAL INFORMATION

SUMMARY OF ADDITIONS AND CORRECTIONS

This section supplements the general college information in the 2008-2009 General Catalog, pages 1-10. The additions and corrections to this section are listed below:

Academic Calendar		
Page	Event	Correction
2	Summer I and II Sessions Observance of Independence Day Listed as Wednesday - Thursday, July 3-4	Thursday - Friday, July 3-4
2	Spring 2009 Observance of M. L. King Birthday Listed as Monday, January 29	Monday, January 19
Instructional Divisions		
Page	Division	Addition
5	Health, Physical Education, Recreation and Dance	New prefix: EXS - Exercise Science*
*NOTE: Effective Spring 2009, several PED courses will move under the new prefix, EXS. See page 9 of this Addendum for more information.		

Page updated July 7, 2008

ADMISSION/REGISTRATION/ENROLLMENT

This section replaces the tuition and fee information (AR 2.2.9, paragraph B) in the 2008-2009 General Catalog, pages 25-26:

B. Tuition and Fees Schedule (Appendix S-4) (Effective July 1, 2008, for Fall, Spring, and Summer Sessions)

Current information can be found at www.maricopa.edu/gvpolicy/adminregs/appendices/S-4.htm

The following is a tuition and fees schedule for 2008-2009 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: \$69.00 plus Fees: \$2.00	\$71.00
2. County Resident - Audit Rate - per credit hour	
Audit Fee Surcharge: \$25.00 plus	
General Tuition: \$69.00 plus Fees: \$2.00	\$96.00
3. Out-of-County Resident - (7+ credit hours system-wide); per credit hour	
Out-of-County Surcharge: \$228.00***	
<i>(Applies only to counties with no community college.)</i>	
plus General Tuition: \$69.00 plus Fees: \$2.00	\$299.00***
4. Out-of-State Resident* - (including F-1 nonimmigrants - 7+ credit hours system-wide); per credit hour	
Out-of-State Surcharge: \$215.00 plus	
General Tuition: \$69.00 plus Fees: \$2.00	\$286.00
5. Unclassified Student: Out-of-State & Out-of-County* (less than 7 credit hours system-wide); per credit hour	
Unclassified Student Surcharge: \$25.00 plus	
General Tuition: \$69.00 plus Fees: \$2.00	\$96.00
6. Out-of-State students participating in Western Undergraduate Exchange Program* (any number of credit hours); per credit hour	
WUE Out-of-State Surcharge: \$35.50 plus	
General Tuition: \$69.00 plus Fees: \$2.00	\$106.50
7. Courses offered out of Arizona, including distance learning, to non-resident Out-of-State students**	
Total tuition per credit hour	\$159.00
8. Corporate Tuition Rate: Out-of-State* (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour	
Out-of-State Surcharge: \$76.00 plus	
General Tuition: \$69.00 plus Fees: \$2.00	\$147.00
9. Skill Center Hourly Tuition Rates:	\$4.60

10. Credit by Examination and Credit by Evaluation:

per credit hour (excludes HCIES courses)	
Regular Rate	\$69.00
Contract Testing Rate	\$34.50

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments: Apache, Greenlee and Santa Cruz. Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

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

** According to A.R.S. §15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an Arizona community college district distance learning course or a classroom based credit course.

*** Rates set according to Arizona Revised Statute. Applies only to counties with no community college.

Special Fees

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

Check Returned from Bank	\$15.00
Course Materials Fee	actual cost
Distance Learning Fees	actual cost
Electronic Health Record	
Student Access Fee	actual cost
Emergency Medical Technology (EMT)	
actual cost, not to exceed	\$400.00
Excessive Laboratory Breakage	actual cost
Field Studies	actual cost
Field Trips and Out-of-County/Country Tours	actual cost
Fitness Center	\$20.00
Graduation Fees:	
Application/Recording/Issuance Fee (Degrees/ Certificates - 25 or more credits)	
nonrefundable effective March 2006	-0-
Commencement Fee (One-time fee refundable up to two weeks prior to graduation)	\$25.00
HCIES Skills Demonstration Assessment Fee	actual cost
HESI-PN (Health Education System):	
Practical Nurse for Advanced Placement	actual cost

Admission/Registration/Enrollment

Library Fines - List price of lost materials plus\$5.00
 NET – Nursing Entrance Test.....actual cost

Nursing
 NUR151\$140.00
 NUR171\$140.00
 NUR251\$140.00
 NUR271\$100.00

Parking Fines*:
 Displaying an altered or substituted permit\$50.00
 Failure to register a vehicle/display parking permit\$30.00
 Falsifying info on vehicle registration application\$50.00
 Improper display of parking permit
 (i.e., not affixed to window)\$15.00
 Obstructing a properly parked/moving vehicle\$15.00
 Parking in an unauthorized parking area\$25.00
 Parking by a college employee/student in a visitor area.....\$15.00
 Parking in a fire lane.....\$50.00
 Parking on or blocking a pedestrian path\$15.00
 Parking outside stall lines.....\$15.00
 Parking beyond posted time limit.....\$15.00
 Parking in an undesignated, restricted or
 unauthorized off-pavement area.....\$25.00
 Pulling through or backing into an angled
 parking space\$15.00
 Removing a barricade or failure to obey vehicle
 control device.....\$25.00
 Violating disabled parking stall or access\$50.00

***All parking fines are doubled if not paid within 15 working days. Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: http://www.maricopa.edu/gvpolicy/adminregs/students/2_10.htm**

• PED Special Course Charge.....actual cost
 • Private Music Lessons:
 • Music Majors
 First 1/2 hr. per wk/per semester\$0.00
 Each additional 1/2 hr. per wk/per semester\$102.00
 • Non-music Majors
 First 1/2 hr. per wk/per semester\$320.00
 Each additional 1/2 hr. per wk/per semester\$320.00
 • Registration Processing Fee
 (assessed on a per student, per semester, per college basis)
 Refundable only if the student drops all credit classes
 at a particular college during the 100% refund period\$15.00
 • Transcript Fee\$5.00

Scottsdale Community College Specific Fees

The College may assess individual course fees, other fees, assessments, fines, or require deposits as authorized by the MCCC Governing Board. For current fee information, students should consult the appropriate course schedule or contact the Bursar's Office.

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

Non-Credit Courses/Seminars/Workshops/ Community Services

Fees for these courses are determined by the length and type of each course and will cover total costs.



GRADUATION REQUIREMENTS

SUMMARY OF MODIFICATIONS

This section supplements the graduation requirements in the 2008-2009 General Catalog, pages 37-78:

Arizona General Education Curriculum (AGEC) Course Matrix

Additions		
Page	Course Title and Credits	General Education Designation(s)/First Effective Term
41	ASB252 <i>Anthropology of Sport</i> (3 credits)	G, SB/Spring 2007
42	BIO241 <i>Human Genetics</i> (4 credits)	SQ/Fall 2008
43	ENV101 <i>Introduction to Environmental Science</i> (4 credits)	SQ/Fall 2008
45	WST200 <i>Essential Feminist Writing</i> (3 credits)	C/Spring 2008

Loss of Designations		
Page	Course Title and Credits	General Education Designation(s)/First Effective Term
42	CIS162 <i>C Programming I</i> (3 credits)	CS/Fall 2008
42	CSC210AA <i>Data Structures and Algorithms (JAVA)</i> (3 credits)	CS/Summer I 2008
42	CSC210AB <i>Data Structures and Algorithms (JAVA)</i> (4 credits)	CS/Summer I 2008
45	REL205 <i>Religion and the Modern World</i> (3 credits)	C/Spring 2009

SCOTTSDALE COMMUNITY COLLEGE PROGRAMS

SUMMARY OF ADDITIONS AND MODIFICATIONS

This section supplements the program information in the 2008-2009 General Catalog, pages 80-126. The full text of additions and modifications to college programs follows this summary.

New Programs		
Page	Program Title	
98	Emergency Response and Operations - Associate in Applied Science Degree (AAS)	
Program Modifications - Effective Fall 2008		
Page	Program Title	Program Elements Modified
110	Journalism - Certificate of Completion (CCL)	Required courses and restricted electives

NEW PROGRAMS

EMERGENCY MEDICAL TECHNOLOGY EMT

Health Sciences Division Office SB 132 480.423.6225

The Associate in Applied Science (AAS) in Emergency Response and Operations provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component.

AAS IN EMERGENCY RESPONSE AND OPERATIONS: 60.5-61 credits

ADMISSION CRITERIA:

Students pursuing Track I, Fire Operations, **OR** Track II, Advanced Emergency Medical Technology-Paramedic, may be required to complete a program entrance exam as appropriate

OR
Permission of Program Director

PROGRAM PREREQUISITES: 6-8 credits

Track I, Fire Operations

EMT/FSC104 Basic Emergency Medical Technology (8) **OR**
Permission of Program Director.....8

OR

Track II, Advanced Emergency Medical Technology-Paramedic

Current validation in Basic Life Support (BLS) Health Care Provider/
Professional Rescuer **OR**
EMT235 Emergency Cardiac Care (3) **AND**
EMT236 Pharmacology in an Emergency Setting (3) **AND**
Permission of Program Director.....6

OR

Advanced cardiac life support course **OR**

Emergency cardiac care course, **AND**

EMT-Paramedic certification **AND**

Current employment as an EMT Paramedic

OR

Permission of Program Director

REQUIRED COURSES: 17.5-18 credits

Students must select one of the following three tracks:

Track I: 18 credits

Fire Operations

FSC102 Fire Department Operations..... 1
FSC105 Hazardous Materials/First Responder3
FSC130 Fitness for Firefighters/CPAT 1
FSC134 Fitness and Conditioning/Firefighters3

OR

Track II: 17.5 credits

Advanced Emergency Medical Technology-Paramedic

EMT242 Pediatric Advanced Life Support (1) **OR**
EMT265 Pediatric Edu. for Prehospital Providers:Advanced (1)..... 1
EMT240 Advanced Cardiac Life Support.....2
EMT245 Trauma Management I2
EMT272AA Advanced Emergency Medical Technology..... 12.5

OR

Track III: 18 credits

Emergency Management

AJS/FSC139 Emergency Response to Terrorism.....3
AJS/FSC146 Disaster Recovery Operations.....3
AJS/FSC147 Emergency Preparedness.....3
AJS/FSC148 Fundamentals of Emergency Management.....3
AJS/FSC149 Hazard Mitigation3
AJS/FSC224 Incident Command Systems.....3

RESTRICTED ELECTIVES: 17-18 credits

Any AJS or EMT or FSC prefixed courses not listed in the Required Courses area.

AJS++++ Any approved AJS prefixed course 1-6
DPR++++ Any approved DPR prefixed course..... 1-6
EMT++++ Any approved EMT prefixed course 1-6
FSC++++ Any approved FSC prefixed course..... 1-6
LET++++ Any approved LET prefixed course..... 1-6

GENERAL EDUCATION (G.E.) REQUIREMENTS: 25 credits

CORE: 15 credits

First-Year Composition

Any approved G. E. courses from the First-Year Composition area6

Oral Communication

Any approved G. E. course from the Oral Communication area.....3

Critical Reading

Any approved G. E. course from the Critical Reading area.....3

Mathematics

Any approved G. E. course from the Mathematics area.....3

DISTRIBUTION: 10 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area.....3

Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area3

Natural Sciences

Any approved G. E. course from the Natural Sciences area4

Grade of "C" or better required for all courses in the AAS in Emergency Response and Operations.

PROGRAM MODIFICATIONS

JOURNALISM

JRN

Language and Communication Division LC 305 480.423.6459
 Program Contact, Julie Knapp LC 350 480.423.6410

The Certificate of Completion in Journalism prepares students to work in the publishing industry whether they have a bachelor's degree in another discipline or are just beginning their career path in journalism. The CCL includes journalism courses required by journalism schools throughout the state and country and requires an internship in journalism and a juried portfolio of published articles to complete the certificate.

CERTIFICATE OF COMPLETION IN JOURNALISM: 18 credits

REQUIRED COURSES: 15 credits

ENG101	First-Year Composition.....	3
ENG235	Magazine Article Writing (3) OR	
JRN234	Feature Writing (3).....	3
JRN201	News Writing.....	3
JRN240AB	Journalism Internship.....	2
JRN290	Publications Portfolio.....	1
MCO120	Media and Society.....	3

RESTRICTED ELECTIVES: 3 credits

JRN125	Photo Editing.....	3
JRN133	Development of Small Publications.....	3
JRN203	Writing for Online Media.....	3
JRN212	Broadcast Writing.....	3
JRN215	News Production.....	3
JRN298AA	Special Projects.....	1

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



COURSE DESCRIPTIONS

SUMMARY OF ADDITIONS AND MODIFICATIONS

This section supplements the course information in the 2008-2009 General Catalog, pages 128-214. The full text of new and modified courses follows this summary.

New Courses			
Page	Course		
167	ECE299SA	<i>General Principles of Nanotechnology</i> (Experimental Course)	
185	ITA265	<i>Advanced Italian I</i>	
185	ITA266	<i>Advanced Italian II</i>	
186	JRN290	<i>Publications Portfolio</i>	
186	NUR158	<i>Nurse Assisting</i>	
Course Modifications - Effective Summer 2008			
Page	Course	Course Elements Modified	
160	EED200	<i>Foundations of Early Childhood Education</i>	Description and course note
160	EED212	<i>Guidance, Management and the Environment</i>	Description
160	EED215	<i>Early Learning: Health, Safety, Nutrition and Fitness</i>	Description
160	EED220	<i>Child, Family, Community and Culture</i>	Description
160	EED222	<i>Introduction to the Exceptional Young Child</i>	Title and description
160	EED280	<i>Observation and Assessment of Typical and Atypical Behaviors of Young Children</i>	Title, description and prerequisites
Course Modifications - Effective Fall 2008			
Page	Course	Course Elements Modified	
143	CHM130	<i>Fundamental Chemistry</i>	Prerequisites
167	ENG071	<i>Fundamentals of Writing</i>	Prerequisites
171	ENH120	<i>The Literature of Science Fiction</i>	Description
163	EPD244	<i>Reading and Writing in SEI/ESL/Bilingual Settings</i>	Prerequisites
163	EPD247	<i>Practicum for English as a Second Language (ESL)/Bilingual Teachers</i>	Prerequisites
199	PHI243	<i>World Religions</i>	Loss of HIS243 cross-reference
200	PED101	<i>Physical Activities</i>	Title and description
200	PED102	<i>Physical Activities</i>	Title and description
200	PED103	<i>Physical Activities</i>	Title and description
200	PED130	<i>Strength Fitness—Physiological Principles and Training Techniques</i>	Periods
200	PED201	<i>Physical Activities</i>	Title and description
Course Modifications - Effective Spring 2009			
Page	Course	Course Elements Modified	
171	ENH130	<i>American Detective Fiction</i>	Title and description
181	HIS204	<i>African-American History II</i>	Title and prerequisites
181	HIS275	<i>Soviet Union and Slavic World</i>	Title
181	HIS277	<i>The Modern Middle East</i>	Description
200	PED112	<i>Professional Applications of Fitness Principles</i>	New prefix: EXS
200	PED125	<i>Exercise Science</i>	Title and new prefix: EXS
200	PED130	<i>Strength Fitness—Physiological Principles and Training Techniques</i>	New prefix: EXS
200	PED145	<i>Guidelines for Exercise Testing and Prescription</i>	New prefix: EXS
201	PED200	<i>Introduction to Exercise Science and Physical Education</i>	New prefix: EXS
201	PED241	<i>History of Sports in the United States</i>	New prefix: EXS
201	PED265	<i>Theory of Coaching</i>	New prefix: EXS
201	PED270	<i>Teaching Yoga: Level I</i>	Prerequisites
201	PED281	<i>Methods of Coaching</i>	New prefix: EXS
201	PED285	<i>Exercise Program Design and Instruction</i>	Prerequisites and new prefix: EXS

New Courses

ENGINEERING SCIENCE

Physical Science Department Office PS 153 480.423.6111
ECE Course Coord., Dr. Kyle Rawlings PS 151 480.423.6166

ECE299SA 3 credits 3 periods General Principles of Nanotechnology

Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications. Prerequisites: A grade of C or better in (MAT090, or MAT091, or MAT092, or MAT102 or equivalent) and CHMI30 or equivalent.

ITALIAN LANGUAGE

Language and Communication Division LC 305 480.423.6459

ITA265 3 credits 3 periods Advanced Italian I

In-depth exploration of selected themes related to Italian culture. Involves reading selections from Italian literature, writing reports, and discussion in Italian. Emphasis on enhancing reading, writing and speaking skills. Prerequisites: A grade of C or better in ITA202, or permission of department or division.

ITA266 3 credits 3 periods Advanced Italian II

Reading selections from Italian literature, written reports, and discussions in Italian designed to further develop reading, writing and speaking skills. Prerequisites: A grade of C or better in ITA265, or permission of department or division.

ECE : JOURNALISM

Language and Communication Division LC 305 480.423.6459

JRN290 1 credit 1 period Publications Portfolio

Organized around the development of a portfolio of published stories for submission to a jury of professional journalists, active and retired, that supports the district's occupational journalism certificate. Passing requires approval from two-thirds of the jury. Prerequisites: JRN201 and MCO120 and (ENG235 or JRN234) and permission of Instructor. Prerequisite or Corequisites: JRN240AB.

NURSING SCIENCE

Health Sciences Division Office SB 132 480.423.6225

NUR158 6 credits 10 periods Nurse Assisting

Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: Completed Health and Safety Documentation Form (proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, Td, current TB testing, current HealthCare Provider CPR card and current Fingerprint Clearance Card) and completed Health Care Provider Signature form.



Course Modifications

The following course modifications are effective Summer 2008:

EARLY EDUCATION

EED

Social/Behavioral Sciences Division SB 130 480.423.6206

EED200 3 credits 3 periods
Foundations of Early Childhood Education

Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Includes field experience. Prerequisites: None. *Course Note: EED200 requires a minimum of 30 hours of field experience in birth to age eight environments.*

EED212 3 credits 3 periods
Guidance, Management and the Environment

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

EED215 3 credits 3 periods
Early Learning: Health, Safety, Nutrition and Fitness

Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None.

EED220 3 credits 3 periods
Child, Family, Community and Culture

Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

EED222 3 credits 3 periods
Introduction to the Exceptional Young Child: Birth to Age Eight

Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None.

EED280 3 credits 3 periods
Standards, Observation and Assessment of Typical and Atypical Behaviors of Young Children Birth to Age Eight

Standards, observation and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176, or CFS235, or EED205.

The following course modifications are effective Fall 2008:

CHEMISTRY

CHM

Mathematics/Sciences Division PS 153 480.423.6111

CHM130 3 credits 3 periods
Fundamental Chemistry

Elements of general chemistry for all students. 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. *Course Note: CHM130 content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others.*

ENGLISH

ENG

Language and Communication Division LC 305 480.423.6459

ENG071 3 credits 3 periods
Fundamentals of Writing

Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2,000 words in total. Prerequisites: Appropriate English placement test score, or a grade of C or better in ENG061, or permission of Department or Division Chair.

ENGLISH HUMANITIES

ENH

Language and Communication Division LC 305 480.423.6459

ENH120 3 credits 3 periods
The Literature of Science Fiction

Surveys the last one hundred and fifty years of Science Fiction literature. Investigates the similarities between Science Fiction and other imaginative literatures. Examines the Science Fiction genre, sub genres, and themes from a variety of perspectives, as well as social issues. Prerequisites: None.

EDUCATION PROFESSIONAL DEVELOPMENT

EPD

Social/Behavioral Sciences Division SB 130 480.423.6206

EPD244 3 credits 3 periods
Reading and Writing in SEI/ESL/Bilingual Settings

Introduction to Structured English Immersion (SEI)/English as a Second Language (ESL) terminology, second language acquisition theories, and reading terminology. Teaching and assessment strategies as well as reading comprehension and writing skills covered. Prerequisites: Provisional or standard elementary, or secondary, or special education, or career and technical education teaching certificate and (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: EPD244 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.*

Course Descriptions

EXS241 **3 credits** **3 periods**
(Formerly PED241)
History of Sports in the United States
 Traces the development of sports in the United States. Explores the heritage of major sports and reviews significant historical and current issues related to sports in America. Prerequisites: None.

EXS265 **3 credits** **3 periods**
(Formerly PED265)
Theory of Coaching
 Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. *(Offered for baseball, basketball, golf, soccer, softball, tennis and volleyball.)*



EXS281 **3 credits** **3 periods**
(Formerly PED281)
Methods of Coaching
 Techniques, methods and procedures of coaching. May not be repeated for credit. Prerequisites: None. EXS265 suggested but not required. *(Offered for baseball, football, soccer, softball, and volleyball.)*

EXS285 **3 credits** **3 periods**
(Formerly PED285)
Exercise Program Design and Instruction
 Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program planning, and development of programs for populations with special physical/medical needs. Designing exercise programs in an internship setting. Prerequisites: EXS145 or permission of instructor.

HISTORY **HIS**
 Social/Behavioral Sciences Division SB 130 480.423.6206

HIS204 **3 credits** **3 periods**
African-American History 1865 to Present
 Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None. *(HIS204 not offered every semester.)*

HIS275 **3 credits** **3 periods**
Russia and the Soviet Union in the 20th Century to Present
 Survey of the principal political, military, economic, social, and cultural developments in the Soviet Union from the Communist seizure of power in 1917 to the present. Includes a brief review of the geography, politics, and culture of pre-1917 Russia as a background. Prerequisites: None. *(HIS275 not offered every semester.)*

HIS277 **3 credits** **3 periods**
The Modern Middle East
 Survey of the political, religious and economic development of the Middle East since 1500. Emphasis on the decline of the Moslem empire(s), the resurgence of contemporary Pan-Arabism, the Palestinian-Israeli question, jihadism, fundamentalist terrorism, the Taliban and Al Qaeda, and the impact of oil production on the region and the rest of the world. Prerequisites: None.

PHYSICAL EDUCATION **PED**
 HPERD Division Office PE 149 480.423.6606

PED270 **2 credits** **2 periods**
Teaching Yoga: Level I
 Methods of teaching yoga. Studies assessment techniques, establishing goals, and organizing the classroom. Reviews yoga instruction techniques and how these differ from other movement-based activities; application of anatomical knowledge and practice teaching experiences. Prerequisites: PED101YO, or PED102YO, or PED201YO.

Course Descriptions

ADMINISTRATION, MANAGEMENT & FACULTY

This section supplements the college personnel information in the 2008-2009 General Catalog, pages 255-260, and includes the following additions to the administration, management, and faculty information:

Administration

GEHLER, JAN

President

B.S., Ohio State University;
M.A., California State University (Long Beach);
Ed.D., Oregon State University

Management

McCRIMMON, SCOTT

Manager, Information Technology

B.S., University of Phoenix

ROTHEN, RICHARD

Supervisor, MCTV Post Production

SANDBLOM, SUSAN

Coordinator, Learning Center

B.S., M.B.A., Arizona State University

Faculty

COLE, LISA (2008)

Instructor, Anthropology

B.A., University of Arizona;
M.B.A., Thunderbird University
M.A., Ph.D., University of Arizona

FISHLEDER, LINDRA (2008)

Counselor

B.A., University of Arizona;
M.C., Arizona State University

JESSE, AARON (2008)

Instructor, Mathematics

B.S., M.S., Arizona State University

TOVAR-BLANK, ZOILA (2008)

Counselor

B.A., Stanford University;
M.Ed., Arizona State University

