

2004-2005
General Catalog & Student Handbook



Scottsdale Community College

Education, Training & Lifelong Learning
for a Better Life



2004-2005 ACADEMIC CALENDAR

Fall Semester (2004)

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

Saturday Classes Begin	Saturday ... August 21
Day/Evening Classes Begin	Monday ... August 23
Observance of Labor Day (<i>campus closed</i>)	Monday ... September 6
Last Day to File Application for December 2004 Graduation	Friday ... October 8
Last Day for Student Withdrawal Without Instructor's Signature	Friday ... October 8
Observance of Veterans' Day (<i>campus closed</i>)	Thursday ... November 11
Thanksgiving Recess (<i>campus closed</i>)	Thursday–Sunday ... November 25–28
Last Day for Student Withdrawal With Instructor's Signature	Monday ... November 29
Last Day of Regular Classes	Sunday ... December 12
Final Exams	Monday–Thursday ... December 13–16
Mid-Year Recess Begins for Students	Friday ... December 17
Fall Semester Ends	Friday ... December 17

Spring Semester (2005)

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

Saturday Classes Begin	Saturday ... January 15
Observance of M. L. King Birthday (<i>campus closed</i>)	Monday ... January 17
Day/Evening Classes Begin	Tuesday ... January 18
Observance of Presidents' Day (<i>campus closed</i>)	Monday ... February 21
Last Day to File Application for May 2005 Graduation	Friday ... March 4
Last Day for Student Withdrawal Without Instructor's Signature	Friday ... March 4
Spring Break (<i>campus closed March 17-20</i>)	Monday–Sunday ... March 14–20
Last Day for Student Withdrawal With Instructor's Signature	Monday ... April 25
Last Day of Regular Classes	Sunday ... May 8
Final Exams	Monday–Thursday ... May 9–12
Commencement	Friday ... May 13
Spring Semester Ends	Friday ... May 13

Summer I and II Sessions (2005)

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

FIRST FIVE–WEEK DAY SESSION

Observance of Memorial Day (<i>campus closed</i>)	Monday ... May 30
First Day Session Begins	Tuesday ... May 31
Last Day to File Application for August 2005 graduation	Thursday ... June 9
Last Day for Student Withdrawal Without Instructor's Signature	Tuesday ... June 14
Last Day for Student Withdrawal With Instructor's Signature	Wednesday ... June 29
First Day Session Ends/Final Exams	Thursday ... June 30
Observance of Independence Day (<i>campus closed</i>)	Monday ... July 4

EIGHT–WEEK EVENING SESSION

Observance of Memorial Day (<i>campus closed</i>)	Monday ... May 30
Evening Session Begins	Tuesday ... May 31
Last Day for Student Withdrawal Without Instructor's Signature	Thursday ... June 23
Observance of Independence Day (<i>campus closed</i>)	Monday ... July 4
Last Day for Student Withdrawal With Instructor's Signature	Monday ... July 18
Evening Session Ends/Final Exams	Thursday ... July 21

SECOND FIVE–WEEK DAY SESSION

Observance of Independence Day (<i>campus closed</i>)	Monday ... July 4
Second Day Session Begins	Tuesday ... July 5
Last Day for Student Withdrawal Without Instructor's Signature	Tuesday ... July 19
Last Day for Student Withdrawal With Instructor's Signature	Wednesday ... August 3
Second Day Session Ends/Final Exams	Thursday ... August 4

SCOTTSDALE COMMUNITY COLLEGE 2004-2005 GENERAL CATALOG AND STUDENT HANDBOOK

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

Website: www.sc.maricopa.edu

Mission of Scottsdale Community College

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

Scottsdale Community College is committed to offering:

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

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



A message from the President,

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

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

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

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

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

Sincerely,

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

Arthur W. DeCabooter
President

TABLE OF CONTENTS

Academic Calendar	Inside Cover	Advisement Center	179
General Information		American Indian Program	179
Accreditation and Mission Statements	1	Bursar/Cashier's Office	179
SCC Program/Degree Index	3	Bus Service	179
Instructional Divisions	4	Campus Activities Calendar	180
Maricopa Colleges	5	Career Services	180
Scottsdale Community College Offices/Websites	5	Child Enrichment Center	180
Nondiscrimination Policy	6	Student Clubs/Organizations	180
Equal Opportunity Statement	6	Counseling Services	180
Affirmative Action Policy Statements	6	Culinary Arts Dining Room	181
Maricopa Vision, Mission and Value Statements	8	Disability Resources and Services	181
Maricopa Community Colleges General Regulations	8	Facility Requests	181
Admission/Registration		Financial Aid	181
Admission Policy/Classifications	9	Food Services	181
Admission Information/Residency Guidelines	10	Honors Program	182
Other Admission Information	13	Housing	182
Credit for Prior Learning	13	International Education Programs	182
Student Assessment and Course Placement	20	Library Services	182
Academic Advising	20	Mailboxes	182
Registration	21	Maricopa Online Student System	182
Emissions Control Compliance	21	Meeting and Conference Rooms	182
Transcripts for Transfer	21	Men's Athletics	182
Tuition and Fees	22	Orientation and Campus Tours	183
Refund Policy	24	Phi Theta Kappa and Psi Gamma	183
Student Financial Assistance	24	Round Table Meetings	183
Veterans Services	26	Senior Adult Education Program	183
Scholastic Standards		Student Accident Insurance	183
Academic Load	27	Student Life and Services	183
Schedule Changes	27	Student Leadership Forum	184
Attendance	27	Testing Center	184
Grading	27	Tutoring Services	184
Academic Probation (Progress)	28	Veterans Services	185
Instructional Grievance Process	30	Volunteerism	185
Non-Instructional Complaint Resolution Process	30	Voter Registration	185
Withdrawal/Withdrawal Procedures	31	Women's Athletics	185
Academic Renewal	32	Campus Policies	186
Honors Program	32	College Environment	
President's Honor List	32	Discrimination Complaint Procedures for Students	187
Graduation		Sexual Harassment Policy	188
Graduation Requirements	33	Petition Signature Solicitation	189
Catalog Under Which a Student Graduates	35	Solicitation	189
MCCCD AZ General Education Curriculum (AGEC)	36	Children on Campus	190
AGEC Course Matrix	39	Crime Awareness and Campus Security Act	190
Associate in Arts (AA)	44	Workplace Violence Prevention	190
Associate in Science (AS)	46	Student Right to Know	190
Associate in Business General Requirements (ABus-GR)	48	Student Rights and Responsibilities	
Associate in Business Special Requirements (ABus-SR)	50	Copyright Act Compliance	191
Associate in Arts Elementary Education (AAEE)	52	Computing Resource Standards	192
Associate in General Studies (AGS) Degree	54	Hazing Prevention Regulation	193
Associate in Transfer Partnership (ATP) Degree	56	Abuse-Free Environment	194
Associate in Applied Science (AAS) Degree	57	Academic Misconduct	197
Academic Certificate (AC)	58	Disciplinary Standards	197
Occupational Programs of MCCCD	59	Student Disciplinary Code	198
Programs (see program index page 3)	63-98	Student Records	201
Course Descriptions		Student Employment	202
Course Index by Prefix	99	Student Governance	203
Course Descriptions	100-178	Governing Board/Administration/Management	205
STUDENT HANDBOOK		Faculty	206
Student Services		Faculty and Administration Emeritus	210
Admissions and Records Office	179	Index	211 - 216
Adult Re-Entry Services	179	Scottsdale College Campus Map	Inside Back 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.

SCC EDUCATIONAL PROGRAMS/DEGREES INDEX

Certificates of Completion

Architectural Technology	64
Bookkeeping	67
Broadcast Production	90
Building Safety Technology	65
Business (FASTRACK)	66
Computer Hardware and Network Support	69
Computer Information Systems	69
Crime Scene Technology	63
Culinary Arts	75
Dance Technology	76
Database Development	69
Early Childhood Development	77
Editing	91
Emergency Medical Technology (Paramedic), Advanced	78
Emergency Medical Technology, Basic	78
Equine Science	79
Film Analysis and Criticism	91
Film Production	91
Fire Academy	80
Fire Science Technology	80
Hospitality and Tourism/Golf Management	81
Hospitality and Tourism/Hotel Management	82
Hospitality and Tourism/Restaurant Management	83
Infant/Toddler Development	84
Interior Design: Professional Level	85
International Business	68
Justice Studies	63
Management	68
Maricopa Institute for Arts and Entertainment Technology	85
Marketing	68
Microsoft Product Specialist	86
Microsoft Applications Development	88
Microsoft Systems Administration	86
Microsoft Systems Engineer	86
Network Administration	71
Nurse Assisting	93
Office Automation Systems	96
Office Fundamentals	95
Personal Computer Applications	68
Planning and Development Technology	65
Police Academy Preparation, Level I	63
Practical Nursing	93
Programming and System Analysis	72
Screenwriting	89
Software Development	69
Tribal Development	97
Web Design	73
Web Development	74
Word Processing	95

Associate in Applied Science Degrees

Administration of Justice Studies	63
Architectural Technology	64
Building Safety and Planning Technology	65
Business (Tracks: Accounting, International Business, Management, or Marketing)	67
Business (FASTRACK)	66
Computer Information Systems	69
Culinary Arts	75
Dance Technology	76
Early Childhood Development	77
Emergency Medical Technology (Paramedic), Advanced	78
Equine Science	79
Fire Science Technology	80
Hospitality and Tourism/Golf Management	82
Hospitality and Tourism/Hotel Management	82
Hospitality and Tourism/Restaurant Management	83
Interior Design	84
Microsoft Networking Technology	86
Microsoft Applications Development	88
Motion Picture/Television Production	89
Network Administration	71
Nursing	94
Office Automation Systems	96
Programming and System Analysis	72
Tribal Development	97
Web Design	73
Web Development	74

Information on Programs of Study

Computer Science	74
Engineering Science	79
Health Care Integrated Educational System (HCIES)	92
Health, Physical Education, Recreation and Dance	81
Post-Baccalaureate Teacher Certification Immersion Program	96
Theatre Arts	97

INSTRUCTIONAL DIVISIONS

Applied Sciences

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

Business and Computer Information Systems

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

Counseling

CHAIR: Debra Glasper 480-423-6528
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
MAE - Media Arts and Entertainment
MUC - Music: Commercial and Business
MUE - Music: Education
MHL - Music: History and Literature
MUP - Music: Performance and Private Instruction
MTC - Music: Theory and Composition
TCM - Motion Picture/Television Production
THE - Theatre Arts
THP - Theatre Performance and Production

Health, Physical Education, Recreation and Dance

CHAIR: Amy Goff 480-423-6685
DAH - Dance Humanities
DAN - Dance
HES - Health Science
PED - Physical Education
REC - Recreation
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

Language and Communication

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

Library Science

CHAIR: Patricia Lokey 480-423-6653
LBS - Library Science

Mathematics and Sciences

CHAIR: Doug Sawyer 480-423-6196
AGS - Agricultural Science
AST - Astronomy
BIO - Biology
CHM - Chemistry
CSC - Computer Science
ECE - Engineering Science
GLG - Geology
MAT - Mathematics
PHY - Physics

Social and Behavioral Sciences

CHAIR: Bernard Combs 480-423-6203
AIS - American Indian Studies
ASB - Anthropology
CFS - Child/Family Studies
ECH - Early Childhood Development
ECN - Economics
EDU - Education
EED - Early Education
GCU - Geography, Cultural
GPH - Geography, Physical
HIS - History
ITD - Infant/Toddler Development
PHI - Philosophy
POS - Political Science
PSY - Psychology
REL - Religious Studies
SOC - Sociology
SWU - Social Work

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.gwc.maricopa.edu
Glendale Community College	(623) 845-3000 6000 West Olive Avenue Glendale, AZ 85302-3090 www.gc.maricopa.edu
Maricopa Skill Center	(602) 238-4300 1245 East Buckeye Road Phoenix, AZ 85034-4101 www.msc.gwc.maricopa.edu
Mesa Community College	(480) 461-7000 1833 West Southern Avenue Mesa, AZ 85202-4866 www.mc.maricopa.edu
Paradise Valley Community College	(602) 787-6500 18401 North 32nd Street Phoenix, AZ 85032-1200 www.pvc.maricopa.edu
Phoenix College	(602) 285-7500 1202 West Thomas Road Phoenix, AZ 85013-4234 www.pc.maricopa.edu
Rio Salado College	(480) 517-8540 2323 West 14th Street Tempe, AZ 85281-6941 www.rio.maricopa.edu
Scottsdale Community College	(480) 423-6000 9000 East Chaparral Road Scottsdale, AZ 85256-2626 www.sc.maricopa.edu
South Mountain Community College	(602) 243-8000 7050 South 24th Street Phoenix, AZ 85040-5806 www.southmountaincc.edu
Maricopa Community College District Support Services Center	(480) 731-8000 2411 West 14th Street Tempe, AZ 85281-6942 Mail: P.O. Box 13349 Phoenix, AZ 85002-3349 www.dist.maricopa.edu
24-hour Information Line	(480) 731-8333

Websites

American Indian Program	www.sc.maricopa.edu/aip
Bookstore	www.scottsdale.bkstr.com
Cooperative Education Program	www.sc.maricopa.edu/co-op
Financial Aid Information	www.finaid.org
MCCD Curriculum	www.dist.maricopa.edu/academic/curric
SCC Admissions Information	www.sc.maricopa.edu/admissions
SCC Campus Map	www.sc.maricopa.edu/scmap
SCC Catalog	www.sc.maricopa.edu/catalog
SCC Class Schedules	http://scinfo.sc.maricopa.edu/sis/schedule
SCC Clubs	www.sc.maricopa.edu/clubs
SCC General Information	www.sc.maricopa.edu
SCC Instructional Departments	www.sc.maricopa.edu/departments
SCC Instructional Support	www.sc.maricopa.edu/insupport.htm
SCC International Education Programs	www.sc.maricopa.edu/ied
SCC Library	www.sc.maricopa.edu/library
SCC Student Services	www.sc.maricopa.edu/students/services.asp
TouchNet	https://student1.dist.maricopa.edu/mccdhome.htm
University Articulation	www.dist.maricopa.edu/academic/artic

SCC Phone Numbers

All Phone Numbers Use Area Code 480.

Activities Office	423-6538
Admissions Information	423-6100
Adult Re-entry Services	423-6562
Advisement Center	423-6539
Alumni/Development	423-6304
American Indian Program	423-6531
Assessment/Testing	423-6433
Bookstore	423-6554
Bursar/Cashier's Office	423-6148
Campus News	423-6417
Career Center	423-6523
Child Enrichment Center	423-6429
Computer Lab	423-6261
Computer Lab - Open Entry	423-6268
Continuing Education/Noncredit	423-6313
Cooperative Education	423-6258
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 Tutoring Center	423-6145
Media Center	423-6652
Phone Registration	423-6100
Placement (Student Jobs)	423-6523
Printing Center	423-6645
Public Relations/Marketing	423-6589
Registration Information	423-6100
Senior Adult Education Program	423-6560
Southwest Studies Institute	423-6314
Student Leadership Forum	423-6541
Switchboard	423-6000
Transcript Request Information Line	423-6151
Veterans' Services	423-6515
Writing Center (Tutoring Assistance)	423-6416

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.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm.

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

General Statement (AR 2.4.1)

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

Nondiscrimination Policy (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado 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, incapacitación 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,

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 estan protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

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

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

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

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504 del Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial segun el género.

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

Maricopa Community Colleges

Vision

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

Mission

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

Our colleges fulfill this mission through university transfer education, general education, developmental education, workforce development, student development services, continuing education, and community education.

Values

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

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

Value Education

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

Value Students

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

Value Employees

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

Value Excellence

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

Value Diversity

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

Value Honesty and Integrity

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

Value Freedom

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

Value Fairness

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

Value Responsibility

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

Value Public Trust

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

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

Admission Policy (AR 2.2.1)

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee.

Admission Classifications

A. Admission of Regular Students

Admission to the community 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 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

B. Admission of Students Under 18 Years of Age

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
 - a. Scholastic Aptitude Test (SAT) composite (verbal and math)
 - 1) SAT I - 930 or more, **OR**
 - 2) SAT II - 500 or more, **OR** an
 - b. American College Test (ACT) composite of 22 or more.
2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.
3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.
4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

C. Admission of Students in Special Status

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

The status of "Special Admissions" may be granted to a student who:

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations; **OR**
2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. Departments may have additional requirements to register for a course. (Signature of parent or guardian required for students under 18.); **OR**
3. Is a participant in a special program sponsored by the admitting college.

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

D. Specialized Vocational/Training Program

If districts are granted authority for specialized curricula, local district boards shall adopt guidelines to determine admissibility of students for such programs.

E. Western Undergraduate Exchange Program

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

F. Admission of F-1 Nonimmigrant Students

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

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

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

1. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the traditional TOEFL) or 173 (on the computer-based test). 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:

- a. At least six years of English language instruction as shown by the applicant's school transcript(s);
- b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test);
- c. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- d. Other credentials, test scores, interview results, or evidence accepted by the coordinator of the intensive English program or the college's responsible designee.

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

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

3. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The college has 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 college estimates the student's average costs for 12 months to be:

Tuition and fees:	\$ 6,000 ¹
Living Expenses:	10,400 ²
Books:	800 ³
Health Insurance:	453 ⁴
Total	\$17,653 ⁵

Note: The estimates for the expenses of the dependents of F-1 students (spouse and dependent children) may vary from college to college depending on the cost of living in each community. Therefore, each college should set its own estimate for dependent's expenses. However, the cost of Maricopa health insurance (\$1,382 per year for a spouse and \$782 per year for each dependent child) should be added to the general cost of living and personal expenses.

4. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges must have an approved health insurance plan. The plan currently in use in the Maricopa Community Colleges is administered by the Renaissance Agencies and underwritten by Guarantee Trust Life Insurance Company. For more information, contact the college office of admissions and records or designated international student office.

Footnotes:

- ¹ Based on 2003-2004 tuition and fee schedule with enrollment in 28-32 credits.
- ² Based on estimated costs of apartment rental, utilities, local transportation, food and entertainment.
- ³ Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
- ⁴ Based on 2003-2004 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

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

B. Student Identification Number

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

C. Declaration of Previous College Attendance

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

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

D. Residency for Tuition Purposes (Appendix A)

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

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

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 *et. sec.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of 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 Association, the National Guard, and any military reserve unit of any branch of the armed forces of the United States.

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

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

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

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

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

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

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

Criteria for Determining Residency

In-State Student Status

- A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until he or she is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if:
 1. His or her parent’s domicile is in this state and his or her parent is allowed to claim him or her as an exemption for state and federal tax purposes.
 2. He or she is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.
 3. He or she is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school district. For purposes of this paragraph, he or she is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.

- C. The domicile of an unemancipated person is that of such person’s parent.
- D. An unemancipated person who remains in this state when such person’s parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
- F. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person’s state of home record for at least twelve (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 Department of Revenue during the previous tax year.
- H. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

Alien In-State Student Status

- A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:
 1. Has been domiciled in the state for at least one (1) year immediately preceding the official starting date of the semester.

2. Is domiciled in this state and:
 - a. The domicile of the alien's parent is in this state; **AND**
 - b. The parent is entitled to claim the alien as an exemption for federal and state tax purposes.
 3. The alien is domiciled in this state and the alien is:
 - a. An employee of an employer which transferred the alien to this state for employment purposes; **OR**
 - b. The spouse of such an employee.
 4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.
- B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
- Visa Type - Description**
- A - Foreign Government Official
 - E - Treaty Trader
 - G - Principal Resident Representative of Recognized Foreign Member Government to International Staff
 - K - Fiancé or Child of Fiancé of U.S. Citizen
 - L - Intracompany Transferee
 - N - Parent or Child Accorded Special Immigrant Status
 - O - Workers of "Extraordinary" Ability in Sciences, Arts, Education, Business, or Athletics
 - P - "Internationally Recognized" Entertainers and Athletes, "Reciprocal Exchange" or "Culturally Unique" Artists and Entertainers
 - Q - Cultural Exchange Visitors
 - V - Spouses and Dependent Children of Lawful Permanent Residents I-688 - Employment Authorization
- C. Students who hold visas as listed above, or who were issued a visa of a type other than those of the foregoing categories and have submitted an I-485 to Citizenship and Immigration Services (CIS) or have been out of status for at least one year, may establish domicile by complying with paragraphs A1, A2 or A3 above. In the event a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent-parent domiciled in Arizona), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B above. To be eligible to establish domicile, the parent must:
1. Hold a valid visa of a type as listed in paragraph B; **OR**
 2. Have never held a visa; **OR**
 3. Have been issued a visa of a type other than those of the foregoing categories but be out of status for at least one year.
- D. A person's status as an undocumented or illegal alien shall not preclude that person from being able to qualify as an in-state student on the same terms as other persons.
- E. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status

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

- A. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time

student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

- B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- C. A person who has been domiciled in this state immediately before becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

Proof of Residency

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

A. In-State Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying residency; **AND**
2. Any of the following may be used in determining a student's domicile in Arizona:
 - a. Income tax report
 - b. Voter registration
 - c. Automobile registration
 - d. Driver's license
 - e. Place of graduation from high school
 - f. Source of financial support
 - g. Dependency as indicated on federal income tax return
 - h. Ownership of real property
 - i. Notarized statement of landlord and/or employer
 - j. Bank accounts
 - k. Other relevant information

B. County Residency

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

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

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

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

Other Admission Information (AR 2.2.3)

A. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (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 Appendix G, page 31.)

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 participation in official athletic events, and for determination of academic standing and eligibility. When an official transcript is required, the transcript must be sent directly to the college's Office of Admissions and Records. It is the student's responsibility to ensure that transcripts have been received and are complete.

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

D. Educational Assessment

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

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning. Exceptions may be granted at some Maricopa Community Colleges for specifically approved programs.

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

1. Educational Experiences in the Armed Services

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

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

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

2. College Credit Recommendation Service (CREDIT)

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

- Training parallels a discipline area offered through the Maricopa Community Colleges; **AND**
- 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:

- The evaluation of a course a second time;
- The evaluation of 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 departments may have additional requirements that 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:

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

Math AP Recommendation:

<u>Exam</u>	<u>Score</u>	<u>Credit for Course</u>
Math-Calculus AB	3, 4 or 5	MAT220 or MAT221
Math-Calculus BC	3	MAT220 or MAT221
Math-Calculus BC	4 or 5	MAT220 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.

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

English Composition

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

Foreign Languages

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

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

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

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

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 ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities.

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

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.

Certain departments may have additional requirements that 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.

Admission/Registration

College Level Examination Program (CLEP)			
Examination		MCCCD	
General	Score	Sem. Hrs.	Equivalency
English Composition	50 (7/1/2001 or later) 610 (1986 version) 500 (1978 version)	3	With essay qualifies for ENG101
Humanities	50 (7/1/2001 or later) 500 (prior to 7/1/2001)	6	Elective Credit
Mathematics	50 (7/1/2001 or later) 500 (prior to 7/1/2001)	3	MAT122
Natural Sciences	50 (7/1/2001 or later) 500 (prior to 7/1/2001)	8	Elective Credit*
Social Sciences and History	50 (7/1/2001 or later) 500 (prior to 7/1/2001)	6	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 and 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 and Trigonometry	ACE Score	3	MAT152
English Literature	ACE Score	3	Elective Credit
French Language	39-48	4	FRE101
French Language	49-53	8	FRE101, 102
French Language	54-62	12	FRE101, 102, 201
French Language	63-80	16	FRE101, 102, 201, 202
Freshman College Composition	ACE Score	3	With Essay ENG101
German Language	39-45	4	GER101
German Language	46-50	8	GER 101, 102
German Language	51-59	12	GER101, 102, 201
German Language	60-80	16	GER101, 102, 201, 202
Human Growth and Development	ACE Score	0	No Credit
Information Systems and Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective
Introductory Business Law	ACE Score	3	GBS Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	ACE Score	3	SOC101
Mathematics, College	ACE Score	3	MAT122
Macroeconomics, Principles of (replaces Introductory Macroeconomics)	ACE Score	3	ECN111
Management, Principles of	ACE Score	3	MGT Elective Credit
Marketing, Principles of	ACE Score	3	MKT271
Microeconomics, Principles of (replaces Introductory Microeconomics)	ACE Score	3	ECN112
Spanish Language	40-49	4	SPA101
Spanish Language	50-54	8	SPA101, 102
Spanish Language	55-61	12	SPA101, 102, 201
Spanish Language	62-80	16	SPA101, 102, 201, 202
Trigonometry	ACE Score	3	MAT182
U.S. History I - Early Colonization to 1877	ACE Score	3	HIS103
U.S. History II - 1865 to the Present	ACE Score	3	HIS104
Western Civilization I - Ancient Near East to 1648	ACE Score	6	HIS100, 101
Western Civilization II - 1648 to the Present	ACE Score	3	HIS102

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

Admission/Registration

Advanced Placement

Examination	Score	MCCCD	Semester Hrs.
Art - History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art - Studio - Drawing	5	ART111, ART112	6
	4	ART111	3
Art - Studio - General	5	ART111, 112	6
	4	ART112	3
Biology	5 or 4	BIO181, BIO182	8
	3	BIO100 or Equivalent	4
Chemistry	5 or 4	CHM151/151LL and CHM152/152LL or CHM154/154LL	8 or 9
	3	CHM151, 151LL	4
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics - Introductory Macroeconomics	5 or 4	ECN111	3
Economics - Introductory Microeconomics	5 or 4	ECN112	3
English - Language and Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English - Literature and Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
French - Language	5, 4, 3	FRE101, 102, 201, 202	16
French - Literature	5, 4, 3	FRE101, 102, 201, 202	16
German - Language	5, 4, 3	GER101, 102, 201, 202	16
German - Literature	5, 4, 3	GER101, 102, 201, 202	16
History - American	5 or 4	HIS103, HIS104	6
History - European	5 or 4	HIS101, 102	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	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	5
Music	5 or 4	MTC105	3
Physics B	5 or 4	PHY111, 112	8
	3	PHY111	4
Physics C - Electricity and Magnetism	5 or 4	PHY116 - with calculus and laboratory course work	5
Physics C - Electricity and Magnetism	5 or 4	PHY112 - with laboratory course work	4
Physics C - Mechanics	5	PHY115 - with calculus and laboratory course work	4
Physics C - Mechanics	5 or 4	PHY111 - with laboratory course work	4
Political Science - American Government	5 or 4	POS110	3
Political Science - Comparative Government and Politics	5 or 4	POS140	3
Psychology	5 or 4	PSY101	3
Spanish - Language	5, 4, 3	SPA101, 102, 201, 202	16
Spanish - Literature	5, 4, 3	SPA101, 102, 201, 202	16
Statistics	5, 4, 3	MAT167	3

Admission/Registration

International Baccalaureate Diploma/ Certificate Credit

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.

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

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

National/Regional Credential Recognition

Students who have recognized credentials related to health care may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924. 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/ican1.htm>. 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:

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

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

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

When credit is granted as outlined above, a notation of "CREDIT BY EXAMINATION," "CREDIT BY EVALUATION" or "CREDIT BY SKILLS DEMONSTRATION," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average with the exception of courses graded **P/Z**.

D. Transfer Credit

Students who have had official transcripts sent directly to the Office of 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 B)

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

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

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, AGECE-B or AGECE-S) will transfer as a block and fulfill the requirements for the corresponding AGECE 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. Maricopa's Associate degrees are accessible on the web at the following website:

<http://www.dist.maricopa.edu/academic/curric/prginfo.html>
Select *Program Sorting/Reporting*

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://www.nau.edu/regis/transguide/info.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 Assessment and Course Placement (AR 2.2.7)

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

A. Screening

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

In this initial screening process, all students registering for the first time will be asked to complete the student information form. This information will be stored in the student information system.

B. Course Placement Assessment

Students will be required to complete placement assessments under the following conditions:

- The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
- The student is pursuing a degree and does not have current valid district approved placement assessments on file or does not have previous college credit in English, reading and math.
- The student does not have a high school diploma or GED, and is applying for federal financial aid.
- The student for whom English is not the primary language is required to take a test of English proficiency.

Students will be strongly encouraged to complete placement assessments under 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.

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

- The student has earned an associate or higher degree.
- The student has earned college credits 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 demonstrates that s/he has currently valid district approved placement assessments on file.

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

C. Other Forms of Assessment

If seeking an exemption from taking the ASSET or COMPASS, other assessments will be used to determine appropriate course placement, such as:

- Evaluation of high school transcripts
- Evaluation of college transcripts
- Evaluation of course placement assessments on file at any of the Maricopa Community Colleges

D. Course Placement

Students are strongly urged to enroll in the courses indicated by their placement tests. This placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success. A student receiving an assessment score within a designated "decision zone" must receive advisement to aid the student in selecting a course(s).

ASSET/COMPASS scores should be used only for course placement recommendations and not as an admissions criterion for any college program.

E. Waiver of Course Placement

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

F. Implementation of Policy

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

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

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

G. Evaluation

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

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.

Admission/Registration

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 Admissions. Enrollment is not complete until tuition and fees are paid. 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.

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.



Seeking Advisement is Advisable

Tuition and Fees (AR 2.2.9)

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

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

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

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 *et. sec.*) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of 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 12, under the Residency section of this publication.)

A. Time of Payment

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

B. Tuition and Fees Schedule

(Effective July 1, 2004, for Fall, Spring and Summer Sessions)

The following is a tuition and fees schedule for 2004-2005 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: \$53.50 <i>plus</i> Fees: \$1.50	\$55.00
2. County Resident - Audit Rate - per credit hour Audit Fee Surcharge: \$25.00 <i>plus</i> General Tuition: \$53.50 <i>plus</i> Fees: \$1.50	\$80.00
3. Out-of-County Resident - (7+ credit hours system-wide); per credit hour Out-of-County Surcharge: \$159.00 <i>(Applies only to counties with no community college.)</i> <i>plus</i> General Tuition: \$53.50 <i>plus</i> Fees: \$1.50	\$214.00***
4. Out-of-State Resident* - (including F-1 nonimmigrants - 7+ credit hours system-wide); per credit hour Out-of-State Surcharge: \$165.00 <i>plus</i> General Tuition: \$53.50 <i>plus</i> Fees: \$1.50	\$220.00

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: \$53.50 *plus* Fees: \$1.50
6. **Out-of-State students participating in Western Undergraduate Exchange Program***
(any number of credit hours); per credit hour
WUE Out-of-State Surcharge: \$27.50 *plus*
General Tuition: \$53.50 *plus* Fees: \$1.50
7. **Courses offered out of Arizona, including distance learning, to non-resident Out-of-State students****
Total tuition per credit hour:
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: \$53.50 *plus* Fees: \$1.50
9. **Skill Center Hourly Tuition Rates:**
10. **Credit by Examination and Credit by Evaluation:**
per credit hour (excludes HCIES courses)
Regular Rate:
Contract Testing Rate:

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 2004-2005 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
GED First Test	\$50.00
GED Test repeat (per section)	\$10.00
Graduation Fees:	
Application/Recording/Issuance Fee (Degrees/ Certificates) - 25 or more credits (nonrefundable)	\$5.00
Commencement Fee (One-time fee refundable up to two (2) weeks prior to graduation)	\$25.00
Library Fines - List price of lost materials plus	\$5.00

Admission/Registration

Parking Fines*:

Displaying an altered or substituted permit	\$50.00
Failure to register a vehicle and display a parking permit	\$30.00
Falsifying information on vehicle registration application	\$50.00
Improperly displaying a parking permit	\$15.00
Obstructing a properly parked/moving vehicle	\$15.00
Parking in an unauthorized parking area	\$25.00
Parking by a college employee or student in a visitor area	\$15.00
Parking in a fire lane	\$50.00
Parking on or blocking a pedestrian path	\$15.00
Parking outside stall lines	\$15.00
Parking beyond posted time limit	\$15.00
Parking in an undesignated, restricted or unauthorized off-pavement area	\$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.*

Private Music Lessons:

Music Majors

First 1/2 hr. per wk/per semester	\$0.00
Each additional 1/2 hr. per wk/per semester	\$90.00

Non-music Majors

First 1/2 hr. per wk/per semester	\$280.00
Each additional 1/2 hr. per wk/per semester	\$280.00

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

Transcript Fee

Scottsdale Community College Specific Fees

The College may assess individual course fees, other fees, assessments, fines, or require deposits as authorized by the MCCCCD 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.

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 and 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 1-9 days in length or as specified by the college. Calendar days include weekdays and weekends.* Refer to individual colleges for withdrawal and appeal processes.

Length of Class	Official Withdrawal Deadlines for 100% Refund*
1-9 Calendar Days	Prior to the class start date
10-19 Calendar Days	1 Calendar day including the class start date
20-29 Calendar Days	2 Calendar days including the class start date
30-39 Calendar Days	3 Calendar days including the class start date
40-49 Calendar Days	4 Calendar days including the class start date
50-59 Calendar Days	5 Calendar days including the class start date
60-69 Calendar Days	6 Calendar days including the class start date
70+ Calendar Days	7 Calendar days including the class start date
*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund.	

All refunds and deposits that may be due a student will first be applied to debts owed to the college.

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

B. Refund Policy for Non-Credit Classes

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

C. Canceled Classes

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

D. Other Refunds

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund to the Office of 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.
- Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
- Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a 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 E)

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

How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at <http://www.fafsa.ed.gov/>. Caution: Other websites 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.

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

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

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

I. Evaluation of Financial Aid Eligibility

- A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 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 2004-2005 academic year, academic progress will be evaluated on Spring 2004, Fall 2003, and Summer 2003).
- 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

- 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 G for withdrawal procedures, page 31.

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.

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 & 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.



Student Center – East Side

SCHOLASTIC STANDARDS

Academic Load (AR 2.3.1)

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 withdrawal policy, page 31).

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 the Withdrawal Procedures, page 31.

A. Official Absences

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official

reason must obtain an official absence verification card from the appropriate dean or associate dean and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, 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.

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.

Continued next page...

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

C. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A **W** or **Y** is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average. The student may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admissions and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

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

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 29.)

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

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

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

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

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

E. Audit 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 29.)

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

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.

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)	1 st Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class	1 st Day of Class	1 st Day of Class
Two Weeks (8 to 14 days)	3 rd Calendar Day	6 th Calendar Day	6 th Calendar Day	1 st Day of Class	1 st Day of Class	3 rd Calendar Day
Three Weeks (15 to 21 Days)	6 th Calendar Day	12 th Calendar Day	12 th Calendar Day	2 nd Calendar Day	1 st Day of Class	5 th Calendar Day
Four Weeks (22 to 28 days)	9 th Calendar Day	17 th Calendar Day	17 th Calendar Day	3 rd Calendar Day	2 nd Calendar Day	7 th Calendar Day
Five Weeks (29 to 35 days)	12 th Calendar Day	23 rd Calendar Day	23 rd Calendar Day	4 th Calendar Day	2 nd Calendar Day	9 th Calendar Day
Six Weeks (36 to 42 days)	14 th Calendar Day	29 th Calendar Day	29 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	11 th Calendar Day
Seven Weeks (43 to 49 days)	17 th Calendar Day	35 th Calendar Day	35 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	12 th Calendar Day
Eight Weeks (50 to 56 days)	20 th Calendar Day	41 st Calendar Day	41 st Calendar Day	6 th Calendar Day	3 rd Calendar Day	15 th Calendar Day
Nine Weeks (57 to 63 days)	23 rd Calendar Day	46 th Calendar Day	46 th Calendar Day	7 th Calendar Day	4 th Calendar Day	17 th Calendar Day
Ten Weeks (64 to 70 days)	26 th Calendar Day	52 nd Calendar Day	52 nd Calendar Day	8 th Calendar Day	4 th Calendar Day	19 th Calendar Day
Eleven Weeks (71 to 77 days)	29 th Calendar Day	58 th Calendar Day	58 th Calendar Day	9 th Calendar Day	5 th Calendar Day	21 st Calendar Day
Twelve Weeks (78 to 84 days)	32 nd Calendar Day	63 rd Calendar Day	63 rd Calendar Day	10 th Calendar Day	5 th Calendar Day	23 rd Calendar Day
Thirteen Weeks (85 to 91 days)	35 th Calendar Day	70 th Calendar Day	70 th Calendar Day	10 th Calendar Day	5 th Calendar Day	25 th Calendar Day
Fourteen Weeks (92 to 98 days)	38 th Calendar Day	76 th Calendar Day	76 th Calendar Day	11 th Calendar Day	6 th Calendar Day	27 th Calendar Day
Fifteen Weeks (99 to 105 days)	41 st Calendar Day	82 nd Calendar Day	82 nd Calendar Day	12 th Calendar Day	6 th Calendar Day	28 th 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

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 discrimination or sexual harassment in the academic environment by a faculty member, administrator, campus visitor or other student is urged to report such conduct to the dean of student services (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.

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

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the College Faculty Senate President be in

attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made to the faculty member.

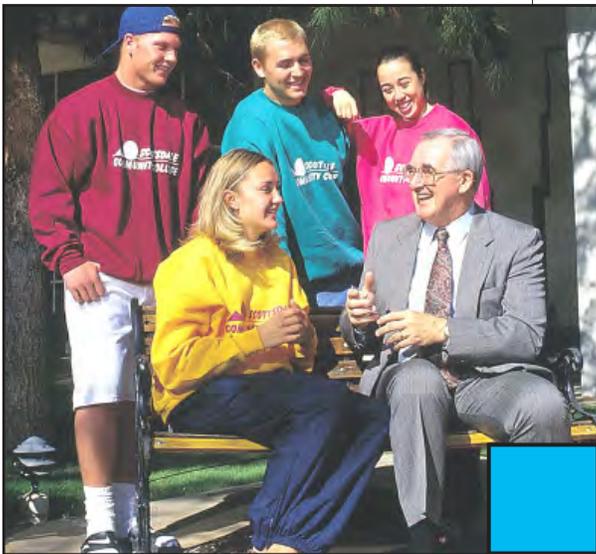
4. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the Dean of Instruction or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean of Instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division 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 Dean of Instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Non-Instructional Complaint Resolution Process

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

Steps for students to follow:

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.



The 'Prez' and SCC Students

2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) 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 dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

Withdrawal (AR 2.3.6)

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 29.)

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

The official date of withdrawal is the last date of attendance as determined by the student's withdrawal or as reported by the instructor. The official date of withdrawal determines refunds.

Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the refund policy, page 24.

Procedures for withdrawal are set forth in Appendix G.

Withdrawal Procedures (Appendix G)

A. Withdrawal from Specific 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 29.)

Students may be officially withdrawn from specific courses in the following ways:

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

Failure to file an official withdrawal form within the published deadlines may result in failing grades and responsibility for course tuition and fees.

B. Complete Withdrawal from College

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 29.)

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

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

Failure to file an official withdrawal form within the published deadlines 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.

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.

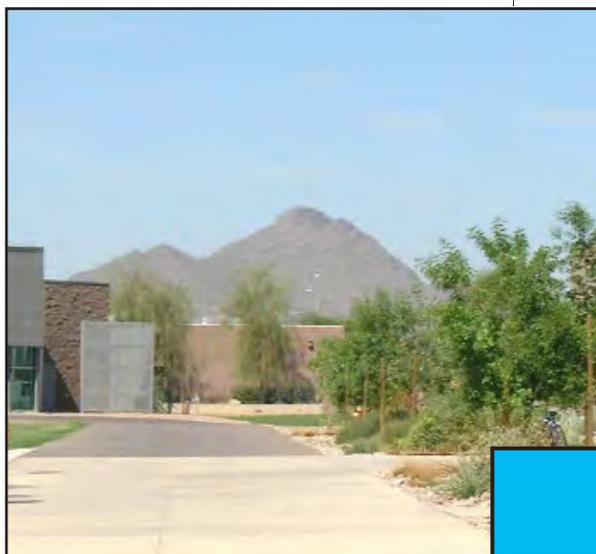
- A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average (GPA) of 2.5 or higher within Maricopa Colleges after reenrollment.
- B. Upon approval, all courses taken prior 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.



Typical SCC Campus Scenery

GRADUATION REQUIREMENTS

General Graduation Requirements (AR 2.3.9)

Note: Also see “Catalog Under Which a Student Graduates (AR 2.2.5),” page 35.

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

1. Be credited in the 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, except in cases where the certificate requires fewer than twelve (12) credit units.
3. Have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.

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.

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”

Certificates/Degrees

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

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

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the Maricopa Community Colleges 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 employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.
2. Because technical occupations change rapidly, initial employment in an AAS Degree-related field must occur within one year of graduation from the AAS Degree program in question.

Retraining needs to occur as cost effectively as possible. The graduate's employer must present a list of the graduate's skill deficiencies to the appropriate dean at the graduate's alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

Continued next page...

Graduation Requirements

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

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

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

Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both Maricopa Community Colleges and the institutions to which Maricopa Community Colleges' 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	S94, F94	(Active)
Transferred to a university	S95	(1993 or any subsequent catalog)

EXAMPLE B:

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

Non-Continuous Enrollment

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

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

EXAMPLE B:

Admitted and earned course credit at a public community college or university	F92	(Active)
Nonattendance	S93	(Inactive)
Readmitted and earned course credit at a public community college	Su93	(Active)
Nonattendance	F93, S94	(Inactive)
Transferred to a university	F94	(1992 or any subsequent catalog)

* Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

Summer Readmission

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:

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

Institutional Transfer

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

MCCCD ARIZONA GENERAL EDUCATION CURRICULUM (AGEC)

AGEC-A, AGECE-B, AGECE-S

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

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

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

Purpose of the AGECEs

There are three types of MCCCD AGECEs. They are the AGECE-A, the AGECE-B, and the AGECE-S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors can be accessed at the Arizona Transfer Articulation Support System (ATASS) website or via the following web address:

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

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

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

- requires 35 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 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 semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. A course cannot be used to satisfy more than one Core Area requirement.

- follows the general education policy below:

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

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

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 AGECE;
- accept one of the courses that is cross-referenced with other courses;
- provide for exemption from Arizona university admission requirements for: Students who complete the AGECE-A, AGECE-B or AGECE-S with a minimum 2.0 GPA on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 GPA on a 4.0=A scale for Arizona residents and a minimum 2.5 GPA on a 4.0=A scale for nonresidents.

AGECE Requirements

The 35 semester credits required for each of the three AGECEs follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGECE-A, AGECE-B and/or AGECE-S](#), page 39, for specific course information. The most up-to-date information can be accessed at the following web address:

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

Select *Program Information*, followed by *Program Sorting/Reporting*

Scroll down and select *AGECE Course Matrix* or

Select the Current Academic Year

Select the desired General Education Designation

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

A. CORE AREAS (35 credits required):

1. **First-Year Composition (FYC)** 6
2. **Literacy and Critical Inquiry [L]** 3
3. **Mathematical Studies [MA/CS]** 6

To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] and a second course from Computer/Statistics/Quantitative Applications [CS]. NOTE: The Mathematics [MA] requirement differs for AGECE-A, AGECE-B and AGECE-S.

AGECE-A requires:

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

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

b. Computer/Statistics/Quantitative Applications [CS] (3 credits)
AGEC-B requires:

a. Mathematics [MA] B (3 credits) AND
 NOTE: requires a course in brief calculus or a higher level mathematics course.

b. Computer/Statistics/Quantitative Applications [CS] (3 credits)
AGEC-S requires:

a. Mathematics [MA] S (3 credits) AND
 NOTE: requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite.

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

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

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

6. **Natural Sciences [SQ/SG]** 8
To complete the Natural Sciences requirement:

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

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

The 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 transfer equivalencies.

B. AWARENESS AREAS:

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

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

AGECE Area Requirements Descriptions/Definitions

CORE AREAS

First-Year Composition (FYC) 6 credits

A total of six (6) semester credits must be completed with a grade of "C" or better in the First-Year Composition Core Area. Courses must emphasize skills necessary for college-level learning and writing skills.

Literacy and Critical Inquiry [L] 3 credits

A total of three (3) semester credits must be completed with a grade of "C" or better in the Literacy and Critical Inquiry Core Area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

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

Mathematical Studies [MA/CS] 6 credits

A total of six (6) semester credits must be completed with a grade of "C" or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. A second course must be selected from Computer/Statistics/Quantitative Applications [CS].

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

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

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

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

Mathematics [MA] AGECE-A

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

Mathematics [MA] AGECE-B

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

Mathematics [MA] AGECE-S

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

Computer/Statistics/Quantitative Applications [CS]

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

Humanities and Fine Arts [HU] 6 credits

A total of six (6) semester credits must be completed with a grade of "C" or better in the Humanities and Fine Arts Core Area. Students are encouraged to choose coursework from more than one discipline for a total of six (6) semester credits.

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

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

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



Social and Behavioral Sciences [SB] 6 credits

A total of six (6) semester credits must be completed with a grade of “C” or better in the Social and Behavioral Sciences Core Area. Students are encouraged to choose coursework from more than one discipline for a total of six (6) semester credits.

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

Natural Sciences [SQ/SG] 8 credits

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

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

Natural Sciences - Quantitative [SQ] A and B

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

Natural Sciences - General [SG] A and B

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

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

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

SQ = Natural Science - Quantitative

SG = Natural Science - General

AWARENESS AREAS

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

Cultural Diversity in the United States [C]

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not

only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

Global Awareness [G]

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

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

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

Historical Awareness [H]

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

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

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

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

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

The list of courses compliments and supports the AGECE A, B, and S information within the MCCD college catalogs. The following is a list of courses supporting the MCCD AGECE A, AGECE B and/or AGECE S general education requirements. This list is also referred to as the MCCD 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, GLG110 & GLG111 combined satisfy Natural Sciences [SG].

Before registering for any of the courses listed, students are advised to access the most up-to-date information on general education designations at the following web address:

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

The MCCD Curriculum Office maintains this information on a semester basis. (Fall 2003 curriculum and other future dated action.)

Please be aware of the following general education policy that allows students to complete the Core and Awareness areas in the AGECEs 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.

Course #	Cr	Course Title	Areas
AFR110	3	Introduction to African-American Studies	SB
AFR203	3	African-American History: The Slavery Experience	H, SB
AFR204	3	African-American History: Reconstruction to the Present	C, H, SB
AGB139	3	Agribusiness Computer Operations	CS
AGS164	4	Plant Growth and Development	SG/SQ-A, B
AIS101	3	Survey of Native American Issues	C, SB
AIS105	3	Introduction to American Indian Studies	C, SB
AIS110	3	Navajo Government	C*
AIS140	3	American Indian History	C, H, SB
AIS141	3	Sovereign Indian Nations	C, H, SB
AIS160	3	American Indian Law	C
AIS170	3	American Indian History of the Southwest	C, H, SB
AIS213	3	American Indian Religions	C, HU, L
AJS101	3	Introduction to Criminal Justice	SB
AJS119	3	Computer Applications in Justice Studies	CS
AJS123	3	Ethics and Administration of Justice	HU
AJS200	3	Current Issues in Criminal Justice	SB
AJS225	3	Criminology	SB
AJS258	3	Victimology and Crisis Management	C, SB
AJS270	3	Community Relations	C, SB
AMS150	4	Digital Systems and Microprocessors	CS
ARB201	4	Intermediate Arabic I	G
ARB202	4	Intermediate Arabic II	G
ARH100	3	Introduction to Art	HU
ARH101	3	Prehistoric Through Gothic Art	G, H, HU
ARH102	3	Renaissance Through Contemporary Art	G, H, HU
ARH115	3	History of Photography	HU
ARH118	3	Introduction to Chinese Art	G, HU
ARH145	3	History of American Indian Art	C, HU
ARH201	3	Art of Asia	G, H, HU
ARH203	3	Art of Ancient Egypt	H, HU
ARH217	3	Mexican Art History	H, HU
ASB102	3	Intro to Cultural and Social Anthropology	G, SB
ASB202	3	Ethnic Relations in the U. S.	C, H, SB
ASB211	3	Women in Other Cultures	G, HU, SB
ASB214	3	Magic, Witchcraft and Healing	G, SB
ASB222	3	Buried Cities and Lost Tribes: Old World	G, H, HU, SB

Course #	Cr	Course Title	Areas
ASB223	3	Buried Cities and Lost Tribes: New World	G, H, HU, SB
ASB230	3	Principles of Archaeology	SB
ASB231	4	Intro to Archaeological Field Methods	SG-A, B
ASB235	3	Southwest Archaeology	C, H, SB
ASB238	3	Archaeology of North America	H, SB
ASB245	3	Indians of the Southwest	C, H, SB
ASM104	4	Introduction to Biological Anthropology	H, SB, SG-A, B
ASM265	4	Laboratory Methods in Archaeology	SG-A, B
AST101	3	Survey of Astronomy AND	
AST102	1	Survey of Astronomy Laboratory	SG-A, B
AST111	3	Introduction to Astronomy I AND	
AST113	1	Astronomy I Laboratory	SG/SQ-A, B
AST112	3	Introduction to Astronomy II AND	
AST114	1	Astronomy II Laboratory	SG/SQ-A, B
BIO100	4	Biology Concepts	SG/SQ-A, B
BIO101	4	Gen Bio (Non-Majors) Selected Topics	SG/SQ-A, B
BIO102	4	Gen Bio (Non-Majors) Additional Topics	SG/SQ-A, B
BIO105	4	Environmental Biology	SG/SQ-A, B
BIO107	4	Introduction to Biotechnology	G*, SG/SQ*-A, B
BIO108	4	Plants and Society	G, SG/SQ-A, B
BIO109	3	Natural History of the Southwest AND	
BIO110	1	Lab for Natural History of the Southwest	SG-A, B
BIO145	4	Marine Biology	SG-A, B
BIO156	4	Human Biology for Allied Health	SG-A, B
BIO160	4	Intro to Human Anatomy and Physiology	SG-A, B
BIO181	4	General Biology (Majors) I	SG/SQ-A, B, S
BIO182	4	General Biology (Majors) II	SG-A, B, S
BIO201	4	Human Anatomy and Physiology I	SG-A, B
BIO205	4	Microbiology	SG-A, B
BIO241	4	Human Genetics	SG-A, B
BIO245	3	Cellular and Molecular Biology AND	
BIO246	1	Cellular and Molecular Biology Lab	SG/SQ-A, B, S
BPC110	3	Computer Usage and Applications	CS
BPC217AM	3	Adv. Microsoft Access: Database Management	CS
CCS101	3	Chicana and Chicano Studies	C, L
CFS157	3	Marriage and Family Life	SB
CFS159	3	The Modern Family	SB

Graduation

General Education Designations

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

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

KEY: / = or & = and

*General Education designation effective Spring 2004.

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
CFS176	3	Child Development	SB	ECE102	2	Engineering Analysis Tools and Techniques AND	
CFS205	3	Human Development	SB	ECE103	2	Engineering Problem Solving and Design	CS
CFS242	3	Curriculum Planning for Diversity	C	ECE102	2	Engineering Analysis Tools and Techniques AND	
CFS259	3	Sexuality Over the Life Span	SB	ECE103AB	2	Engineering Problem Solving and Design	CS
CHI201	5	Intermediate Chinese I	G	ECE102AA	2	Engineering Analysis Tools and Techniques AND	
CHI202	5	Intermediate Chinese II	G	ECE103	2	Engineering Problem Solving and Design	CS
CHM107	3	Chemistry and Society	G	ECE102AA	2	Engineering Analysis Tools and Techniques AND	
CHM107	3	Chemistry and Society AND		ECE103AB	2	Engineering Problem Solving and Design	CS
CHM107LL	1	Chemistry and Society Lab	G, SG/SQ-A, B	ECH176	3	Child Development	SB
CHM130	3	Fundamental Chemistry AND		ECN111	3	Macroeconomic Principles	SB
CHM130LL	1	Fundamental Chemistry Lab	SG/SQ-A, B	ECN112	3	Macroeconomic Principles	SB
CHM151	3	General Chemistry I AND		ECN160	3	Economic History of United States	H, SB
CHM151LL	1	General Chemistry I Lab	SG/SQ-A, B, S	ECN212	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	SG/SQ-A, B, S	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	SG/SQ-A, B, S	EDU225	3	Foundations/Approaches to 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	SG/SQ-A, B	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	ELE131	3	Digital Logic and Circuits AND	
CIS162AA	3	C: Level I	CS	ELE241	4	Microprocessor Concepts	CS
CIS162AB	3	C++: Level I	CS	ELE150	4	Digital Systems and Microprocessors	CS
CIS162AC	3	Visual C++: Level I	CS	ELT241	4	Microcontrollers	CS
CIS163AA	3	Java Programming: Level I	CS	ELT282	4	Structured Assembly Language Programming	CS
CIS169	3	Introduction to Visual Basic for Applications	CS	EMT258	3	Victimology and Crisis Management	C, SB
CIS175JA	3	Java Programming for Non-C Programmers	CS	ENG101	3	First-Year Composition	FYC
CIS217AM	3	Adv. Microsoft Access: Database Management	CS	ENG102	3	First-Year Composition	FYC
CIS259	3	Visual Basic Programming II	CS	ENG107	3	First-Year Composition for ESL	FYC
CIS262	3	C Programming II	CS	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	ENG260	3	Film Analysis	HU
COM207	3	Introduction to Communication Inquiry	L	ENH110	3	Introduction to Literature	C, HU
COM222	3	Argumentation	L	ENH112	3	Chicano Literature	C, HU
COM225	3	Public Speaking	L	ENH113	3	Writers and Current Issues	HU
COM230	3	Small Group Communication	L, SB	ENH114	3	African-American Literature	C, HU
COM241	3	Performance of Literature	HU, L	ENH201	3	World Literature Through Renaissance	G, H, HU
COM250	3	Intro to Organizational Communication	SB	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	H, HU
CSC100AB	4	Intro to Computer Science (C++)	CS	ENH222	3	Survey of English Literature After 1800	H, HU
CSC150	3	Programming in C/C++	CS	ENH230	3	Introduction to Shakespeare	HU
CSC150AA	4	Programming in C/C++	CS	ENH241	3	American Literature Before 1860	HU
CSC181	3	Applied Problem Solving with Visual Basic	CS	ENH242	3	American Literature After 1860	HU
CSC181AA	3	Applied Problem Solving with Visual Basic	CS	ENH250	3	Classical Backgrounds in Literature	HU
CSC181AB	4	Applied Problem Solving with Visual Basic	CS	ENH251	3	Mythology	G, HU
CSC183	3	Applied Problem Solving with Fortran	CS	ENH254	3	Literature and Film	HU, L
CSC200	3	Principles of Computer Science (Java)	CS	ENH255	3	Contemporary U. S. Literature and Film	C, HU, L
CSC200AA	3	Principles of Computer Science (Java)	CS	ENH256	3	Shakespeare on Film	HU
CSC200AB	4	Principles of Computer Science (Java)	CS	ENH259	3	American Indian Literature	C, HU
CSC210	3	Data Structures and Algorithms (Java)	CS	ENH260	3	Literature of the Southwest	C, HU
CSC210AA	3	Data Structures and Algorithms (Java)	CS	ENH270	3	19th Century American Fiction	HU
CSC210AB	4	Data Structures and Algorithms (Java)	CS	ENH275	3	Modern Fiction	HU
DAH100	3	Introduction to Dance	G, HU	ENH284	3	19th Century Women Writers	C, HU
DAH201	3	World Dance Perspectives	G, HU	ENH285	3	Contemporary Women Writers	C, HU
DFT105	3	Computer Aided Drafting I	CS	ENH289	3	Literature from Contemporary Nobel Laureates	HU
DFT253	3	Computer Aided Drafting IIA	CS	ENH291	3	Children's Literature	HU

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas
ENH294	3	Multicultural Folktales	C, HU
ENH295	3	Banned Books and Censorship	C, HU
FRE201	4	Intermediate French I	G
FRE201AA	4	Intermediate French I	G
FRE202	4	Intermediate French II	G
FRE202AA	4	Intermediate French II	G
FRE265	3	Advanced French I	G, HU
FRE266	3	Advanced French II	G, HU
FSC258	3	Victimology and Crisis Management	C, SB
GBS220	3	Quantitative Methods in Business	MA-A
GBS221	3	Business Statistics	CS
GBS233	3	Business Communication	L
GBS280	3	Organizational Psychology	SB
GCU102	3	Introduction to Human Geography	G, SB
GCU121	3	World Geography: Eastern Hemisphere	G, SB
GCU122	3	World Geography: Western Hemisphere	G, SB
GCU141	3	Introduction to Economic Geography	G, SB
GCU221	3	Arizona Geography	C, H, SB
GCU223	3	Geography of Latin America	G, SB
GCU253	3	Intro/Cultural and Historical Geography	G, SB
GER201	4	Intermediate German I	G
GER201AA	4	Intermediate German I	G
GER202	4	Intermediate German II	G
GER202AA	4	Intermediate German II	G
GLG101	3	Intro to Geology I-Physical Lecture	G
GLG101	3	Intro to Geology I-Physical Lecture AND	
GLG103	1	Intro to Geology I-Physical Lab	G, SG/SQ-A, B
GLG102	3	Intro to Geology II-Historical Lecture	H
GLG102	3	Intro to Geology II-Historical Lecture AND	
GLG104	1	Intro to Geology II-Historical Lab	H, SG-A, B
GLG105	4	Introduction to Planetary Science	SG-A, B
GLG110	3	Geologic Disasters and the Environment	G
GLG110	3	Geologic Disasters and the Environment AND	
GLG111	1	Geologic Disasters and the Environment Lab	G, SG-A, B
GPH111	4	Introduction to Physical Geography	SG/SQ-A, B
GPH112	3	Introduction to Physical Geography AND	
GPH113	1	Introduction to Physical Geography Lab	SG/SQ-A, B
GPH210	3	Introduction to Environmental Geography	G
GPH211	3	Landform Processes	L
GPH212	3	Introduction to Meteorology I AND	
GPH214	1	Introduction to Meteorology Lab I	SG/SQ*-A, B
GPH217	3	Intro to Geographic Information Systems	CS
HCR210	3	Clinical Health Care Ethics	HU
HCR220	3	Health Care Organizations	H
HCR230	3	Culture and Health	C, G
HEB201	4	Intermediate Hebrew I	G
HEB202	4	Intermediate Hebrew II	G
HES100	3	Healthful Living	SB
HIS100	3	History Western Civ to Middle Ages	H, SB
HIS101	3	History Western Civ/Middle Ages-1789	H, SB
HIS102	3	History Western Civ/1789 to Present	G, H, SB
HIS103	3	United States History to 1870	H, SB
HIS104	3	United States History 1870 to Present	H, SB
HIS105	3	Arizona History	H, SB
HIS105AA	1	Arizona History, Part I AND	
HIS105AB	1	Arizona History, Part II AND	
HIS105AC	1	Arizona History, Part III	H, SB
HIS106	3	Southwest History	C, H, SB

Course #	Cr	Course Title	Areas
HIS108	3	U.S. History 1945 to the Present	C*, H*, SB*
HIS109	3	Mexican American History and Culture	C, H, SB
HIS110	3	World History to 1500	G, H**, SB
HIS111	3	World History 1500 to the Present	G, H, SB**
HIS113	3	History of Eastern Civilizations to 1850	G, H, SB*
HIS114	3	History of Eastern Civilizations 1850 to Present	G, H, SB*
HIS135	3	Military History of the Southwest	C, H, SB
HIS140	3	American Indian History	C, H, SB
HIS145	3	History of Mexico	G, H, SB
HIS170	3	American Indian History of the Southwest	C, H, SB
HIS173	3	United States Military History	H, SB
HIS201	3	History of Women in America	C, H, SB
HIS203	3	African-American History I	C, H, SB
HIS204	3	African-American History II	C, H, SB
HIS209	3	The Chicano in 20th Century America	C, H, SB
HIS241	3	Latin American Civ in the Colonial Period	H, SB
HIS242	3	Latin American Civ Post-Colonial Period	G, H, SB
HIS243	3	World Religions	G, H, HU
HIS251	3	History of England to 1700	H, SB
HIS252	3	History of England: 1700 to Present	H, SB
HIS272	3	History of the Far East: 1900 to Present	G, H, SB
HIS273	3	U. S. Experience in Vietnam: 1945-1975	G, H, SB
HIS277	3	The Modern Middle East	G, H, SB
HUM101	3	General Humanities	HU

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

HUM105AA	1	Cultural Perspective: African Ideas/Values	C, HU
HUM105AB	1	Cult Perspective: Native-American Ideas/Values	C, HU
HUM105AC	1	Cult Perspective: Asian Ideas/Values	C, HU
HUM105AD	1	Cult Perspective: Hispanic Ideas/Values	C, HU
HUM105AE	1	Cult Perspective: Mid-Eastern Ideas/Values	C, HU
HUM107	3	Humanities Through the Arts	HU
HUM108	3	Contemporary Humanities	HU
HUM120	3	Cultural Viewpoints in the Arts	C, HU
HUM125	3	The Urban Experience	HU

(Note: Three (3) of the nine (9) HUM190 modules must be taken to secure [HU] credit.)

HUM190AA-AL	1	Honors Forum	HU
HUM201	3	Humanities: Universal Themes	G, HU
HUM202	3	Humanities: Universal Themes	G, HU
HUM203	3	Humanities: Intellectual Community/Ethics	HU
HUM205	3	Introduction to Cinema	H, HU
HUM206	3	Introduction to Television Arts	HU
HUM207	3	Humanities: Biomedical Ethics	HU
HUM208	3	Arts and World Views of the Southwest	C, HU
HUM209	3	Women and Films	C, H, HU
HUM210	3	Contemporary Cinema	HU
HUM211AA	3	Foreign Films: Classics	G, HU
HUM211AB	3	Foreign Films: Japanese	G, HU
HUM211AC	3	Foreign Films: French	G, HU
HUM213	3	Hispanic Film	G, HU
HUM214	3	African-Americans in Film	C, HU
HUM250	3	Ideas and Values in the Humanities	H, HU, L
HUM251	3	Ideas and Values in the Humanities	H, HU, L
HUM260	3	Intercultural Perspectives	C, HU
HUM261	3	Asian Ideas and Values	G, H, HU
HUM292	3	The Art of Storytelling	C, HU
IBS101	3	Introduction to International Business	G

General Education Designations

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

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

KEY: / = or & = and

*General Education designation effective Spring 2004.

**General Education designation effective Spring 2005.

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas	Course #	Cr	Course Title	Areas
IBS109	3	Cultural Dimensions of International Trade	G, SB	PHI224	3	Political Philosophy	HU
IGS291	3	Studies in Global Awareness	G, L	PHI225	3	African-American Religions	C, HU
IGS292	3	Studies in Cultural Diversity	C	PHI233AA	3	Metaphysics: An Introduction	HU
IGS293	3	Studies in Historical Awareness	H, L	PHI233AB	3	Theory of Knowledge	HU
INT105	3	Introduction to Interior Design	G, HU	PHI234AA	3	Plato	HU
INT115	3	Historical Architecture and Furniture	H, HU	PHI243	3	World Religions	G, H, HU
INT120	3	20th Century Architecture and Furniture	H, HU	PHI244	3	Philosophy of Religion	HU
INT225	3	History of Decorative Arts	HU	PHI245	3	Introduction to Eastern Philosophy	G*, HU
ITA201	4	Intermediate Italian I	G	PHI246	3	Amer Indian Euroamer Comparative Worldviews	HU
ITA201AA	4	Intermediate Italian I	G	PHS110	4	Fundamentals of Physical Science	SG/SQ-A, B
ITA202	4	Intermediate Italian II	G	PHS120	4	Introduction to Physical Science	G, SG/SQ-A, B
ITA202AA	4	Intermediate Italian II	G	PHY101	4	Introduction to Physics	SG/SQ-A, B
JAS225	3	Statistics for Social Research/Justice & Government	CS	PHY111	4	General Physics I	SG/SQ-A, B
JPN201	5	Intermediate Japanese I	G	PHY112	4	General Physics II	SG/SQ-A, B
JPN202	5	Intermediate Japanese II	G	PHY115	5	University Physics I	SG/SQ-A, B, S
JRN201	3	News Writing	L	PHY116	5	University Physics II	SG/SQ-A, B, S
JRN212	3	Broadcast Writing	L	PHY121	4	Univ Physics I: Mechanics	SG/SQ-A, B, S
JRN234	3	Feature Writing	L	PHY131	4	Univ Physics II: Electricity & Magnetism	SG/SQ-A, B, S
LAT201	4	Intermediate Latin I	HU	PHY252	4	Univ Phys III: Thermo Dynamics, Opti/Wave Phen	SG/SQ-A, B
LAT202	4	Intermediate Latin II	HU	POR102	5	Elementary Portuguese II	G
MAT142	3	College Mathematics	MA-A	POR201	5	Intermediate Portuguese I	G
MAT150	5	College Algebra Concepts	MA-A	POR202	5	Intermediate Portuguese II	G
MAT151	4	College Algebra	MA-A	POS100	3	Introduction to Political Science	SB
MAT151AA	1	College Algebra I AND		POS110	3	American National Government	SB
MAT151AB	1	College Algebra II AND		POS115	3	Issues in American Politics	L, SB
MAT151AC	1	College Algebra III AND		POS120	3	World Politics	G, SB
MAT151AD	1	College Algebra IV	MA-A	POS125	3	Issues in World Politics	G, SB
MAT152	3	College Algebra	MA-A	POS130	3	State and Local Government	SB
MAT162	3	University Mathematics	MA-A	POS140	3	Comparative Government	G, SB
MAT167	3	Elements of Statistics	CS	POS180	3	United Nations Study	G
(The MAT167 [CS] course number changed to MAT206.)				POS210	3	Political Ideologies	SB
MAT172	3	Finite Mathematics	MA-A	POS223	3	Civil Rights	C, SB
MAT150 OR MAT151 OR MAT152 AND				POS285	3	Public Policy	SB
MAT182	3	Plane Trigonometry	MA-A	PSY101	3	Introduction to Psychology	SB
MAT187	5	Precalculus	MA-A	PSY132	3	Psychology and Culture	C, SB
MAT206	3	Elements of Statistics (Formerly MAT167)	CS	PSY143	3	Lesbian, Gay and Bisexual Studies	C
MAT212	3	Brief Calculus	MA-A, B	PSY157	3	African/Black Psychology	C, G, SB
MAT216	3	Technical Calculus I	MA-A, B	PSY215	3	Introduction to Sport Psychology	SB
MAT220	5	Analytic Geometry and Calculus I	MA-A, B, S	PSY218	3	Health Psychology	SB
MAT221	4	Calculus with Analytic Geometry I	MA-A, B, S	PSY225	3	Psychology of Religion	C, G, SB
MAT225	3	Elementary Linear Algebra	MA-A, B	PSY230	3	Introduction to Statistics	CS
MAT226	3	Technical Calculus II	MA-A, B	PSY235	3	Psychology of Gender Differences	C, SB
MAT227	3	Discrete Mathematical Structures	MA-A, B	PSY240	3	Developmental Psychology	SB
MAT230	5	Analytic Geometry and Calculus II	MA-A, B, S	PSY245	3	Psychology of Adult Development	SB
MAT231	4	Calculus with Analytic Geometry II	MA-A, B, S	PSY250	3	Social Psychology	SB
MAT236	3	Technical Calculus III	MA-A, B	PSY258	3	Domestic Problems and Crises	SB
MAT240	5	Calculus with Analytic Geometry III	MA-A, B, S	PSY260	3	Psychology of Personality	SB
MAT241	4	Calculus with Analytic Geometry III	MA-A, B, S	PSY266	3	Abnormal Psychology	SB
MAT261	4	Differential Equations	MA-A, B	PSY270	3	Personal and Social Adjustment	SB
MAT262	3	Differential Equations	MA-A, B	PSY277	3	Psychology of Human Sexuality	SB
MCO120	3	Media and Society	SB	PSY280	3	Organizational Psychology	SB
MCO220	3	Cultural Diversity and the Media	C, L	PSY290AB	4	Research Methods	L, SG-A, B
MHL140	3	Survey of Music History	H, HU	PSY290AC	4	Research Methods	L, SG-A, B
MHL143	3	Music in World Cultures	G, HU	PSY292	3	Psychology of Altered States of Consciousness	SB
MHL145	3	American Jazz and Popular Music	C, HU	REC120	3	Leisure and the Quality of Life	SB
MHL146	3	Survey of Broadway Musicals	HU	REC160	3	Leisure and Society	SB
MHL147	3	Music of African-American Cultures	HU	REL101	3	Introduction to Religion	HU
MHL153	3	Rock Music and Culture	H, HU	REL201	3	Classics of Western Religions	H, HU
MHL155	3	Survey of American Music	C*, H, HU	REL202	3	Classics of Asian Religions	G, HU
PHI101	3	Introduction to Philosophy	HU	REL203	3	American Indian Religions	C, HU, L
PHI102	3	Introduction to Philosophy	HU	REL205	3	Religion and the Modern World	C*, HU, L
PHI103	3	Introduction to Logic	HU, L	REL213	3	Medical and Bio-Ethics	HU
PHI104	3	World Philosophy	G, HU	REL225	3	African-American Religions	C, HU
PHI105	3	Introduction to Ethics	HU	REL243	3	World Religions	G, H, HU
PHI106	3	Critical Thinking and Problem Solving	HU, L	REL244	3	Philosophy of Religion	HU
PHI109	3	Philosophy of the Arts	HU	REL246	3	Amer Indian Euroamer Comparative Worldviews	HU
PHI201	3	History of Ancient Philosophy	H*, HU	REL270	3	Introduction to Christianity	HU
PHI212	3	Contemporary Moral Issues	HU*	REL271	3	Introduction to the New Testament	HU
PHI213	3	Medical and Bio-Ethics	HU	REL290	3	Women and Religion	G
PHI218	3	Philosophy of Sexuality	HU	RUS201	4	Intermediate Russian	G

Arizona General Education Curriculum Courses

Course #	Cr	Course Title	Areas
RUS201AA	4	Intermediate Russian	G
RUS202	4	Intermediate Russian	G
RUS202AA	4	Intermediate Russian	G
SBU200	3	Society and Business	G, SB
SMT150	4	Digital Systems and Microprocessors	CS
SOC101	3	Introduction to Sociology	SB
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
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
SOC270	3	Sociology of Health and Illness	SB
SPA201	4	Intermediate Spanish I	G
SPA201AA	4	Intermediate Spanish I	G
SPA202	4	Intermediate Spanish II	G
SPA202AA	4	Intermediate Spanish II	G
SPA203	4	Spanish for Spanish Speaking Students I	G
SPA204	4	Spanish for Spanish Speaking Students II	G
SPA265	3	Advanced Spanish I	HU
SPA266	3	Advanced Spanish II	HU
SPH150	3	Peninsular Spanish Lit in Translation	G, HU
SPH151	3	Latin American Lit in Translation	G, HU
SPH245	3	Hispanic Heritage in the Southwest	C, HU
STO292	3	The Art of Storytelling	C, HU
STO294	3	Multicultural Folktales	C, HU
SWU102	3	Introduction to Social Work	H, SB
SWU171	3	Introduction to Social Welfare	H, SB
SWU258	3	Victimology and Crisis Management	C, SB
SWU292	3	Effective Helping in a Diverse World	C*, SB*
TCM145	3	Introduction to Motion Picture Production	HU
TEC105	3	Clothing Selection	SB
TEC106	3	History of Fashion	SB
THE111	3	Introduction to Theatre	HU
THE205	3	Introduction to Cinema	H, HU
THE206	3	Introduction to Television Arts	HU
THE210	3	Contemporary Cinema	HU
THE220	3	Modern Drama	HU, L
THE260	3	Film Analysis	HU
THP241	3	Performance of Literature	HU, L
WED110	3	Principles of Physical Fitness/Wellness	SB
WST100	3	Women and Society	C, SB
WST105	3	Women of Color in America	C
WST110	3	Women and Gender: A Feminist Psychology	SB
WST160	3	Women and the Early American Experience	C, H, SB

Course #	Cr	Course Title	Areas
WST161	3	American Women since 1920	C, H, SB
WST209	3	Women and Films	C, H, HU
WST284	3	19th Century Women Writers	C, HU
WST285	3	Contemporary Women Writers	C, HU
WST290	3	Women and Religion	G
YAQ100	3	Yaqui Indian History and Culture	C, H, SB

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!

Graduation

General Education Designations

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

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

KEY: / = or & = and

*General Education designation effective Spring 2004.

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 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 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 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 39, for specific course information.

The most up-to-date information can be accessed via the following web address:

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

Select *Program Information*, followed by *Program Sorting/Reporting*

Scroll down and select *AGEC Course Matrix* or

Select the Current Academic Year

Select the desired General Education Designation

- 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 Degree.
- Courses and their modular equivalents will satisfy AGECA 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 AGECA, AGECA-B and/or AGECA-S, page 39, for specific course information. The most up-to-date information can be accessed via the following web address:

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

Select *Program Information*, followed by *Program Sorting/Reporting*

Scroll down and select *AGEC Course Matrix* or

Select the Current Academic Year

Select the desired General Education Designation

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

Credits

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

A. MCCCD AGECA

35

1. Core Areas

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

Associate in Arts (AA) Degree

- 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.

1. Oral Communication

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

Select from the following options:
COM100 [SB] (3 credits) **OR**
COM100AA & COM100AB & COM100AC [SB] (3 credits)
OR
COM110 [SB] (3 credits) **OR**

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

2. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students 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) (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 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 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 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-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 39, for specific course information.

The most up-to-date information can be accessed via the following web address:

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

- Select *Program Information*, followed by *Program Sorting/Reporting*
- Scroll down and select *AGEC Course Matrix* or
- Select the Current Academic Year
- Select the desired General Education Designation

- 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 39, for specific course information. The most up-to-date information can be accessed via the following web address:

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

- Select *Program Information*, followed by *Program Sorting/Reporting*
- Scroll down and select *AGEC Course Matrix* or
- Select the Current Academic Year
- Select the desired General Education Designation

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

35

1. Core Areas

- a. First-Year Composition (FYC) 6
 - b. Literacy and Critical Inquiry [L] 3
 - c. Mathematical Studies [MA/CS] 6
- To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].
- 1) Mathematics [MA] S (3 credits):
Select a calculus course, MAT220 or MAT221, or any mathematics course for which MAT220 or MAT221 is a prerequisite.
 - AND
 - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

Associate in Science (AS) Degree

- 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 eight (8) semester credits of either general chemistry CHM151 & CHM151LL, and CHM152 & CHM152LL
OR
Eight (8) semester credits of university physics PHY115 & PHY116, OR PHY121 & PHY131
OR
Eight (8) semester credits of general biology, BIO181 & BIO182
appropriate to the major.

2. Awareness Areas

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. 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

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

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 AGECS 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 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 MCCC 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 13.

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:
 - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 - A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (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 39, for specific course information. The most up-to-date information can be accessed via the following web address:

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

Select **Program Information**, followed by **Program Sorting/Reporting**

Scroll down and select **AGECE Course Matrix** or

Select the Current Academic Year

Select the desired General Education Designation

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

I. MCCCD General Education

Credits

A. MCCCD AGECE-B

35

1. Core Areas

- First-Year Composition (FYC)** 6
- Literacy and Critical Inquiry [L]** 3
- Mathematical Studies [MA/CS]** 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].
 - Mathematics [MA] B (3 credits):
MAT212, Brief Calculus, or a higher level mathematics course
AND
 - Computer/Statistics/Quantitative Applications [CS] (3 credits)
Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].
- 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 AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on transfer equivalencies.

2. Awareness Areas

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

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

II. Common Lower Division Program Requirements 27-28

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

Complete the following:

Accounting

6-7

- *ACC111 & ACC230 & ACC240
- OR
- **ACC211 & ACC212

- *MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.
- **MCCCD ACC111 and ACC112 together are equivalent to ACC211.

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

Business Elective

3

Select from the following options:

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

III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General 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

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

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona's public universities 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 13.

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:
 - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 - A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (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 39, for specific course information. The most up-to-date information can be accessed via the following web address:

<http://www.dist.maricopa.edu/academic/curric/>
Select *Program Information*, followed by *Program Sorting/Reporting*
Scroll down and select *AGECE Course Matrix* or
Select the Current Academic Year
Select the desired General Education Designation

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

I. MCCCD General Education Credits

A. MCCCD AGECE-B 35

1. Core Areas

- First-Year Composition (FYC) 6
- Literacy and Critical Inquiry [L] 3
- Mathematical Studies [MA/CS] 6
To complete the Mathematical Studies requirement, select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].
 - Mathematics [MA] B (3 credits):
MAT212, Brief Calculus, or a higher level mathematics course
AND
 - Computer/Statistics/Quantitative Applications [CS] (3 credits)
Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

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 AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on transfer 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 & ACC230 & ACC240

OR

**ACC211 & ACC212

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

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

Programming I (Visual Basic) 3

CIS159 [CS]

Programming II (Java) 3

CIS163AA [CS]

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

III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General 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 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 60-63 semester credits for 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 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 13.

Academic Policies that Govern the Associate in Arts Elementary Education Degree

- requires completion of 60-63 semester credits in courses numbered 100 and above with a grade of "C" or better;
- is governed by the following policies to enable students to satisfy AGEC-A requirements without exceeding the thirty-five (35) semester credits:
 1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
 2. Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
 3. A course cannot be used to satisfy more than one Core Area requirement.
 4. A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
 5. Effective Fall 2000, the course evaluation and/or general education designation listed in the CEG/AZCAS (Course Equivalency Guide/Arizona Course Applicability System) 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.

* (Note: The Second Summer 2000 term is the last term that the course evaluation and/or the general education designation as listed in the printed Course Equivalency Guide (CEG) is valid for the academic year in which the student completes the course. Summer session is included with the previous academic year.)
 6. All courses applied to AGEC-A must transfer as an equivalent course, a departmental elective credit, or general elective credit (E) at all Arizona public universities according to the CEG within the CAS.

- follows MCCCD graduation policies within the college catalog;
- recognizes both courses and their modular equivalents, either a course or its modular equivalents satisfy the Associate in Arts in Elementary Education requirements;
- recognizes both courses and their cross-references as equivalent courses;
- provides exemption from Arizona public university admission requirements for students who complete the AAEE 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

	Credits
I. MCCCD General Education Requirements	35-38
A. MCCCD AGEC-A (35)	
1. Core Areas	
a. First-Year Composition (FYC)	6
ENG101 or ENG102 or ENG107 or ENG108	
b. Mathematical Studies [MA] AND Computer/Statistics/Quantitative Applications [CS] ..	6
1) MAT142 [MA] College Mathematics or higher (Note: 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 EDU/ENH291 Children's Literature HUM250 OR HUM251 Ideas and Values in the Humanities THE111 Introduction to Theatre THE220 Modern Drama DAH100 Introduction to Dance DAH201 World Dance Perspectives	

Associate in Arts in Elementary Education (AAEE) Degree

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

- 1) Select 3 semester credits from the following courses:
HIS103 United States History to 1870
HIS104 United States History 1870 to Present
AND
- 2) Select 3 semester credits from the following courses:
PSY101 Introduction to Psychology
GCU121 World Geography I: Eastern Hemisphere
GCU122 World Geography II: Western Hemisphere
ECN111 Macroeconomic Principles
ECN112 Microeconomic Principles
POS110 American National Government
ECH/CFS176 Child Development

f. **Natural Sciences [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.

Select SQ and SG courses from the following categories:

- 1) Life Sciences
AND
- 2) Physical Sciences OR Earth/Space Sciences

2. Awareness Areas

The MCCCDD AAEE requires coursework in two Awareness Areas:

Cultural Diversity in the United States [C]

AND

Global Awareness [G]

OR

Historical Awareness [H]

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

B. MCCCDD 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 EDU250) to satisfy this requirement.

2. Content Area Electives

Select seven (7) credits from the following:

- Any ARH, ART, BPC, CIS, ENG, ENH, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
- Any EDU prefixed course(s) (except EDU250)
- Any MAT (courses numbered higher than MAT142 except MAT156 and MAT157)
- Any Foreign Language course(s)
- Any Natural Science course(s)
- CFS/ECH176 Child Development

AAEE Total Credits:

60-63

ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

Description

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

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

Academic Policies that Govern the Associate in General Studies Degree

- requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
- requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- uses the following policies for course(s) satisfying multiple program areas:
 1. A course can simultaneously satisfy one Core Area and one Distribution Area. Courses that meet this criterion are **bold** print and underscored in the Core Areas and Distribution Areas.
 2. A course cannot satisfy more than one Core Area, even if it is approved for more than one Core Area.
 3. A course cannot satisfy more than one Distribution Area, even if it is approved for more than one Distribution Area;
- follows the graduation policies within the general catalog;
- includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- accepts one of the courses that is cross-referenced with other courses;
- 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/126/142/150/151/151AA/151AB/151AC/151AD/152/156/162/172/182/187/206*/212/216/220/221/225/226/227/230/231/236/240/241/261/262/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 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
AGB Agribusiness 139
AJS Administration of Justice Studies 117/119/205
ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
BPC Business-Personal Computers Any BPC Course(s)
CFS Child/Family Studies 180
CIS Computer Information Systems Any CIS Course(s)
CSC Computer Science Any CSC Course(s)
CTR Court Reporting 101/102
DFT Drafting Technology 103/105/any 105 module/150/151/200/201/251/any 251 module/253/any 253 module/any 254 module/any 256 module
ECE Engineering Science 102/102AA/103/103AB/139
ECH Early Childhood Education 238
EEE Electrical Engineering 120
ELE Electronic 115/131/150/181/241/243/245/281
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 217/219
HRM Hotel/Restaurant Management 126
JRN Journalism 133
LAS Legal Assisting 229
LBT Library Technology 106
MAT Mathematics 206
MET Manufacturing Technology 105AA/264
MTC Music Theory/Composition 191
NET Networking Technology 181/181AA/181AB/247
OAS Office Automation Systems 111AA/111AB/113/113AA & 113AB/119/130/any 130 module/any 135 module/any 235 module
PSY Psychology 230
QCT Quality Control Technology 274
SBS Small Business 211
SMT Semiconductor Manufacturing Technology 131/131AA/131AB/150
TCM Telecommunications 106
TVL Travel Agent Technology 203/205
VPT Video Production Technology 106

Associate in General Studies (AGS) Degree

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 211/222/223
COM	Communication 241
DAH	Dance Humanities 100/201
EDU	Education 291/292/294
ENG	English 200/260
ENH	English Humanities Any ENH Course(s)
FRE	French 265/266
HCR	Health Care Related 210
HIS	History 109/243
HUM	Humanities Any HUM Course(s)
INT	Interior Design 115/120/225
LAT	Latin 201/202
MHL	Music: History/Literature 140/143/145/146/147/153/155
PHI	Philosophy Any PHI Course(s) (EXCEPT 113)
REL	Religious Studies Any REL Course(s)
SPA	Spanish 265/266
SPH	Spanish Humanities 150/151/245
STO	Storytelling 292/294
TCM	Telecommunications 145
THE	Theatre 111/205/206/210/220/260
THP	Theatre Performance/Production 241
WST	Women's Studies 209/284/285

Social and Behavioral Sciences: 9 credits

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

AFR	African American Studies 110/203/204
AIS	American Indian Studies 101/105/140/141/160/170
AJS	Administration of Justice Studies 101/119/200/225/258/259/270
ASB	Anthropology 100/102/211/214/222/223/230/235/238/245
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 258
FUS	Future Studies 101
GBS	General Business 280
GCU	Cultural Geography 102/121/122/141/221/253
HES	Health Science 100
HIS	History Any HIS Course(s)
IBS	International Business 109
MCO	Mass Communications 120
PHI	Philosophy 243
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292
REC	Recreation 120/160
REL	Religious Studies 243

*Indicates an effective term of Spring 2004.
Diagonal (/) between numbers signifies "or."

SBU	Society and Business 200
SOC	Sociology Any SOC course(s) (EXCEPT 242)
SWU	Social Work 102/171/258/292*
TEC	Textiles and Clothing 105/106
WED	Wellness Education 100/110
WST	Women's Studies 100/105/110/120/160/161
YAQ	Yaqui Indian History 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*/108/109/110/145/149AF/149AH/149AI/149AJ/149AK/149AL/149AM/149AN/150/156/160/181/182/201/205/241/245 & 246
CHM	Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
GLG	Geology Any GLG Course(s)
GPH	Physical Geography 111/112/113/210/211/212/214
ISS	Interdisciplinary Science Studies 111/112
PHS	Physical Science 110/120
PHY	Physics 101/111/112/115/116/121/131/252
PSY	Psychology 290AB/290AC

Literacy and Critical Inquiry: 3 credits

AIS	American Indian Studies 213
CCS	Chicana and Chicano Studies 101
COM	Communication 207/222/225/230/241
CRE	Critical Reading 101
DAH	Dance Humanities 201
ENG	English 111/200/213/215/216/217/218
ENH	English Humanities 254/255
FON	Food and Nutrition 206
GBS	General Business 233
GPH	Physical Geography 211
HCR	Health Care Related 220
HUM	Humanities 250/251
IGS	Integrated Studies 290AA & 290AB/291/293
JRN	Journalism 201/212
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 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 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 via the following web address:

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

Select *Program Information* to access ATPs

Exemption From Arizona University Admission Requirements

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

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

Advising is a critical element of the ATP degree, and students must work closely with a community college academic advisor prior to entering into a transfer partnership agreement. Once a transfer partnership agreement has been initiated by the student, approved and signed off by a community college academic advisor and university authorized official, the student is responsible for periodic meetings with the community college advisor and, if/when determined necessary, with the appropriate baccalaureate degree-granting institution academic advisor. Upon completion of 36 hours, students must receive formal advising at a Maricopa Community College before the remainder of their classes can be scheduled.

Elements of the Associate in Transfer Partnership (ATP) Degree

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

Associate in Transfer Partnership degrees are available in the following areas. Other ATP degrees may be added later depending on curricular needs:

- Accountancy
- American Indian Studies
- Business
- Computer Information Systems
- Construction
- Elementary Education
- Exercise and Wellness
- Food and Nutrition
- Housing and Urban Development
- K-8 Classroom Instructional Support
- Kinesiology
- Nonprofit/Youth & Human Service Leadership & Management
- Nursing
- Psychology
- Recreation
- Social Work

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.

*Indicates an effective term of Spring 2004.
Diagonal (/) between numbers signifies "or."

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/126/142/150/151/151AA/151AB/151AC/151AD/152/156/162/172/182/187/206*/212/216/220/221/225/226/227/230/231/236/240/241/261/262/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 211/222/223
COM Communication 241
DAH Dance Humanities 100/201
EDU Education 291/292/294
ENG English 200/260
ENH English Humanities Any ENH Course(s)
FRE French 265/266
HCR Health Care Related 210
HIS History 243
HUM Humanities Any HUM Course(s)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/147/153/155
PHI Philosophy Any PHI Course(s) (EXCEPT 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 265/266
SPH Spanish Humanities 150/151/245
STO Storytelling 292/294
TCM Telecommunications 145
THE Theatre 111/205/206/210/220/260
THP Theatre Performance/Production 241
WST Women's Studies 209/284/285

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 110/203/204
AIS	American Indian Studies 101/105/140/141/160/170
AJS	Administration of Justice Studies 101/200/225/258/259/270
ASB	Anthropology 100/102/211/214/222/223/230/235/238/245
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 258
FUS	Future Studies 101
GBS	General Business 280
GCU	Cultural Geography 102/121/122/141/221/253
HES	Health Science 100
HIS	History Any HIS Course(s)
IBS	International Business 109
MCO	Mass Communications 120
PHI	Philosophy 243
POS	Political Science Any POS Course(s)
PSY	Psychology 101/123/125/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292*
REC	Recreation 120/160
REL	Religious Studies 243

SBU	Society and Business 200
SOC	Sociology Any SOC course(s) (<i>EXCEPT</i> 242)
SWU	Social Work 102/171/258/292*
TEC	Textiles and Clothing 105/106
WED	Wellness Education 100/110
WST	Women's Studies 100/105/110/120/160
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*/108/109/110/145/149AN/150/156/160/181/182/201/205/241/245 & 246
CHM	Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL
GLG	Geology Any GLG Course(s) (<i>EXCEPT</i> 140/251MC)
GPH	Physical Geography 111/112/113/212/214
ISS	Interdisciplinary Science Studies 111/112
PHS	Physical Science 110/120
PHY	Physics 101/111/112/115/116/121/131/252
PSY	Psychology 290AB/290AC

AAS Total Credits:

Minimum of 60

ACADEMIC CERTIFICATE

Purpose of the Academic Certificate

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

Academic Policies that Govern the Academic Certificate

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

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

OCCUPATIONAL PROGRAMS OF MCCC

Colleges:

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

Agriculture

Agribusiness Sales and Service

Pest Management Aide MC

Agricultural Production and Management

Agribusiness GC, MC
(See also Agribusiness Sales and Service and Horticulture sections)

Ranch and Livestock Management Aide MC

Ranch and Livestock Management Specialist MC

Urban Horticulture GC, MC
(See also Horticulture section)

Equine Training and Management

Equine Science SC

Veterinary Technician/Animal Health MC

Horticulture

Landscape Aide MC

Landscape Design and Installation GC

Landscape Management GC

Landscape Specialist MC

Nursery Operations GC
(See also Agricultural Production and Management section)

Business

Accounting

Accounting PC

Accounting-Specialized Para-Professional PV

Bookkeeping SC

Bookkeeping/Accounting GW

Microcomputer Accounting GW, PC, PV
(See also Business Administration section)

Paraprofessional Accounting GC

Business Administration

Business MC

Business (FASTRACK) SC

Business (Tracks: Accounting, International Business, Management &
 Marketing SC

General Business CG, GC, GW, PC, PV
(See also Management section)

Import/Export Trade GW, MC, PV

International Business GW, MC, PC, PV, SC

Computer Science

Computer Applications Technology EM

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 Programming & Analysis SM

Information Technology SM

Helpdesk Specialist GC

Linux Systems Administration SM

Personal Computer Applications SC

Oracle Applications Developer EM, GC

Oracle Database Administrator EM, GC

Oracle Database Operations EM

Web Design GC, GW, PV

Web Design and Development SC

Web Developer EM, GC, GW, PC, PV

Computer Networking Technology PV

Computer Systems Maintenance PV

Computer Technology EM, RS

Computer Usage and Applications RS

Desktop Publishing EM, RS

Network Professional RS

Web Master RS

Database Development SC

Education Technology GW

Geographic Information Systems MC

Information Assurance MC

Internet Design and Development SM

Internet/Intranet Web Development Technology MC

Linux Associate 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/Expert Level CG

(See also Office Occupations section)

Microcomputer Business Applications CG, GC

(See also Office Occupations section)

Microsoft Applications Specialist SM

Microsoft Database Administration CG

Microsoft Networking Technology CG, EM, GC, GW, PV, SC

Computer Applications: Microsoft Office Specialist/Advanced MC

Computer Applications: Microsoft Office Specialist/Basic MC

Microsoft Product Specialist CG, EM, GC, GW, PC, PV, SC

Microsoft Solutions Development CG, EM, GC, GW, MC, PC, PV, SC

Microsoft Systems Administration CG, EM, GW, PV, RS, SC, SM

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

Novell MC

UNIX-Solaris MC

Microsoft Windows MC

Network Professional RS

Network Security MC

Networking RS

Networking Administration: Cisco CG, EM, GC, GW, PC, SM

Networking System Administration MC

Networking Technology: Cisco CG, EM, GC, GW, PC, SM

Personal Computer Applications SC

Programming RS

Programming Methodology MC

Programming and System Analysis EM, GC, GW, MC, PC, PV, SC

Software Development SC

Technology Helpdesk Support RS

Technology Troubleshooting and A+ Preparation RS

Finance

Banking and Finance PC

Real Estate GC, MC

Management

Business Management SM

Credit Union Management PC

General Business GW, PC

Management MC, PC, SC

Management I and II PC

Middle Management GC, PV

Public Administration RS

Public Administration: Legal Services RS

Public Relations GC
(See also Middle Management section)

Retail Management CG, GC, GW, EM, MC, PC, PV, RS, SM

Small Business MC

Small Business Entrepreneurship GC, SM

Small Business Management EM

Supervision GC

Supervision and Management I and II SM

Supply Chain and Operations Management GW

Tribal Development SC

Marketing

Marketing MC, PC, SC

Marketing II PC

Retail Merchandising/Marketing PC

Salesmanship MC

Occupational Programs of MCCC

Media Technology

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

Middle Management

Public Relations	MC
------------------	----

(See also Management section)

Office Occupations

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

Total Quality Management

Organizational Leadership	CG, EM, GW, MC, PC, PV, RS
Quality Customer Service	GW, MC, PC, RS
Automobile Insurance: Customer Service	RS
Credit Counseling: Customer Service	RS
Credit Card: Customer Service	RS
Digital Telecommunications: Customer Service	RS
Human Services - Assistance: Customer Service	RS
Human Services - Long Term Care: Customer Service	RS
Human Services - Specialist: Customer Service	RS
Insurance - Customer Service	RS
Telecommunications: Customer Service	RS
Travel Agency: Customer Service	RS
Utilities Customer Service	RS
Quality Process Leadership	GW, MC, RS
Total Quality Management	EM

Health Occupations

Allied Health

Advanced Behavioral Health Sciences	SM
Basic Behavioral Health	SM
Community Health Advocate: Diabetes	MC
Developmental Disabilities Specialist	CG, GC
Diagnostic Medical Ultrasound	GW
Direct Care Practice	MC
EKG/Telemetry Technician	PC
Health Information	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating	GW
Histology Technician	PC

Hospital Central Service Technology	GW
Laboratory Assisting	PC
Medical Assisting	PC
Medical Billing	PC
Medical Coding: Hospital-Based	PC
Medical Coding: Physician Based	PC
Medical Front Office	PC
Medical Radiography	GW
Medical Transcription	GW
Nuclear Medicine Technology	GW
Patient Care Technician	PC
Perioperative Nursing	GW
Phlebotomy	PC
Physical Therapist Assisting	GW
Respiratory Care	GW
Respiratory Care Technology	GW
Surgical Technician First Assistant	GW
Surgical Technology	GW

Dental

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

Emergency Medical Technology

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

(See also Allied Health section)

Paramedicine	MC
--------------	----

Nursing

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

Home Economics

Early Childhood Education

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

Education

Instructional Assistance	MC, PC
Bilingual Endorsement	MC, PC
English as a Second Language (ESL) Endorsement	MC, PC
Reading Endorsement	MC, PC
Teacher Assisting	EM, GW

Food and Nutrition

Basic Culinary Studies	EM
Commercial Food Preparation	PC
Culinary Studies	EM, PC

(See also Hospitality section)

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

Home Economics

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

Merchandising

Apparel Merchandising	MC
Fashion Merchandising	PC

Occupational Programs of MCCC

Service Occupations

Administration of Justice

Administration of Justice Comprehensive	PC
Administration of Justice Fundamentals	PC
Administration of Justice Studies	SC
Administration of Justice Studies	EM, GC, MC, PC
Adult Corrections	PC
Advanced Corrections	RS
Basic Corrections	RS
Correctional Program Officer Training	PC
Correctional Service Office Training	PC
Corrections	RS
Corrections Supervision/Management	PC
Crime and Intelligence Analysis	CG
Crime Scene Technology	SC
Criminal Justice Studies	CG
Detention Services	RS
Evidence Technology	PC
Fingerprint Classification and Identification	PC
Judicial Studies	MC
Justice Agencies Support	MC, PC
Justice Agencies Support Level I and II	MC, PC
Justice Studies	SC
Law Enforcement Investigator	GC
Law Enforcement Technology	RS
Law Enforcement Technology Field Training	RS
Parole Officer Training	PC
Police Academy	GC
Police Academy Preparation	GC
Police Academy Preparation: Level I	SC
Police Science	MC
Police Science I and II	MC
Police Science III	MC
Police Supervision	GC
Public Safety Technology	RS

Fire Science

Basic Firefighter	MC
Driver Operator	MC
Emergency Management	MC
Fire Academy	GC, SC
Fire Officer I	MC
Fire Science	GC, PC, RS
Fire Science Technology	GC, MC, SC
Recruit Firefighters	GC

Hospitality

Airline Operations	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
Travel Industry Technology	PC

Library Media Technology

Library Information Technician: Basic/Advanced	MC
--	----

Mortuary Science

Mortuary Science	MC
------------------------	----

Music

Audio Production Technology	MC
Music Business	MC

Parks, Recreation, Leisure and Fitness Studies

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

Health and Physical Education/Fitness

Group Fitness Instructor	GC
Personal Trainer	GC
Teaching, Healing, Meditation and Stress Management	PV
Therapeutic Massage	CG, PC

Social Sciences

Chemical Dependency	RS
Chemical Dependency: Level I and II	RS
Clinical Research Coordinating	GW
Interpreter Preparation	PC
Professional Addictions Counseling	RS
Sign Language Communication Pre-Employment	PC

Social Services

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

Technology and Trade Industrial

Air Conditioning and Refrigeration

Air Conditioning/Refrigeration/Facilities	GW
Heat and Frost Insulation	GW

Apprenticeship Related Instruction

Bricklaying	GW
Carpentry	GW
Construction Management	GW, PC
Construction Trades: Bricklaying	GW
Construction Trades: Carpentry	GW
Construction Trades: Millwright	GW
Construction Trades: Painting	GW
Construction Trades: Sheet Metal	GW
Electricity	GW
Ironworking	GW
Millwright	GW
Painting	GW
Pipefitter-Refrigeration	GW
Plumbing	GW
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
Automated Manufacturing Systems	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 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

Building and Construction

Building Safety and Construction Technology	PC
Building Safety and Planning Technology	SC
Building Safety Technology	SC
Carpentry	GW
Civil Engineering Technology	PC

Occupational Programs of MCCC

Home Improvement Retail Operations: Flooring	GW
Home Improvement Retail Operations: Kitchen	GW
Home Improvement Retail Operations: Millworks	GW
Planning and Development Technology	SC

Commercial Art/Advertising Art

Computer Graphic Design	GC, PC
-------------------------------	--------

(See also Media Technology section)

Drafting Technology

Applied Technology-Electro/Mechanical Drafting	MC
Architectural CAD Technology	GC
Architectural Drafting	PC
Architectural Technology	SC
Architecture	MC
CAD-Based Design Documentation	GC
Civil CAD Technology	GC
Computer-Aided Drafting	MC, PC
Construction	MC
Construction Drafting I, II and III	MC
Construction Drafting Technology	MC
Electro/Mechanical Drafting	MC
Manufacturing Design Technology	GC
Mechanical Drafting	MC
Micro Circuit Mask Design	MC
Microcomputer Servicing	GC

Electronics/Electrical Technology

Cable Telecommunications	SM
Computer and Networking Technology	GC
Electric Utility Technology	CG
Electrical Technology	GW
Electronic Industries Technology I	MC
Electronics Engineering Technology	MC
Electronics Manufacturing Technology	GC
General Telecommunications	SM
Industrial Operations Technology	EM, GW
Local Area Networks Servicing	GC
Telecommunications Technology	SM

Engineering

Civil Engineering Technology	PC
Surveying Technology	PC

Environmental Technology

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

Manufacturing

Aerospace Manufacturing Technology	GW
Manufacturing CNC	MC
Manufacturing Engineering Technology	MC
Manufacturing Machining	MC
Manufacturing Management	MC
Manufacturing Technology	GW, MC
Manufacturing Welding	MC

(See also Welding Technology section)

Machinist

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

Welding Technology

Welding Certification	MC
Welding Technology	MC

(See also Manufacturing section)

Welding	PC
---------------	----

Maricopa Skill Center Certificates

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

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

Auto Body

- Basic Refinishing and Metal Repair
- Industrial Spray Painter

Computer, Office, Banking and Retail

- Bank Operations/Encoder
- Bank Operations/Data Entry
- Bank Teller
- Call Center Communication - Incoming/Outgoing Calls
- Cashier - Retail and Supermarket
- Computer Software Courses
- Customer Service
- Data Entry
- Microcomputer Software Applications
- Office Applications in Legal, Medical, Medical Insurance and Paralegal office skills
- Office Associate/Receptionist

Facilities Maintenance

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

Food Preparation

- Cook's Apprentice
- Kitchen/Baker's helper

Machine Trades

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

Meat Cutting

- Meat Cutter Apprentice
- Meat Wrapper/Deli Worker

Medical Assistant

Nursing (Levels II and III)

- Nursing Assistant¹
- Practical Nursing

Printing Trades

- Bindery Worker
- Job Shop Printer
- Offset Press Operator

Welding

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

SouthWest Skill Center at EMCC Certificates

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

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The noncredit SouthWest Skill Center certificates are open-entry/open-exit and self-paced.

Business Technology Occupation (Certificate Programs)

- Data Entry Clerk
- File Clerk
- Introduction to Computers
- Introduction to Computer Skills
- Introduction to Internet
- Introduction to Microsoft Office Suite
- Office Assistant
- Office Clerk
- Receptionist

C-TECH

- Copper-Based Fiber Optics Cabling

Medical Assistant (Certificate Programs)

- Medical Assistance Front Office/Back Office
- Medical Assistance Front Office
- Medical Assistance Back Office

¹Includes Health Core Curriculum (HCC) and two NUR courses.

SCOTTSDALE COMMUNITY COLLEGE PROGRAMS

ACCOUNTING

ACC

Business Division Office AP 246 (480) 423-6253

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

Students can earn a Certificate of Completion in Bookkeeping. Please see page 67 for detailed information on the required coursework.

AAS IN BUSINESS: 64-67 credits

Students can earn an AAS degree in Business with a specialization in Accounting. Please see page 67, "Business" for detailed information on the required coursework.

ADMINISTRATION OF JUSTICE STUDIES

AJS

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

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

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

CERTIFICATE OF COMPLETION IN CRIME SCENE TECHNOLOGY: 16 CREDITS

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

REQUIRED COURSES: 16 credits

AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS216	Criminalistics: Biological Evidence	3
AJS219	Crime Scene Technology: Physical Evidence	3
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 Criminal Justice	3
AJS217	Court Procedures	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS275	Criminal Investigation I	3

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

CERTIFICATE OF COMPLETION IN 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.

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 AJS and 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(1), COM100AB(1) and COM100AC(1) OR

COM225 Public Speaking 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

AJS123 Ethics and the Administration of Justice 3

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.

ARCHITECTURAL TECHNOLOGY

(Computer-Aided Drafting)

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

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

**CERTIFICATE OF COMPLETION IN
 ARCHITECTURAL TECHNOLOGY: 30 credits**

REQUIRED COURSES: 30 credits

BLT263AK	Building Codes: IBC	3
DFT105	Computer-Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT151	Architectural CAD II: Site Plans and Sections	3
DFT200	Architectural CAD III: Structural Systems	3
DFT201	Architectural CAD IV: Mechanical and Electrical Systems	3
DFT280	Architectural Technology Synthesis	3
GTC124	Methods and Materials of Construction	3

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

DFT

AAS IN ARCHITECTURAL TECHNOLOGY: 65-67 credits

REQUIRED COURSES: 30 credits

BLT263AK	Building Codes: IBC	3
DFT105	Computer-Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT151	Architectural CAD II: Site Plans and Sections	3
DFT200	Architectural CAD III: Structural Systems.....	3
DFT201	Architectural CAD IV: Mechanical and Electrical Systems	3
DFT280	Architectural Technology Synthesis	3
GTC124	Methods and Materials of Construction	3

RESTRICTED ELECTIVES: 11 credits

ARH100	Introduction to Art	3
ART111	Drawing I	3
BLT263AL	Building Codes: IRC	3
CAD+++	Any CAD course	1-3
CIS/BPC+++	Any Windows/Internet/Word Processing course	1-3
DFT221	Architectural Rendering: Pen and Ink, Technical Techniques ...	3
DFT225	Architectural CAD V: Construction Details	3
DFT296++	Any Cooperative Education module	1-3
DFT+++	Any other CAD or 3-D CAD courses	3-9
INT115	Historical Architecture and Furniture	3
INT120	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.

BUILDING SAFETY AND PLANNING TECHNOLOGY BLT

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

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

REQUIRED COURSES: 30 credits

BLT120	Techniques of Building Inspection	3
BLT121	Electrical Codes	3
BLT124	Designing for the Americans with Disabilities Act	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT263AK	Building Codes: IBC	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
GTC124	Methods and Materials of Construction	3
MAT102	Mathematical Concepts/Applications	3

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

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

REQUIRED COURSES: 30 credits

BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT140	Environmentally Responsible Building	3
BLT263AK	Building Codes: IBC	3
CET104	Community Planning and Development	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
GPH210	Introduction to Environmental Geography	3
MAT102	Mathematical Concepts/Applications	3

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

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

REQUIRED COURSES: 30 credits

BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT263AK	Building Codes: IBC	3
DFT121	Introduction to Architectural Drafting	3
DFT126	Building Trades Blueprint Reading	3
MAT102	Mathematical Concepts/Applications	3

AND Option 1:

BLT140	Environmentally Responsible Building (3) and	
CET104	Community Planning and Development (3) and	
GPH210	Introduction to Environmental Geography (3)	9

OR Option 2:

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

RESTRICTED ELECTIVES: 12 credits

BIO105	Environmental Biology	4
BLT263AL	Building Codes: IRC	3
BLT296WC	Cooperative Education	3
BPC/CIS121AE	Windows Operating System: Level I	1
CIS133AA	The Internet: Level I	1
DFT105	Computer Aided Drafting I	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
DFT225	Architectural CAD V: Construction Details	3
GCU102	Intro to Human Geography	3
GTC122	Building Materials	3
MGT101	Techniques of Supervision	3
MGT126	Customer Service Skills and Strategies	3
MGT172	Organizations, Paradigms, and Change	1
MGT251	Human Relations in Business	3
REA179	Real Estate Principles I	3
REA180	Real Estate Principles II	3

BLT/CET/
 GPH/GTC: Any course in alternate area of specialty 3-9

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22 credits

CORE: 12 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
 Met by MAT102 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
 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 and Planning Technology.

Programs

BUSINESS (FASTRACK)

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

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

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

Additional features of the program include:

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

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

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

CERTIFICATE OF COMPLETION IN BUSINESS (FASTRACK): 33 credits

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

REQUIRED COURSES: 33 credits

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

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

AAS IN BUSINESS (FASTRACK): 64-66 credits

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

REQUIRED COURSES: 36 credits

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

RESTRICTED ELECTIVES: 3 credits

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

GENERAL 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

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

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

BUSINESS

Business Division Office AP 246 (480) 423-6253

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

AAS IN BUSINESS: 64-67 credits

Students completing this degree will receive an AAS in Business with a specialization in any one of the following categories:

- Accounting
- International Business
- Management
- Marketing

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

REQUIRED COURSES: Core plus one of four specializations.

CORE: 24 credits

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

CHOOSE ONE OF THE FOLLOWING SPECIALIZATIONS:

Track I: Accounting specialization Credits: 15

ACC105	Payroll, Sales and Property Taxes	3
ACC112	Accounting Principles II	3
ACC115	Computerized Accounting	2
ACC212	Managerial Accounting	3
ACC221	Tax Accounting	3
OAS118	10-Key By Touch	1

OR

Track II: Management specialization ... Credits: 15

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

OR

Track III: International Business specialization Credits: 8

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

OR

Track IV: Marketing specialization Credits: 15

GBS131	Business Calculations	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3

GBS

RESTRICTED ELECTIVES: 0-8 credits

Track I: Accounting	No additional courses required	0
Track II: Management	No additional courses required	0
Track III: International Business		

Note: Students following the International Business track must select 7-8 credits from the following to complete the Restricted Electives requirement (may not use Business Core courses):

ACC+++	Any additional ACC course(s)	7-8
GBS+++	Any additional GBS course(s)	7-8
IBS+++	Any additional IBS course(s) except IBS201	7-8
MGT+++	Any additional MGT course(s)	7-8
MKT+++	Any additional MKT course(s)	7-8
	Any foreign language course(s)	7-8
Track IV: Marketing	No additional courses required	0

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

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

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

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

CERTIFICATE OF COMPLETION IN BOOKKEEPING: 27 credits

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

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 27 credits

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

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

Continued next page...

CERTIFICATE OF COMPLETION IN INTERNATIONAL BUSINESS: 30-31 credits

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

REQUIRED COURSES: 23 credits

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

RESTRICTED ELECTIVES: 7-8 credits

Note: Students following the International Business track must select 7-8 credits from the following to complete the Restricted Electives requirement (may not use Business Core courses):

ACC+++	Any additional ACC course(s)	7-8
GBS+++	Any additional GBS courses(s)	7-8
IBS+++	Any additional IBS course(s) except IBS201	7-8
MGT+++	Any additional MGT course(s)	7-8
MKT+++	Any additional MKT course(s)	7-8
	Any foreign language course(s)	7-8

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

CERTIFICATE OF COMPLETION IN MANAGEMENT: 30 credits

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

REQUIRED COURSES: 30 credits

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

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

CERTIFICATE OF COMPLETION IN MARKETING: 39 credits

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

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 39 credits

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

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

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

BUSINESS-PERSONAL COMPUTERS BPC

Business Division Office AP 246 (480) 423-6253
 Program Director, Pat Serrano 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 MOS (Microsoft Office Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE: Computer Hardware and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Office Automation Systems, page 95
 Programming and System Analysis, page 72
 Web Design, page 73
 Web Development, page 74

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)	3
BPC/CIS118AB	PowerPoint: Level I	1
BPC/CIS121AB	MS-DOS Operating System	1
BPC/CIS121AE	Windows Operating System: Level I	1
BPC/CIS133AA	The Internet/World Wide Web: Level I	1
BPC/CIS133BA	The Internet/World Wide Web: Level II	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+ 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.

COMPUTER INFORMATION SYSTEMS

CIS

Computer Information Systems Programs

Business Division Office AP 246 (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 MOS (Microsoft Office Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE:** Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Web Design, page 73
 Web Development, page 74

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

REQUIRED COURSES: 23 credits

BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
BPC270	Microcomputer Maintenance II	3
CIS102	Interpersonal/Customer Service 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/CIS217AM	Advanced Microsoft Access: Database Management	3
CIS105	Survey of Computer Information Systems (3)	3
CIS19DO	Introduction to Oracle: SQL and PL/SQL	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS164AB	Oracle: PL/SQL Programming	3
CIS164AC	Oracle: Developer Forms I (3) OR	
CIS164AE	Oracle: Developer Reports (3)	3
CIS164AG	Oracle: Data Modeling and Relational Database Design	2
CIS225AB	Object-Oriented Analysis and Design	3

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

**CERTIFICATE OF COMPLETION IN
 SOFTWARE DEVELOPMENT: 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	The Internet/World Wide Web	3
CIS19DO	Introduction to Oracle: SQL	3
CIS166	Web Scripting/Programming	3
CIS233DA	Web Design and Publishing	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 module (1-3) OR	
CIS119++	Any Oracle Database Management module (1-3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
ENG101	First-Year Composition	3
GBS131	Business Calculations (3) OR	
MAT102	Mathematical Concepts/Applications (3) OR	
MAT120	Intermediate Algebra (5) OR	
MAT122	Intermediate Algebra (3)	3-5

Continued next page...

Scottsdale Community College Programs

RESTRICTED ELECTIVES: 14 credits

BPC/CIS133AA	The Internet/World Wide Web: Level I	1
BPC/CIS133BA	The Internet/World Wide Web: Level II	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	Web Design and Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275++	Any CIS275 module	3
CIS277++	Any CIS277 module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

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

AAS IN COMPUTER INFORMATION SYSTEMS: 64-66 credits

REQUIRED COURSES: 22 credits

BPC/CIS117++	Any Database Management module(s) (1-3) OR	
CIS119++	Any Oracle Database Management module(s) (1-3)	3
BPC/CIS121AB	MS-DOS Operating System	1
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3

CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3

RESTRICTED ELECTIVES: 17 credits

BPC/CIS133AA	The Internet/World Wide Web: Level I	1
BPC/CIS133BA	The Internet/World Wide Web: Level II	1
BPC/CIS133DA	The Internet/World Wide Web	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	Web Design and Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS258	COBOL Programming II	3
CIS259	Visual Basic Programming II	3
CIS262AC	Visual C++: Level II	3
CIS263AA	Java Programming: Level II	3
CIS268	Microsoft Visual InterDev for Web Developers	3
CIS275++	Any CIS275 module	1-3
CIS277++	Any CIS277 module	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CNT+++	Any Cisco course	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

GENERAL 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.

Programs



**Computer Technology/
Mathematics Building**

COMPUTER INFORMATION SYSTEMS

Network Administration Program

Business Division Office AP 246 (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 MOS (Microsoft Office Specialist), MCSE (Microsoft Certified Systems Engineer), MCSA (Microsoft Certified System Administrator), i-Net+, and A+ certifications.

- ALSO SEE:** Computer Hardware and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Applications Development, page 88
 Microsoft Networking Technology, page 86
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Programming and System Analysis, page 72
 Web Design, page 73
 Web Development, page 74

CERTIFICATE OF COMPLETION IN NETWORK ADMINISTRATION: 39 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Interpersonal/Customer Service 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	The Internet/World Wide Web	3
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

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

CIS

AAS IN NETWORK ADMINISTRATION: 64-66 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS121AB	MS-DOS Operating System	1
BPC170	Computer Maintenance I: A+ Prep	3
CIS102	Interpersonal/Customer Service 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	The Internet/World Wide Web	3
BPC270	Microcomputer Maintenance II	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I	3
CIS162AC	Visual C++: Level I	3
CIS225	Business Systems Analysis and Design	3
CIS280	Current Topics in Computing	3
CIS296WC	Cooperative Education	3
CSC+++	Any Computer Science course	3
MST+++	Any Microsoft course	3

GENERAL 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 6

Oral Communication

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

Critical Reading

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

Mathematics

Any approved G. 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 Network Administration.

Programs

COMPUTER INFORMATION SYSTEMS

CIS

Programming and System Analysis Program

Business Division Office AP 246 (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.

- ALSO SEE:** Computer Hardware and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Web Design, page 73
 Web Development, page 74

**CERTIFICATE OF COMPLETION IN
 PROGRAMMING AND SYSTEM ANALYSIS: 28 credits**

REQUIRED COURSES: 28 credits

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

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

AAS IN PROGRAMMING AND SYSTEM ANALYSIS: 65 credits

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 28 credits

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

RESTRICTED ELECTIVES: 15 credits

CIS126DA	UNIX Operating System	3
CIS166	Web Scripting/Programming (3) OR	
CIS166AA	Introduction to JavaScripting (3) OR	
CIS166AB	Web Scripting with Perl/C GI (3)	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: Level II (any module)	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
--	---

Critical Reading

Met by CRE101 in Program Prerequisites area	0
---	---

Mathematics

MAT212	Brief Calculus	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

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

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

COMPUTER INFORMATION SYSTEMS

CIS

Web Design Program

Business Division Office AP 246 (480) 423-6253
 Program Director, Niall McCarthy CM 418 (480) 423-6597

The Certificate of Completion and the Associate in Applied Science in Web Design prepares students to design, maintain and administer professional web pages. Web page navigation, web site creation and publishing, web graphics preparation, database management and e-commerce solutions are integral components of this program, with a focus on user interface technologies.

- ALSO SEE:** Computer Hardware and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Web Development, page 74

**CERTIFICATE OF COMPLETION IN
 WEB DESIGN: 39 credits**

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS119DL	Oracle: Database Management	3
CIS120DC	Computer Graphics: Macromedia Flash	3
CIS126DA	UNIX Operating System	3
CIS220DC	Advanced Web Programming with Macromedia Flash	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Web Design and Publishing	3
CIS235	e-Commerce	3

RESTRICTED ELECTIVES: 6 credits

ADA/ART180AB	Designer's Tools: PageMaker	1
ADA/ART180AC	Designer's Tools: QuarkXPress	1
ADA/ART180AE	Designer's Tools: Adobe Photoshop	1
ART100	Introduction to Computer Graphic Art	1
ART/MMT190	Art of Web Site Design	3
CIS+++++	Any CIS course	3

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

AAS IN WEB DESIGN: 63-66 credits

REQUIRED COURSES: 33 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS119DL	Oracle: Database Management	3
CIS120DC	Computer Graphics: Macromedia Flash	3
CIS126DA	UNIX Operating System	3
CIS220DC	Advanced Web Programming with Macromedia Flash	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Web Design and Publishing	3
CIS235	e-Commerce	3

RESTRICTED ELECTIVES: 6 credits

ADA/ART180AB	Designer's Tools: PageMaker	1
ADA/ART180AC	Designer's Tools: QuarkXPress	1
ADA/ART180AE	Designer's Tools: Adobe Photoshop	1
ART100	Introduction to Computer Graphic Art	1
ART/MMT190	Art of Web Site Design	3
CIS+++++	Any CIS course	3

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 indicated 3

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 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 Web Design.

COMPUTER INFORMATION SYSTEMS

CIS

Web Development Program

Business Division Office AP 246 (480) 423-6253
 Program Director, Niall McCarthy CM 418 (480) 423-6597

The Certificate of Completion and the Associate in Applied Science in Web Development prepares students to design, maintain and administer professional web pages, and write server side programs. Web page navigation, web site creation and publishing, web graphics preparation, database management and e-commerce solutions are integral components of this program, with a focus on server-side programming.

- ALSO SEE:** Computer Hardware and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Web Design, page 73

**CERTIFICATE OF COMPLETION IN
 WEB DEVELOPMENT: 39 credits**

REQUIRED COURSES: 39 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS119DL	Oracle: Database Management	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I (3) OR	
CIS163AA	Java Programming: Level I (3) OR	
CIS++++	Any Object-Oriented Programming Language: Level I (3)	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Web Design and Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS259	Visual Basic Programming II (3) OR	
CIS263AA	Java Programming: Level II (3) OR	
CIS++++	Any Object-Oriented Programming Language: 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: 63-67 credits

REQUIRED COURSES: 39 credits

BPC/CIS117DM	Microsoft Access: Database Management	3
BPC/CIS133DA	The Internet/World Wide Web	3
CIS105	Survey of Computer Information Systems	3
CIS119DL	Oracle: Database Management	3
CIS126DA	UNIX Operating System	3
CIS150	Programming Fundamentals	3
CIS159	Visual Basic Programming I (3) OR	
CIS163AA	Java Programming: Level I (3) OR	
CIS++++	Any Object-Oriented Programming Language: Level I (3)	3
CIS225AB	Object-Oriented Analysis and Design	3
CIS226++	Internet/Intranet Server Administration (any module)	3
CIS233DA	Web Design and Publishing	3
CIS234	XML Application Development	3
CIS235	e-Commerce	3
CIS259	Visual Basic Programming II (3) OR	
CIS263AA	Java Programming: Level II (3) OR	
CIS++++	Any Object-Oriented Programming Language: Level II (3)	3

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 indicated 3

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 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 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	Analytic Geometry and Calculus I	5
MAT227	Discrete Mathematical Structures	3
MAT230	Analytic Geometry and Calculus II	5
MAT240	Calculus with Analytic Geometry III	5
MAT261	Differential Equations	4
PHY115	University Physics I	5
PHY116	University Physics II	5

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

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

Contact the CSC Course Coordinator for advice regarding particular needs.

Scottsdale Community College Programs

CULINARY ARTS

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

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

ALSO SEE: Hospitality and Tourism/Hotel Management and Hospitality and Tourism/Restaurant Management (HRM), page 82.

CERTIFICATE OF COMPLETION IN CULINARY ARTS: 34 credits

REQUIRED COURSES: 34 credits

CUL110	Food Service Nutrition	2
CUL115	Food Service Sanitation, Safety and Stewarding	2
CUL126	Food Costing 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
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.

AAS IN CULINARY ARTS: 65-67 credits

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

REQUIRED COURSES: 34 credits

CUL110	Food Service Nutrition	2
CUL115	Food Service Sanitation, Safety and Stewarding	2
CUL126	Food Costing 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
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

CUL

RESTRICTED ELECTIVES: 6 credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
CUL180	Food in History	3
CUL190	Catering Operations I	3
CUL296++	Cooperative Education (any module)	1-4
CUL298++	Special Projects (any module)	1-3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM230	Beverage Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

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

Oral Communication

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

Critical Reading

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

Mathematics

	Any approved G. 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.	



Make a Reservation

Programs

DANCE TECHNOLOGY

DAN

HPERD Division Office PE 155 (480) 423-6606
 Program Director, Patty Bodell 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: 39-41 credits**

PROGRAM NOTE: Students must enroll in one Ballet or Modern Dance technique class each semester.

REQUIRED COURSES: 30-32 credits

DAH100	Introduction to Dance	3
DAN141	Dance Workshop	1
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)	2
DAN210	Dance Production I	3
DAN221	Rhythmic Theory for Dance I	2
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN272	Dance Technology	2
TCM100	Digital Multi Media	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2

RESTRICTED ELECTIVES: 9 credits

ART131	Photography	3
DAH110	Dance in Film	3
DAN133	Modern Jazz Dance I	1
DAN136	Modern Jazz Dance II	1
DAN138	Dance Seminar I	1
DAN139	Dance Seminar II	1
DAN140	Tap Dance I	1
DAN150	Dance Performance I	1
DAN211	Dance Production II	3
DAN233	Modern Jazz Dance III	1
DAN236	Modern Jazz Dance IV	1
DAN267	Dance for Children	3
MAE201AC	Special Topics: Media Arts and Entertainment	3
MAE220++	Performance Ensemble (any module)	6
MTC191	Electronic Music	3
TCM180	Television Production Techniques (4) OR	
TCM180AA	Television Production Techniques (4)	4
TCM215	Cinematography	3

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

AAS IN DANCE TECHNOLOGY: 61-65 credits

PROGRAM NOTE: Students must enroll in one Ballet or Modern Dance technique class each semester.

REQUIRED COURSES: 30-32 credits

DAH100	Introduction to Dance	3
DAN141	Dance Workshop	1
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)	2
DAN210	Dance Production I	3
DAN221	Rhythmic Theory for Dance I	2
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN272	Dance Technology	2
TCM100	Digital Multi Media	3
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2

RESTRICTED ELECTIVES: 9 credits

ART131	Photography	3
DAH110	Dance in Film	3
DAN133	Modern Jazz Dance I	1
DAN136	Modern Jazz Dance II	1
DAN138	Dance Seminar I	1
DAN139	Dance Seminar II	1
DAN140	Tap Dance I	1
DAN150	Dance Performance I	1
DAN211	Dance Production II	3
DAN233	Modern Jazz Dance III	1
DAN236	Modern Jazz Dance IV	1
DAN267	Dance for Children	3
MAE201AC	Special Topics: Media Arts and Entertainment	3
MAE220++	Performance Ensemble (any module)	6
MTC191	Electronic Music	3
TCM180	Television Production Techniques (4) OR	
TCM180AA	Television Production Techniques (4)	4
TCM215	Cinematography	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

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

DISTRIBUTION: 7 credits

Humanities and Fine Arts

Met by DAH100 listed in the Required Courses 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 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 are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (DFT), page 64.

EARLY CHILDHOOD DEVELOPMENT

ECH

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

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

In addition to an Associate in Applied Science in Early Childhood Development, the program also offers a Certificate of Completion in Early Childhood Development and a Certificate of Completion in Infant/Toddler Development (see page 84).

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

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

**CERTIFICATE OF COMPLETION IN
 EARLY CHILDHOOD DEVELOPMENT: 21 credits**

REQUIRED COURSES: 11 credits

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

RESTRICTED ELECTIVES: 10 credits

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

ITD183	Infant/Toddler Learning Materials	1
ITD201	Attachment and Relationships	2
SOC210	The Child in Society	3

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

AAS IN EARLY CHILDHOOD DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 17 credits

ECH176	Child Development (3) OR	
PSY240	Developmental Psychology (3)	3
ECH127	Play and Creative Expression (2) AND	
ECH126AA	Play Lab - Infants (1) OR	
ECH126AB	Play Lab - Toddlers (1) OR	
ECH126AC	Play Lab - Preschoolers (1) OR	
ECH126AD	Play Lab - Primary (1)	3
ECH215	Democracy and Diversity in Early Childhood	2
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH285	Assistant Teaching/Early Childhood Settings I	2
ECH286	Assistant Teaching/Early Childhood Settings II	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2

RESTRICTED ELECTIVES: 15 credits

ECH214	Preschool Education	3
ECH236	Learning Materials for Young Children	1
ECH237	Media for Young Children	1
ECH238	Computers in Early Childhood	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH274	Books and Verse for the Young Child	1
ECH275	Literacy Development and the Young Child	1
ECH276	Musical Beginnings	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH288	Community Resources and Referral	1
ECH296WC	Cooperative Education	3
EDU230	Cultural Diversity in Education	3
ENH291	Children's Literature (EDU291)	3
FON100	Introductory Nutrition	3
ITD+++	Any additional Infant/Toddler Dvlpmnt courses	1-10
SOC210	The Child in Society	3

FREE ELECTIVES: 10 credits

GENERAL EDUCATION (G.E.) REQUIREMENTS: 22-24 credits

CORE: 15-17 credits

First-Year Composition

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

Oral Communication

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

Critical Reading

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

Mathematics

Any approved G. E. course from the Mathematics area 3-5

DISTRIBUTION: 7 credits

Humanities and Fine Arts

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

Natural Sciences

Any approved G. E. course from the Natural Sciences area 4

Social and Behavioral Sciences

Met by ECH176 or PSY240 in the Required Courses area 0

Grade of "C" or better required for all courses in the AAS in Early Childhood Development.

EMERGENCY MEDICAL TECHNOLOGY

EMT

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

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

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

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

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

CERTIFICATE OF COMPLETION IN BASIC EMERGENCY

MEDICAL TECHNOLOGY: 8 credits

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

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

CERTIFICATE OF COMPLETION IN ADVANCED EMERGENCY

MEDICAL TECHNOLOGY (PARAMEDIC): 52.5 credits

PROGRAM PREREQUISITES: 15 credits

BIO100 Biology Concepts (4) OR
BIO102 General Biology (Non-Majors) Additional Topics (4) OR
BIO160 Introduction to Human Anatomy and Physiology (4) OR
BIO181 General Biology (Majors) I (4) 4
CRE101 Critical and Evaluative Reading I (3) OR
CRE111 Critical Reading for Business and Industry (3) 3
Basic Emergency Medical Technology Certification (EMT) 8

REQUIRED COURSES: 46.5 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 3
EMT272AA Advanced Emergency Medical Technology (12.5) AND
EMT272AB Advanced Emergency Medical Technology (12.5) 25
EMT272LL Advanced Emergency Medical Technology Practicum 7.5

RESTRICTED ELECTIVES: 6 credits

BIO201 Human Anatomy and Physiology I 4
BIO202 Human Anatomy and Physiology II 4
EMT208 Intermediate Emergency Medical Technology 16
EMT215 Stress and Emergency Services Professionals 3
EMT246 Trauma Management II 4
PSY266 Abnormal Psychology 3

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

AAS IN ADVANCED EMERGENCY

MEDICAL TECHNOLOGY (PARAMEDIC): 72.5-74.5 credits

PROGRAM PREREQUISITES: 15 credits

BIO100 Biology Concepts (4) OR
BIO102 General Biology (Non-Majors) Additional Topics (4) OR
BIO160 Introduction to Human Anatomy and Physiology (4) OR
BIO181 General Biology (Majors) I (4) 4
CRE101 Critical and Evaluative Reading I (3) OR
CRE111 Critical Reading for Business and Industry (3) 3
Basic Emergency Medical Technology Certification (EMT) 8

REQUIRED COURSES: 46.5 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 3
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 I 4
BIO202 Human Anatomy and Physiology II 4
EMT208 Intermediate Emergency Medical Technology 16
EMT215 Stress and Emergency Services Professionals 3
EMT246 Trauma Management II 4
PSY266 Abnormal Psychology 3

GENERAL 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).

ENGINEERING SCIENCE

Mathematics Department Office CM404 (480) 423-6588
 ECE Course Coordinator, Keith Worth CM 430 (480) 423-6425

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

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

Mathematics	Engineering	Chemistry, Lab	Physics
MAT122	—	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
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

EQS160	English Horsemanship I	3
EQS165	Western Horsemanship I	3
EQS175	Introduction to Equine Massage	3
EQS180	English Horsemanship II	3
EQS185	Western Horsemanship II	3
MGT251	Human Relations in Business	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
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

EQS160	English Horsemanship I	3
EQS165	Western Horsemanship I	3
EQS175	Introduction to Equine Massage	3
EQS180	English Horsemanship II	3
EQS185	Western Horsemanship II	3
MGT251	Human Relations in Business	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

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

PSY101 Introduction to Psychology 3

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

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. A 36-credit Certificate of Completion in Fire Science Technology is 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**

PROGRAM PREREQUISITES: 14 credits

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

REQUIRED COURSES: 11 credits

FSC102	Fire Department Operations	11
--------	----------------------------------	----

**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

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

FSC

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

FSC102	Fire Department Operations	11
FSC104	Basic Emergency Medical Technology (EMT104)	8
FSC209	Fire Investigation	3
FSC211	Fundamentals of Flammable Hazardous Materials	3
FSC212	Dangerous and Explosive Hazardous Materials	3
FSC214	Human Resource Management in Fire Service	3
FSC296WC	Cooperative Education	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
--	---

Natural Sciences

CHM130	Fundamental Chemistry	3
CHM130LL	Fundamental Chemistry Lab	1

Social and Behavioral Sciences

PSY101	Introduction to Psychology	3
--------	----------------------------------	---

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

**HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE**

PED

HPERD Division Office PE 106 (480) 423-6606

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

HPERD course offerings at SCC:

DAH100	Introduction to Dance	3
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
DAN139	Dance Seminar II	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
DAN233	Modern Jazz Dance III	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN238	Dance Seminar III	1
DAN239	Dance Seminar IV	1
DAN241	Dance Notation I	3
DAN264	Choreography I	3
DAN272	Dance Technology	2
HES100	Healthful Living	3
HES126	Women's Health Issues	2
HES154	First Aid/Cardiopulmonary Resuscitation	3
HES201	Substance Abuse and Behavior	3
HES271	Prevention and Treatment of Athletic Injuries	3
PED+++	Physical Activities 101, 102, 201, 202	1
PED115	Lifetime Fitness	2
PED120AC	Special Emphasis Activity: Ballet	2
PED150	Introduction to the Tradition and Practice of Yoga	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
PED281	Methods of Coaching	3
REC120	Leisure and the Quality of Life	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3
WED140	Intro to Energy Therapy (CAT140)	2
WED142	Therapeutic Touch: Level I (CAT142)	1
WED151	Introduction to Alternative Medicine	3
WED165	Overview of Massage Therapy	2
WED195	Special Topics in Wellness Education	0.5-2
WED218	Aromatherapy	1
WED242	Therapeutic Touch: Level II (CAT242)	1

**HOSPITALITY AND TOURISM/
GOLF MANAGEMENT**

HRM

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

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

**CERTIFICATE OF COMPLETION IN HOSPITALITY
AND TOURISM/GOLF MANAGEMENT: 42 credits**

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM220	Hospitality Managerial Accounting	3
HRM235	Club Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
PED101KM	Physical Activities: Golf-Advanced (1) and	
PED102KM	Physical Activities: Golf-Advanced (1) OR	
PED201KM	Physical Activities: Golf-Advanced (1) and	
PED202KM	Physical Activities: Golf-Advanced (1)	2
PED210JX	Movement Analysis: Golf	1
PED265JX	Theory of Coaching Golf	3
PED281GC	Golf: Methods of Coaching	3
PED/HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3
RESTRICTED ELECTIVES: 3 credits		
HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
PED200	Introduction to Exercise Science and Physical Education	3
PSY215	Introduction to 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...

Programs

**AAS IN HOSPITALITY AND TOURISM/
GOLF MANAGEMENT: 67-69 credits**

REQUIRED COURSES: 39 credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3) OR	
ACC230	Uses of Accounting Information (3)	3
CIS105	Survey of Computer Information Systems	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM220	Hospitality Managerial Accounting	3
HRM235	Club Management	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
PED101KM	Physical Activities: Golf-Advanced (1) and	
PED102KM	Physical Activities: Golf-Advanced (1) OR	
PED201KM	Physical Activities: Golf-Advanced (1) and	
PED202KM	Physical Activities: Golf-Advanced (1)	2
PED210JX	Movement Analysis: Golf	1
PED265JX	Theory of Coaching Golf	3
PED281GC	Golf: Methods of Coaching	3
PED/HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

RESTRICTED ELECTIVES: 3 credits

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

GENERAL 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

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
--	--	---

Natural Sciences

	Any approved G. E. course from the Natural Sciences area	4
--	--	---

Social and Behavioral Sciences

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

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

**HOSPITALITY AND TOURISM/
HOTEL MANAGEMENT**

HRM

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

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

**CERTIFICATE OF COMPLETION IN
HOSPITALITY AND TOURISM/HOTEL MANAGEMENT: 42 credits**

REQUIRED COURSES: 36 credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM280	Hotel and Restaurant Law	3
HRM296WC	Cooperative Education	3

RESTRICTED ELECTIVES: 6 credits

HRM230	Beverage Management	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
HRM285	Gaming Management	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3
REC210	Leisure Delivery Systems	3

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

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

REQUIRED COURSES: 33 credits

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

Scottsdale Community College Programs

RESTRICTED ELECTIVES: 6 credits

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

GENERAL 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

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

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

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

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

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT

HRM

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

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

CERTIFICATE OF COMPLETION IN HOSPITALITY AND TOURISM/RESTAURANT MANAGEMENT: 42 credits

REQUIRED COURSES: 36 credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3
HRM296WC	Cooperative Education	3

RESTRICTED ELECTIVES: 6 credits

CUL180	Food in History	3
CUL190	Catering Operations I	3
HRM235	Club Management	3
HRM240	Commercial Food Production	3
HRM285	Gaming Management	3
MGT101	Techniques of Supervision	3
MGT175	Business Organization and Management	3

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

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

REQUIRED COURSES: 33 credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3) OR	
ACC230	Uses of Accounting Information I (3)	3
CIS105	Survey of Computer Information Systems	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM140	Food Production Concepts	3
HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
HRM250	Hospitality Information Systems	3
HRM260	Hospitality Human Resource Management	3
HRM270	Hospitality Marketing	3
HRM275	Restaurant Management	3
HRM280	Hotel and Restaurant Law	3

RESTRICTED ELECTIVES: 6 credits

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

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

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

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

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

INFANT/TODDLER DEVELOPMENT

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

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

All coursework in the Infant/Toddler Certificate may also be applied to the AAS in Early Childhood Development (see page 77). Selected courses in this program are available in the day session, but most will be offered in the evening or on Saturdays. Courses in the ITD program will be offered in rotation every third semester.

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

**CERTIFICATE OF COMPLETION IN
 INFANT/TODDLER DEVELOPMENT: 21 credits**

REQUIRED COURSES: 17 credits

ECH176	Child Development (3) OR	
PSY240	Developmental Psychology (3)	3
ECH215	Democracy and Diversity	2
ECH287	Professional Development in Early Childhood Education	1
ITD201	Attachment and Relationships	2
ITD202	Cognition and Communication	2
ITD203	Health, Safety, and Routines in Group Care	2
ITD204	Supporting Family Development	1
ITD205	Emerging Individuality	1
ITD206	Developmental Milestones: Birth to Age Three	1
ITD260	Reflective Case Study (2 case studies) (2) OR	
ITD261	Infant/Toddler Practicum (2)	2

RESTRICTED ELECTIVES: 4 credits

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

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

ITD

INTERIOR DESIGN

INT

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

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

AAS IN INTERIOR DESIGN: 67-69 credits

REQUIRED COURSES: 45 credits

DFT105	Computer Aided Drafting I	3
DFT121	Introduction to Architectural Drafting	3
DFT150	Architectural CAD I: Floor Plans and Elevations	3
INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture	3
INT120	Modern Century Architecture and Furniture	3
INT145	Drawing and Rendering	3
INT150	Color and Design	3
INT160	Fabrics for Interiors	3
INT170	Interior Materials	3
INT190	Space Planning	3
INT210	Interior Sales and Marketing	3
INT240	Kitchen and Bath Design	3
INT271++	Interior Design Internship (1-3)	3
INT280	Design Business Procedures	3

GENERAL 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

PSY101 Introduction to Psychology 3

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

Continued next page...

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

The program includes additional interiors coursework beyond the Associate in Applied Science (AAS) degree. Interiors work is done in support systems (lighting, acoustics, plumbing, HVAC), interior building codes, ADA compliance, advanced presentation skills, and additional studio problem solving.

PROGRAM PREREQUISITES: Certificate Program Application and Portfolio Review.

REQUIRED COURSES: 15 credits

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

RESTRICTED ELECTIVES: 9 credits

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

INTERNATIONAL BUSINESS **IBS**

Business Division Office AP 246 (480) 423-6253

**CERTIFICATE OF COMPLETION IN
INTERNATIONAL BUSINESS: 30-31 credits**

Students can earn a Certificate of Completion in International Business. Please see page 68 for detailed information on the required coursework.

AAS IN BUSINESS: 64-67 credits

Students can earn an AAS degree in Business with a specialization in International Business. Please see page 67, "Business" for detailed information on the required coursework.

MANAGEMENT **MGT**

Business Division Office AP 246 (480) 423-6253

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

Students can earn a Certificate of Completion in Management. Please see page 68 for detailed information on the required coursework.

AAS IN BUSINESS: 64-67 credits

Students can earn an AAS degree in Business with a specialization in Management. Please see page 67, "Business" for detailed information on the required coursework.

MARKETING **MKT**

Business Division Office AP 246 (480) 423-6253

**CERTIFICATE OF COMPLETION IN
MARKETING: 39 credits**

Beginning with the 2002-2003 academic year, students can earn a Certificate of Completion in Marketing. Please see page 68 for detailed information on the required coursework.

AAS IN BUSINESS: 64-67 credits

Beginning with the 2002-2003 academic year, students can earn an AAS degree in Business with a specialization in Marketing. Please see page 67, "Business" for detailed information on the required coursework.

**THE MARICOPA INSTITUTE FOR ARTS
AND ENTERTAINMENT TECHNOLOGY** **MAE**

MIAET Office MB 137 (480) 423-6332

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

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

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

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

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

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

REQUIRED COURSES: 24 credits

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

RESTRICTED ELECTIVES: None

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

MICROSOFT NETWORKING TECHNOLOGY

MST

Business Division Office AP 246 (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 and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Applications Development, page 88
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Programming and System Analysis, page 72
 Web Design, page 73
 Web Development, page 74

PROGRAM NOTES: Overall program minimum GPA = 2.00.

**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 Division 3

REQUIRED COURSES: 14-15 credits

BPC/CIS121AB MS-DOS Operating System 1
 BPC170 Computer Maintenance I: A+ Prep 3
 CIS190 Introduction to Local Area Networks (3) OR
 CNT140 Cisco Networking Fundamentals (4) OR
 MST140 Microsoft Networking Essentials (3) 3-4
 MST150++ Any MST150 course 3
 MST152++ Any MST152 course 4

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

**CERTIFICATE OF COMPLETION IN
 MICROSOFT SYSTEMS ADMINISTRATION: 20-21 credits**

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 20-21 credits

BPC/CIS121AB MS-DOS Operating System 1
 BPC170 Computer Maintenance I: A+ Prep 3
 CIS190 Introduction to Local Area Networks (3) OR
 CNT140 Cisco Networking Basics (4) OR
 MST140 Microsoft Networking Essentials (3) 3-4
 MST150++ Any MST150 course 3
 MST152++ Any MST152 course 4
 MST155 Implementing Windows Network Infrastructure 3
 MST232 Managing a Windows Network Environment 3

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 Division 3

REQUIRED COURSES: 32-33 credits

BPC/CIS121AB MS-DOS Operating System 1
 BPC170 Computer Maintenance I: A+ Prep 3
 CIS190 Introduction to Local Area Networks (3) OR
 CNT140 Cisco Networking Basics (4) OR
 MST140 Microsoft Networking Essentials (3) 3-4
 MST150++ Any MST150 course 3
 MST152++ Any MST152 course 4
 MST155 Implementing Windows Network Infrastructure 3
 MST157 Implementing Windows Directory Services 3
 MST232 Managing a Windows Network Environment 3
 MST244 Microsoft SQL Server Administration 3
 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.

AAS IN MICROSOFT NETWORKING TECHNOLOGY: 62-63 credits

PROGRAM PREREQUISITES: 3 credits

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

REQUIRED COURSES: 24-25 credits

Note: Selected courses will not apply in both Required Courses and Restricted Electives area.
 BPC/CIS121AB MS-DOS Operating System 1
 BPC170 Computer Maintenance I: A+ Prep 3
 CIS102 Interpersonal/Customer Service Skills for IT Professionals 1
 CIS126DA UNIX Operating System (3) OR
 CIS126AA UNIX Operating System: Level I (1) AND
 CIS126BA UNIX Operating System: Level II (1) AND
 CIS126CA UNIX Operating System: Level III (1) 3
 CIS190 Introduction to Local Area Networks (3) OR
 CNT140 Cisco Networking Basics (4) OR
 MST140 Microsoft Networking Essentials (3) 3-4
 MST150++ Any MST150 course 3
Course Note: Selected MST150++ course will not apply in both Required Courses and Restricted Electives area.

MST152++ Any MST152 course 4
Course Note: Selected MST152++ courses will not apply in both Required Courses and Restricted Electives area.

MST155 Implementing Windows Network Infrastructure 3
 MST232 Managing a Windows Network Environment 3

RESTRICTED ELECTIVES: 13 credits

Note: Selected courses will not apply in both Required Courses and Restricted Electives area.
Students should select thirteen (13) credits from the following courses in consultation with a program advisor:

BPC110 Computer Usage and Applications (3) OR
 CIS105 Survey of Computer Information Systems (3) 3
 BPC171 Recycling Used Computer Technology 1-3
 BPC270 Microcomputer Maintenance II 3
 CIS150 Programming Fundamentals 3

Continued next page...

Scottsdale Community College Programs

CIS159	Visual Basic Programming I	3
CIS162AB	C++: Level I (3) OR	
CIS162AC	Visual C++: Level I (3)	3
CIS191	Novell NetWare System Administration	3
Course Note:	<i>Students may select no more than four (4) credits combined from CIS290AA-AC and CIS296WA-WD courses.</i>	
CIS290A+	CIS Internship (any module) (1-3) OR	
CIS296W+	Cooperative Education (any module) (1-4)	1-4
CNT150	Cisco Networking Router Technologies	4
MST150++	Any MST150 course	3
Course Note:	<i>Selected MST150++ course will not apply in both Required Courses and Restricted Electives area.</i>	
MST152++	Any MST152 course	4
Course Note:	<i>Selected MST152++ course will not apply in both Required Courses and Restricted Electives area.</i>	
MST157	Implementing Windows Directory Services	3
MST242	Microsoft Exchange Server	4
MST244	Microsoft SQL Server Administration	3
MST252	Microsoft Windows Network Upgrade	3
MST253	Designing MS Windows 2000 Directory Services Infrastructure	3
MST254	Microsoft SQL Server Design and Implementation	3
MST255	Designing Windows Network Infrastructure	3
MST259	Designing Windows Network Security	3
MST298A+	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
--	---

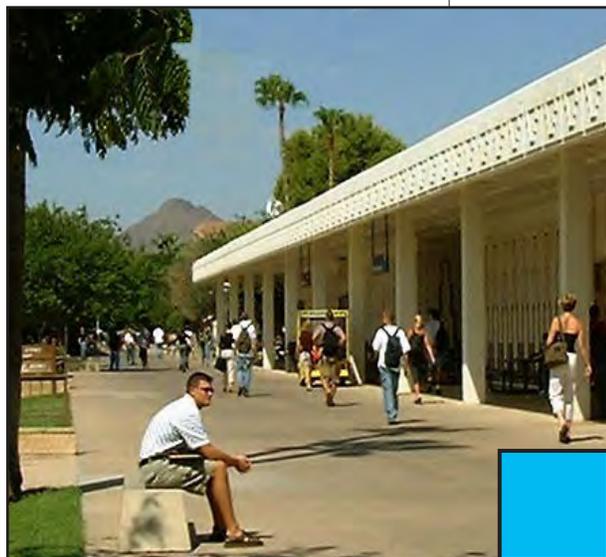
Social and Behavioral Sciences

Any approved G. E. course from the Social/Behavioral Sciences area	3
--	---

Natural Sciences

Any approved G. E. course from the Natural Sciences area	4
--	---

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



Life/Physical Science Building

Programs

MICROSOFT APPLICATIONS DEVELOPMENT MST

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

The Certificate of Completion in Microsoft 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 and Network Support, page 69
 Computer Information Systems, page 69
 Microsoft Networking Technology, page 86
 Network Administration, page 71
 Office Automation Systems, page 95
 Personal Computer Applications, page 68
 Programming and System Analysis, page 72
 Web Design, page 73
 Web Development, page 74

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 The Internet/World Wide Web (3) OR
 BPC/CIS133AA The Internet/World Wide Web: Level I (1) AND
 BPC/CIS133BA The Internet/World Wide Web: Level II (1) AND
 BPC/CIS133CA The Internet/World Wide Web: Level III (1) 3
 CIS102 Interpersonal/Customer Service 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 The Internet/World Wide Web (3) OR
 BPC/CIS133AA The Internet/World Wide Web: Level I (1) AND
 BPC/CIS133BA The Internet/World Wide Web: Level II (1) AND
 BPC/CIS133CA The Internet/World Wide Web: Level III (1) 3
 CIS102 Interpersonal/Customer Service 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

Course Note: 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

Critical Reading
 Met by CRE101 in the Program Prerequisites area 0

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

Social and Behavioral Sciences
 Any approved G. E. course from the Social/Behavioral Sciences area 3

Natural Sciences
 Any approved G. E. course from the Natural Sciences area 4

Grade of "C" or better required for all courses in the AAS in Microsoft Applications Development.

MOTION PICTURE/TELEVISION PRODUCTION

TCM

Fine Arts Division Office MB 139 (480) 423-6328
 Program Director, Kate 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.

In addition, the Certificate of Completion in The Maricopa Institute for Arts and Entertainment Technology (MIAET) is also available following this program (see page 85). The Institute provides learners with a high level of occupational and artistic training in their area(s) of specialization within the media arts and entertainment field. Students will participate in a combination of corporate and educational partnerships, residencies, and master classes. Partnerships of this type provide students with opportunities to work with industry leaders in the creation of professional-level products while remaining in a campus setting.

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

REQUIREMENTS FOR THE AAS DEGREE AND CERTIFICATES OF COMPLETION

Program Prerequisites: 3 Credits

TCM100 Digital Multimedia (3) OR
 waived by permission of Program Director 3

Program Common Core: 12 Credits

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

REQUIRED COURSES: 12 credits
 HUM/THE205 Introduction to Cinema 3
 TCM101 Fundamentals of Radio and Television 3
 TCM134 Pre-Production for Motion Picture and Television 2
 TCM135 Production for Motion Picture and Television 2
 TCM136 Post-Production for Motion Picture and Television 2

Program Tracks

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

Track I: Certificate of Completion in Screenwriting 89
 Track II: Certificate of Completion in Broadcast Production 90
 Track III: Certificate of Completion in Film Production 91
 Track IV: Certificate of Completion in Editing 91
 Track V: Certificate of Completion in Film Analysis and Criticism 91

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

The general studies requirement of 22-24 credits must be completed in addition to the credits earned in the Program Common Core, a Program Track and the Restricted Electives to earn the total of 64-66 credits required for the AAS in Motion Picture/Television Production.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) OR
 waived by permission of Program Director 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) 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 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 Motion Picture/Television Production.

CERTIFICATE OF COMPLETION IN SCREENWRITING: 42 credits

The Certificate of Completion in Screenwriting is designed for students who plan to enter the field of Motion Picture/Television Production as screenwriters. Students will receive hands-on training in Motion Picture/Television Production, in feature film and media theory. Students will also write a variety of screenplays for short films, feature films and television markets.

PROGRAM PREREQUISITES: 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: 30 credits

HUM/THE205 Introduction to Cinema 3
 TCM101 Fundamentals of Radio and Television 3
 TCM111 Screenwriting I 3
 TCM111AA Screenwriting I: The Short Film 3
 TCM112 Writing the Situation Comedy (3) OR
 TCM116 Writing the Television Drama (3) 3
 TCM134 Pre-Production for Motion Picture and Television 2
 TCM135 Production for Motion Picture and Television 2
 TCM136 Post-Production for Motion Picture and Television 2
 TCM211 Screenwriting II 3
 TCM216 Screenwriting III 3
 TCM218 Screenwriting IV 3

Scottsdale Community College Programs

RESTRICTED ELECTIVES: 12 credits

ENG210	Creative Writing	3
HUM/THE210	Contemporary Cinema	3
HUM211AA	Foreign Films: Classics	3
TCM140	Modern Media Concepts	3
TCM213	Motion Picture Workshop	4
TCM214	Television Workshop	3
TCM250	Documentaries for Social Change	4
TCM285++	Special Topics: Motion Picture/Television Production	1-3
TCM296++	Cooperative Education	1-4

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

CERTIFICATE OF COMPLETION IN BROADCAST PRODUCTION: 42 credits

The Certificate of Completion in Broadcast Production is designed for students who plan to enter the field of Motion Picture/Television Production in the specific area of broadcasting. Students will receive hands-on training in Motion Picture/Television Production, in media theory and in the production of both live and pre-recorded television shows including news, sports, commercials, on-the-scene reporting, interviewing and studio anchoring. Technical elements stressed include multi-camera techniques in studio, on-location shooting, editing, sound, graphics, and the operation of the studio.

PROGRAM PREREQUISITES: 3 credits

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
TCM134	Pre-Production for Motion Picture and Television	2
TCM135	Production for Motion Picture and Television	2
TCM136	Post-Production for Motion Picture and Television	2

TCM151	Broadcast Production	2
TCM180	Television Production Techniques	4
TCM219	Introduction to Television Technology	3
TCM240	Advanced Television Production	3
TCM241AA	Introduction to Non-Linear Editing: AVID (4) OR	
TCM241AB	Introduction to Non-Linear Editing: Final Cut Pro (4)	4
TCM242	Portfolio Non-Linear Editing	2
TCM251	Advanced Studio Production	3
TCM260	Film/Video Producing and Financing	3

RESTRICTED ELECTIVES: 6 credits

ADA/ART177	Computer-Photographic Imaging	3
ART100	Introduction to Computer Graphic Art	1
ART131	Photography I	3
TCM111	Screenwriting I	3
TCM/MTC120	Introduction to Sound Design for Film and Video	3
TCM131	Radio-Television Announcing	4
TCM214	Television Workshop	3
TCM215	Cinematography	3
TCM250	Documentaries for Social Change	4
TCM285++	Special Topics: Motion Picture/Television Production	1-3
TCM296++	Cooperative Education	1-3

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



News in five...four...three...

Continued next page...

CERTIFICATE OF COMPLETION IN FILM PRODUCTION: 42 credits

The Certificate of Completion in Film Production is designed for students who plan to enter the production aspect of motion pictures. Students will receive hands-on training in Motion Picture/Television Production by producing a variety of short films and videos which will include writing screenplays, developing a production, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound, and editing the finished product. In addition, students will study feature film theory.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) OR
waived by permission of Program Director 3

REQUIRED COURSES: 39 credits

HUM/THE205 Introduction to Cinema 3
TCM101 Fundamentals of Radio and Television 3
TCM111 Screenwriting I 3
TCM/MTC120 Introduction to Sound Design for Film and Video 3
TCM134 Pre-Production for Motion Picture and Television 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM151 Broadcast Production 2
TCM215 Cinematography 3
TCM230 Motion Picture Directing 4
TCM241AA Introduction to Non-Linear Editing: AVID 4
TCM242 Portfolio Non-Linear Editing 2
TCM245 Advanced Motion Picture Production 3
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
TCM240 Advanced Television Production 3
TCM250 Documentaries for Social Change 4
TCM285++ Special Topics: Motion Picture/Television Production 1-3
TCM296++ Cooperative Education 1-4
THP112 Acting I 3
THP210 Acting: Television and Film 3

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

CERTIFICATE OF COMPLETION IN EDITING: 42 credits

The Certificate of Completion in Editing is designed for students who plan to enter the field of Motion Picture/Television Production as editors. Students will receive hands-on training in Motion Picture/Television Production, media theory and editing theory. Students will demonstrate their knowledge by producing a variety of projects using both linear and non-linear systems and by using computer-based video compositing and title animation.

PROGRAM PREREQUISITES: 3 credits

TCM100 Digital Multimedia (3) OR
waived by permission of Program Director 3

REQUIRED COURSES: 39 credits

ADA/ART177 Computer-Photographic Imaging 3
HUM/THE205 Introduction to Cinema 3
TCM101 Fundamentals of Radio and Television 3
TCM/MTC120 Introduction to Sound Design for Film and Video 3
TCM134 Pre-Production for Motion Picture and Television 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM241AA Introduction to Non-Linear Editing: AVID 4
TCM241AB Introduction to Non-Linear Editing: Final Cut Pro 4

TCM242 Portfolio Non-Linear Editing 2
TCM243 Introduction to Video Compositing and Title Animation 4
TCM271 Advanced Non-Linear Effects and Compositing (4) OR
TCM282AA Advanced Non-Linear Editing Techniques: AVID (4) 4
TCM280 Advanced Portfolio Non-Linear Editing 3

RESTRICTED ELECTIVES: 3 credits

ART100 Introduction to Computer Graphic Art 1
ART131 Photography I 3
TCM151 Broadcast Production 2
TCM180 Television Production Techniques 4
TCM215 Cinematography 3
TCM219 Introduction to Television Technology 3
TCM/MTC220 Advanced Sound Design for Video and Film 3
TCM240 Advanced Television Production 3
TCM260 Film/Video Producing and Financing 3
TCM271 Advanced Non-Linear Effects and Compositing (4) OR
TCM250 Documentaries for Social Change 4
TCM282AA Advanced Non-Linear Editing Techniques: AVID (4) 4
TCM285++ Special Topics: Motion Picture/Television Production 1-3
TCM296++ Cooperative Education 1-3

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

**CERTIFICATE OF COMPLETION IN
FILM ANALYSIS AND CRITICISM: 42 credits**

The Certificate of Completion in Film Analysis and Criticism is designed for students who plan to enter the field of Motion Picture/Television Production as script analysts, reviewers, and film feature writers. Students will receive hands-on training in motion picture production and will write short screenplays, as well as a variety of material analyzing film content and execution. In addition, they will acquire knowledge of film histories and various subcategories of film.

PROGRAM PREREQUISITES: 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: 33 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 2
TCM135 Production for Motion Picture and Television 2
TCM136 Post-Production for Motion Picture and Television 2
TCM140 Modern Media Concepts 3

RESTRICTED ELECTIVES: 9 credits

ENH254 Literature and Film 3
JRN234 Feature Writing 3
TCM213 Motion Picture Workshop 4
TCM214 Television Workshop 3
TCM230 Motion Picture Directing 4
TCM285++ Special Topics: Motion Picture/Television Production 1-3
TCM296++ Cooperative Education 1-4
THP112 Acting I 3

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

THE MARICOPA COMMUNITY COLLEGES 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.

NURSING SCIENCE

NUR

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

The Maricopa Community College District Nursing Program (MCCDNP) is available at seven Maricopa 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. The Nursing Program provides eligibility for students seeking certification and licensure through the Arizona State Board of Nursing. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

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

Program Offerings:

This program is offered at the following sites:

GateWay Community College	602-286-8531
Glendale Community College	623-845-3210
Mesa Community College	480-461-7106
Mesa Community College/Boswell	623-974-7835
Paradise Valley Community College	602-787-7298
Phoenix College	602-285-7121
Rio Salado College	480-517-8528
Scottsdale Community College	480-423-6225

Waiver of Licensure/Certification Guarantee:

Admission or graduation from the MCCD Nursing Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111). All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

Health Declaration:

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

Health and Safety Requirements:

1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Health Declaration Form signed by a licensed health care provider.
4. Negative urine drug screen.

Grade Requirements:

Student must obtain a **C** grade or better or pass in **P/Z** graded courses in all courses in program.

Course Fee Information:

Please see class schedule for information regarding course fees.

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

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

NURSING PROGRAM REQUIREMENTS

Certificate of Completion in Nurse Assisting: 8 Credits

ADMISSION CRITERIA:

Application and acceptance into the program, high school graduate or GED, current Health Care Provider CPR card required before beginning courses.

PROGRAM PREREQUISITES: None

REQUIRED COURSES: 8 credits

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

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: 49.5 - 62.5 Credits

ADMISSION CRITERIA:

Application and acceptance into Nursing program, high school diploma or GED.

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 retreat. The test can be taken no more than 3 times in a 12-month period.

PROGRAM PREREQUISITES: 25-38 credits

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

BIO201	Human Anatomy and Physiology I+ 4
BIO202	Human Anatomy and Physiology II+ 4
BIO205	Microbiology+ 4
	One year of high school chemistry OR
CHM130	Fundamental Chemistry+ (3) AND
CHM130LL	Fundamental Chemistry Lab+ (1) 4
CRE101	Critical and Evaluative Reading I+ (or Test Exempt) 3
ENG101/107	First-Year Composition+ 3
HCC130	Fundamentals in Health Care Delivery (3) OR
HCC130AA	Health Care Today (0.5) AND
HCC130AB	Workplace Behaviors in Health Care (0.5) AND
HCC130AC	Personal Wellness and Safety (0.5) AND
HCC130AD	Communication/Teamwork in Health Care Organizations (0.5) AND
HCC130AE	Legal Issues in Health Care (0.5) AND
HCC130AF	Decision Making in the Health Care Setting (0.5) 3
HCC145AA	Medical Terminology for Health Care Workers I 1
MAT120/121/122	Intermediate Algebra+ or higher 3-5
NUR156	Nurse Assisting+ (2) AND
NUR157	Nurse Assisting Lab+ (2) OR
	Current Nurse Assistant certification (CNA) 4
PSY101	Introduction to Psychology 3

REQUIRED COURSES: 24.5 credits

FON241	Principles of Human Nutrition+ 3
HCR240	Human Pathophysiology+ (4) OR
HCR240AA	Human Pathophysiology I+ (2) AND
HCR240AB	Human Pathophysiology II+ (2) 4
NUR161	Nursing Process/Critical Thinking I+ 3
NUR163	Health Assessment and Health Promotion I+ 1
NUR167	Pharmacology and Medication Administration I+ 1
NUR169	Nursing Science I+ 3
NUR181	Nursing Process/Critical Thinking II+ 3
NUR185	Developing the Nurse's Role I+ 1
NUR187	Pharmacology and Medication Administration II+ 1.5
NUR189	Nursing Science II+ 4

Note: + indicates course has prerequisites and/or corequisites.

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

Continued next page...

REGISTERED NURSE PATHWAY

Associate in Applied Science in Nursing: 74.5 - 87.5 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 retest. The test can be taken no more than 3 times in a 12-month period.
- The Health Education Systems, Inc. (HESI) test will be administered to all prospective advanced placement students seeking admission into Blocks 3 or 4. A score of 800 or higher is required in order to be granted advanced placement into either of these blocks. A score of less than 800 will result in placement into either Block 1 or 2. The final decision rests with the Nursing Program Chair at the college to which the student is accepted.
- All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.

PROGRAM PREREQUISITES: 25-38 credits

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

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	4
CRE101	Critical and Evaluative Reading I+ (or Test Exempt)	3
ENG101	First-Year Composition+	3
HCC130	Fundamentals in Health Care Delivery (3) OR	
HCC130AA	Health Care Today (0.5) AND	
HCC130AB	Workplace Behaviors in Health Care (0.5) AND	
HCC130AC	Personal Wellness and Safety (0.5) AND	
HCC130AD	Communication/Teamwork in Health Care Organizations (0.5) AND	
HCC130AE	Legal Issues in Health Care (0.5) AND	
HCC130AF	Decision Making in the Health Care Setting (0.5)	3
HCC145AA	Medical Terminology for Health Care Workers I	1
MAT120/121/122	Intermediate Algebra+ or higher	3-5
NUR156	Nurse Assisting+ (2) AND	
NUR157	Nurse Assisting Lab+ (2) OR Current Nurse Assistant certification (CNA)	4
PSY101	Introduction to Psychology	3

REQUIRED COURSES: 44.5 credits

FON241	Principles of Human Nutrition+	3
HCR240	Human Pathophysiology+ (4) OR	
HCR240AA	Human Pathophysiology I+ (2) AND	
HCR240AB	Human Pathophysiology II+ (2)	4
NUR161	Nursing Process/Critical Thinking I+	3
NUR163	Health Assessment and Health Promotion I+	1
NUR167	Pharmacology and Medication Administration I+	1
NUR169	Nursing Science I+	3
NUR181	Nursing Process/Critical Thinking II+	3
NUR185	Developing the Nurse's Role Seminar I+	1
NUR187	Pharmacology and Medication Administration II+	1.5
NUR189	Nursing Science II+	4
NUR261	Nursing Process/Critical Thinking III+	3
NUR263	Health Assessment and Health Promotion II+	1
NUR267	Pharmacology and Medication Administration III+	1
NUR269	Nursing Science III+	5
NUR281	Nursing Process & Critical Thinking IV+	3
NUR285	Developing the Nurse's Role II+	1
NUR289	Nursing Science IV+	6

GENERAL EDUCATION (G.E.) REQUIREMENTS: 5 credits

CORE: 3 credits

First-Year Composition

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

Oral Communication

Waived	0
--------	---

Critical Reading

Met by CRE101 in Program Prerequisites area	0
---	---

Mathematics

Met by MAT120 or MAT121 or MAT122 or higher level math course in Program Prerequisites area	0
--	---

DISTRIBUTION: 2 credits

Humanities and Fine Arts

Any approved G. E. course from the Humanities and Fine Arts area	2
--	---

Natural Sciences

Met by BIO201 and BIO202 in Program Prerequisites area	0
--	---

Social and Behavioral Sciences

Met by PSY101 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 within the program.

UNIVERSITY TRANSFER STUDENTS

For students planning a University Program

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

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

SUGGESTED COURSES:

BIO201	Human Anatomy and Physiology I	4
BIO202	Human Anatomy and Physiology II	4
BIO205	Microbiology	4
CHM130	Fundamental Chemistry (3) AND	
CHM130LL	Fundamental Chemistry Lab (1)	4
CHM230	Fundamental Organic Chemistry (3) AND	
CHM230LL	Fundamental Organic Chemistry Lab (1)	4
ENG101	First-Year Composition OR	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First-Year Composition OR	
ENG108	First-Year Composition for ESL (3)	3
FON241	Principles of Human Nutrition	3
Humanities/Fine Arts Elective (See Advisor)		3
MAT150	College Algebra/Functions (5) OR	
MAT151	College Algebra/Functions (4) OR	
MAT152	College Algebra/Functions (3)	3-5
PSY101	Introduction to Psychology	3
CFS205	Human Development (3) OR	
PSY240	Developmental Psychology	3

HCR Courses (For ASU Students ONLY)

HCR210	Clinical Health Care Ethics	3
HCR220	Health Care Organizations	3
HCR230	Culture and Health	3
HCR240	Human Pathophysiology (4) OR	
HCR240AA	Human Pathophysiology I (2) AND	
HCR240AB	Human Pathophysiology II (2)	4

OFFICE AUTOMATION SYSTEMS

OAS

Business Division Office AP 246 (480) 423-6253
 Program Director, Niall McCarthy CM 418 (480) 423-6597

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	The Internet/World Wide Web: Level I	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	MS-DOS Operating System (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS133AA	The Internet/World Wide Web: Level I	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...

**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	MS-DOS Operating System (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS133AA	The Internet/World Wide Web: Level I	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	MS-DOS Operating System (1) OR	
BPC/CIS121AE	Windows Operating System: Level I (1)	1
BPC/CIS133AA	The Internet/World Wide Web: Level I	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	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 Office Automation Systems.

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE) EDU

Social/Behavioral Sciences Division Office SB 130 (480) 423-6206
Program Director, Dr. Bobbie Sferra SB121 (480) 423-6217

SCC offers a program that allows people with bachelor's degrees to become teachers in one year. The fast-track schedule is designed to help ease Arizona's teacher shortage. This program was developed in collaboration with local elementary schools, and allows professors and master teachers to work together to teach and mentor prospective teachers.

This teacher-in-training model is based on the conviction that future teachers must have lengthy experience in schools to practice what they've been learning in college. The immersion concept allows one-third of the time at SCC for classes and the remaining two-thirds of the time working side-by-side with teachers in classrooms. The accelerated 45 credits required for certification in elementary education will be completed through full-time participation in one summer session and two full semesters. Students will spend approximately 20 hours per week in structured field experiences at schools.

Applications into this program will be accepted from adults who have earned a bachelor's degree in any discipline and are seeking a career in the teaching profession. For further information on this program, contact the program director at (480) 423-6217. (Registration for all courses require approval by the program director.)

Post-Baccalaureate Teacher Certification Immersion Program

One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification.

PROGRAM PREREQUISITES: Bachelor's Degree

REQUIRED COURSES: 45 credits

EDU222	Introduction to the Exceptional Learner	3
EDU225	Foundations of Approaches to Serving English Language Learners (ELL)	3
EDU240	Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)	3
EDU270	Learning and the Brain	3
EDU270AA	Elementary Reading and Decoding	3
EDU271	Phonics Based Reading and Decoding	3
EDU272	Education Psychology (Prerequisites: PSY101)	3
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

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

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

Suggested theatre courses include:

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

THE and THP

TRIBAL DEVELOPMENT

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

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

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

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

**CERTIFICATE OF COMPLETION IN
 TRIBAL DEVELOPMENT: 28 credits**

REQUIRED COURSES: 28 credits

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

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

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

AAS IN TRIBAL DEVELOPMENT: 64-66 credits

REQUIRED COURSES: 31 credits

AIS105	Introduction to American Indian Studies	3
AIS112	American Indian Policy (SOC112)	3
AIS113	Proposal Writing (MGT113)	3
AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar I (MGT201)	1
AIS202	Tribal Management Seminar II (MGT202)	1
CPD103BE	Personal Development for Native Americans	2
GBS131	Business Calculations	3
GBS151	Introduction to Business (3) OR	
PAD103	Introduction to Public Administration (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT175	Business Organization and Management (3)	3
MGT276	Personnel/Human Resource Management	3
MGT296WC	Cooperative Education	3
RESTRICTED ELECTIVES: 8 credits		
ACC111	Accounting Principles I (3) OR	
ACC230	Uses of Accounting Information I (3)	3
AIS203	Fundamentals of Economic Development for Indian Tribes (MGT203) ..	3
CIS105	Survey of Computer Information Systems	3
GBS233	Business Communication	3
MGT251	Human Relations in Business	3
MGT296	Cooperative Education module (WB or WC)	2-3

Continued next page...

Programs

Scottsdale Community College Programs

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

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

AIS141 Sovereign Indian Nations (SOC141) 3

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



Student Center – East Side

COURSE PREFIX LIST

ACC	Accounting.....	100	HCC	Health Core Curriculum	147
ADA	Advertising Arts	106	HCR	Health Care Related	147
AES	Aerospace Studies	103	HES	Health Science	148
AET	Aeronautics	103	HIS	History	148
AGS	Agricultural Science	103	HRM	Hospitality and Tourism: Golf Management	149
AIS	American Indian Studies	103	HRM	Hospitality and Tourism: Hotel Management	149
AJS	Administration of Justice Studies	100	HRM	Hospitality and Tourism: Restaurant Management	149
ARH	Art Humanities	110	HUM	Humanities	150
ART	Art: Computer	106	IBS	International Business	152
ART	Art: Photographic	108	INT	Interior Design	151
ART	Art: Visual	108	ITA	Italian Language	153
ASB	Cultural Anthropology	105	ITD	Infant/Toddler Development	150
ASM	Physical Anthropology	105	JPN	Japanese Language	154
AST	Astronomy	110	JRN	Journalism	154
BIO	Biology	111	LBS	Library Science	154
BLT	Building Safety Technology	112	MAE	Media Arts and Entertainment	159
BPC	Business – Personal Computers	113	MAT	Mathematics	156
CCT	Corporate Computer Technology	124	MCO	Mass Communications	156
CET	Civil Engineering Technology	117	MGT	Management	155
CFS	Child/Family Studies	116	MHL	Music: History and Literature	163
CHM	Chemistry	115	MIS	Military Science	160
CIS	Computer Information Systems	118	MKT	Marketing	156
CNT	Cisco Network Technology	116	MST	Microsoft Networking Technology	159
COM	Communication Arts	117	MTC	Music: Theory and Composition	163
CPD	Counseling and Personal Development	124	MUC	Music: Commercial and Business	164
CRE	Critical Reading	125	MUP	Music: Performance/Private Instruction	164
CSC	Computer Science	123	NCE	Nursing: Continuing Education	166
CUL	Culinary Arts	125	NUR	Nursing Science	166
DAH	Dance Humanities	129	OAS	Office Automation Systems	168
DAN	Dance	127	PED	Physical Education	169
DFT	Architectural Technology (CAD)	105	PHI	Philosophy	169
ECE	Engineering Science	135	PHY	Physics	171
ECH	Early Childhood Development	129	PIM	Pima Language	171
ECN	Economics	131	POS	Political Science	171
EDU	Education	131	PSY	Psychology	172
EED	Early Education	131	RDG	Reading	140, 173
EMT	Emergency Medical Technology	133	REA	Real Estate	173
ENG	English	136	REC	Recreation	173
ENH	English Humanities	140	REL	Religious Studies	174
EPS	Entrepreneurial Studies	141	SBU	Society and Business	113
EQS	Equine Science	141	SLG	American Sign Language	104
ESL	English as a Second Language	137	SOC	Sociology	174
FON	Food and Nutrition	144	SPA	Spanish Language	175
FRE	French Language	144	SWU	Social Work	174
FSC	Fire Science Technology	142	TCM	Motion Picture/Television Production	160
GBS	General Business	113	TEC	Textiles and Clothing	176
GCU	Cultural Geography	145	THE	Theatre Arts	176
GER	German Language	146	THP	Theatre Performance and Production	176
GLG	Geology	146	WAC	Writing Across the Curriculum	178
GPH	Physical Geography	145	WED	Wellness Education	178
GTC	General Technology	145	WST	Women’s Studies	178

COURSE DESCRIPTIONS

ACCOUNTING

ACC

Business Division Office AP 246 (480) 423-6253

ACC105 3 credits 3 periods

Payroll, Sales and Property Taxes

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

ACC110 3 credits 3 periods

Understanding and Using Accounting Systems (*Fastrack*)

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

ACC111 3 credits 3 periods

Accounting Principles I

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

ACC112 3 credits 3 periods

Accounting Principles II

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

ACC115 2 credits 3 periods

Computerized Accounting

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

ACC211 3 credits 3 periods

Financial Accounting

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 credits 3 periods

Managerial Accounting

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

ACC221 3 credits 3 periods

Tax Accounting

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

ACC230 3 credits 3 periods

Uses of Accounting Information I

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

ACC240 3 credits 3 periods

Uses of Accounting Information II

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

ADMINISTRATION OF JUSTICE STUDIES

AJS

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

AJS101 3 credits 3 periods

Introduction to Criminal Justice

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

AJS109 3 credits 3 periods

Substantive Criminal Law

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS112 3 credits 3 periods

Wellness for Law Enforcement Officers

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

AJS119 3 credits 4 periods

Computer Applications in Justice Studies

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

AJS123 3 credits 3 periods

Ethics and the Administration of Justice

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

Course Descriptions

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

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

AJS155 2 credits 2 periods
Concealed Weapons Carry
 Training in safe handling and use of handguns. Examines legal provisions related to carrying a concealed weapon; legal and moral implications of self-defense. Prerequisites: None. *(Pass/Fail grade only.)*

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

AJS162 3 credits 3 period
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.

AJS175 3 credits 3 period
Native American Law Enforcement
 Examines the history, organization, operation and jurisdiction of federal, state, and local non-tribal and local tribal law enforcement agencies on Native American reservations. Emphasizes the role and function of tribal police, court and correctional agencies. Other topics include traditional tribal laws and law enforcement, sovereignty, jurisdictional issues, cultural issues, and the impact of gaming on Native American law enforcement. Prerequisites: None.

AJS190 3 credits 3 period
Sex Crimes and Non-Conventional Sexual Behaviors
 Examines evolving sexual mores and acts in the United States. Studies processes and procedures involved in labeling sex or sex-related acts as criminal and/or non-conventional. Explores impact of sex crimes on victims and responses by the criminal justice system. Prerequisites: None.

AJS195 3 credits 3 period
International and Domestic Terrorism
 An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

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

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

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

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

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.

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.

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).

ANTHROPOLOGY

ASB and ASM

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

ASB102 3 credits 3 periods

Introduction to Cultural and Social Anthropology

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

ASB202 3 credits 3 periods

Ethnic Relations in the United States

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

ASB230 3 credits 3 periods

Principles of Archaeology

Introduction to archaeological methods and theory. Prerequisites: None.

ASB231 4 credits 8 periods

Introduction to Archaeological Field Methods

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

ASB245 3 credits 3 periods

Indians of the Southwest

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

ASM104 4 credits 5 periods

Bones, Stones and Human Evolution

Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. Laboratory sessions coordinate with lecture topics. Prerequisites: None.

ARCHITECTURAL TECHNOLOGY

DFT

(Computer-Aided Drafting)

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

DFT105 3 credits 6 periods

Computer-Aided Drafting I

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

DFT121 3 credits 6 periods

Introduction to Architectural Drafting

Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting instruments. Includes lettering, line weights, dimensioning, multi-view projection, floor plans, elevations, construction details, and portfolio development. Prerequisites: None.

DFT126 3 credits 3 periods

Building Trades Blueprint Reading

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

DFT150 3 credits 6 periods

Architectural CAD I: Floor Plans and Elevations

CAD-based instruction directed to the creation of fully annotated plan and elevation views including dimensions, notes and symbols. Development of professional quality floor plans, exterior and interior elevations working from given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: DFT105 or department permission. DFT121 suggested but not required.

DFT151 3 credits 6 periods

Architectural CAD II: Site Plans and Sections

CAD-based instruction directed to the creation of fully annotated site plans and sectional views. Development of professional quality site plans, wall sections, and building sections working from residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: DFT150 or department permission. DFT121 suggested but not required.

DFT200 3 credits 6 periods

Architectural CAD III: Structural Systems

CAD-based instruction for layout and completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: DFT150 or department permission. DFT121 suggested but not required.

DFT201 **3 credits 6 periods**
Architectural CAD IV: Mechanical and Electrical Systems
 CAD-based instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: DFT150 or department permission. DFT121 suggested but not required.

DFT221 **3 credits 6 periods**
Architectural Rendering: Pen and Ink, Technical Techniques
 Two- and three-dimensional drawing with shades/shadows, landscape, hardscape, finishes, human figures, and architectural entourage in pencil and ink media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT222 **3 credits 6 periods**
Architectural Rendering: Color, Freehand Techniques
 Emphasis on color rendering of two- and three-dimensional drawings using a variety of color media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT225 **3 credits 6 periods**
Architectural CAD V: Construction Details
 Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: (DFT151 and GTC124), or departmental approval.

DFT254AA **3 credits 6 periods**
Computer-Aided Drafting II: AutoCAD
 Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use. Prerequisites: DFT105AA, or DFT252AA, or equivalent, or departmental approval.

DFT280 **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: (DFT151, DFT200, DFT201, GTC124 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.

DFT296 - COOPERATIVE EDUCATION: Information about DFT296 courses can be found on page 123.

DFT298 - SPECIAL PROJECTS: Information about DFT298 courses can be found on page 176.

ART/ADVERTISING ART

ART/ADA

Art Department Office AB 112 (480) 423-6344
 Fine Arts Division Office MB 139 (480) 423-6328

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

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

ADA

Advertising Arts

ADA105 **3 credits 4 periods**
Typography and Lettering

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

ADA109 **3 credits 4 periods**
Cartooning Methods

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

ART

Computer Arts

ART100 **1 credit 2 periods**
Introduction to Computer Graphic Art

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

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.

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.

Course Descriptions

ART170 3 credits 6 periods
Three-Dimensional Computer Design (ADA170)
Artistic manipulation of computer images. Emphasis on color and three-dimensional design in production of these images. Existing software used to generate three-dimensional art. Prerequisites: ART100, ART169 or permission of instructor.

ART175 3 credits 6 periods
Electronic Publishing Design I (ADA175)
Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ART177 3 credits 6 periods
Computer-Photographic Imaging (ADA177)
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART179AB 2 credits 4 periods
Electronic Presentation Design Part II
Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials. Prerequisites: ART179AA or permission of instructor.

ART180AB 1 credit 2 periods
Designer's Tools: PageMaker (ADA180AB)
Introduction to the multiple elements of PageMaker software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART180AC 1 credit 2 periods
Designer's Tools: QuarkXPress (ADA180AC)
Introduction to the multiple elements of QuarkXPress, a visual art adaptation software package using the Macintosh microcomputer. Basic foundation course in the use of electronic techniques, including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART180AE 1 credit 2 periods
Designer's Tools: Adobe Photoshop (ADA180AE)
Introduction to the multiple elements of Photoshop software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices. Prerequisites: ART100 or permission of instructor.

ART183 3 credits 6 periods
Computer Aided Graphic Arts I
Graphic design use in microcomputer, black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. Prerequisites or Corequisites: ART100 or permission of instructor. (*ART183 not offered every semester.*)

ART184 3 credits 6 periods
Computer Animation (ADA/MMT184)
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100, or ART111, or ART116, or permission of instructor.

ART190 3 credits 6 periods
Art of Web Site Design (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 HyperText Markup Language (HTML), digital text, and graphics to produce artistic form and content for the Web. Prerequisites: ART180AB, or ART180AC, or ART180AE, or permission of instructor. (*ART190 not offered every semester.*)

ART199SA 3 credits 6 periods
Digital Storytelling (COM199SA)
Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a five-minute story. Prerequisites: None.

ART270 3 credits 6 periods
Intermediate Computer Photographic Imaging
Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

ART274 3 credits 6 periods
Advanced Computer Photographic Imaging
Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

ART283 3 credits 6 periods
Computer Aided Graphic Arts II (ADA283)
Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183, or ART183, or permission of instructor.

ART285 3 credits 6 periods
Multipresentation Graphics (ADA285)
Computer-aided design and development of a company identity program; development of a videotape demonstrating market impact; preparation of a portfolio of completed art and graphics. Prerequisites: ART100, ART169, or permission of instructor.

Course Descriptions

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.

ART Photographic Arts

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

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

ART130 2 credits 2 periods

35MM Slide Techniques

Fundamentals of 35MM slide photography. Includes camera operations, exposure techniques, color slide materials and theory of color photography. Prerequisites: None.

ART131 3 credits 6 periods

Photography I

Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132 3 credits 6 periods

Photography II

Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART133 3 credits 6 periods

Photography III

Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor. ART111 and ART116 recommended but not required.

ART134 3 credits 6 periods

Photography IV

Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: ART133 or permission of instructor.

ART138 3 credits 6 periods

Commercial Photography I

Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community. Prerequisites: None. (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.

ART234 3 credits 6 periods

Color Photography I

Basic principles of color theory, camera and darkroom techniques using positive materials. Prerequisites: ART131 or permission of instructor. (ART234 is not offered every semester.)

ART Visual Arts

ART110 1 credit 2 periods

Experimental Chinese Painting

Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works. Prerequisites: None.

ART111 3 credits 6 periods

Drawing I

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 credits 6 periods

Two-Dimensional Design (ADA112)

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113 3 credits 6 periods

Color

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: ART112.

ART115 3 credits 6 periods

Three-Dimensional Design (ADA115)

Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART116 3 credits 6 periods

Life Drawing I

Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

Course Descriptions

ART117 Life Drawing II	3 credits	6 periods
Further study of form, structure and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.		
ART122 Drawing and Composition II	3 credits	6 periods
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.		
ART151 Sculpture I	3 credits	6 periods
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.		
ART152 Sculpture II	3 credits	6 periods
Emphasis on control of sculptural media. Prerequisites: ART151.		
ART165 Watercolor Painting I	3 credits	6 periods
Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of instructor.		
ART166 Watercolor Painting II	3 credits	6 periods
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.		
ART167 Painting I	3 credits	6 periods
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.		
ART168 Painting II	3 credits	6 periods
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.		
ART171 Jewelry I	3 credits	6 periods
Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. Prerequisites: None.		
ART172 Jewelry II	3 credits	6 periods
Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: ART171.		
ART181 Graphic Design I	3 credits	6 periods
Introduction to development of lettering and design skills through functional and aesthetic use of typography. Concentration on lettering for reproduction, type indication, historical development, type specification, and use of letter forms as design elements. Prerequisites: ART112 or permission of instructor.		

ART182 Graphic Design II	3 credits	6 periods
Concept development and design solutions to problems in consumer advertising, sales promotion and public relations material. Interpreting art form and copy through creative graphicsolutions. Pasteup and production processes. Prerequisites: ART181 or permission of instructor.		
ART211 Drawing and Composition III	3 credits	6 periods
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.		
ART216 Life Drawing III	3 credits	6 periods
Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of instructor.		
ART217 Life Drawing IV	3 credits	6 periods
Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of instructor.		
ART222 Drawing and Composition IV	3 credits	6 periods
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.		
ART251 Sculpture III	3 credits	6 periods
With emphasis on attention to individual problems and techniques. Prerequisites: ART152.		
ART252 Sculpture IV	3 credits	6 periods
Advanced sculpture problems and professional practices. Prerequisites: ART251.		
ART255 Art Marketing	3 credits	3 periods
Career goals, presentation of artist and art work (portfolio, 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. <i>(ART255 not offered every semester.)</i>		
ART265 Watercolor Painting III	3 credits	6 periods
Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.		
ART266 Watercolor Painting IV	3 credits	6 periods
Advanced problems directed toward more personal expression. Prerequisites: ART265.		

Course Descriptions

BUSINESS (Fastrack)

Business Division Office AP 246 (480) 423-6253

For course descriptions in the Business (Fastrack) Program, see:

- ACC110 – page 100
- GBS120 and 200 – below
- IBS201 – page 153
- MGT109, 126, 127, 179 and 206 – page 155
- MKT210 – page 156

BUSINESS

GBS and SBU

Business Division Office AP 246 (480) 423-6253

GBS

Business

GBS120 3 credits 3 periods

Workplace Communication Skills (Fastrack)

Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages. Prerequisites: None.

GBS131 3 credits 3 periods

Business Calculations

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

GBS151 3 credits 3 periods

Introduction to Business

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

GBS200 3 credits 3 periods

Understanding the Business Environment (Fastrack)

Provides an overview of the major external factors and issues affecting the contemporary business environment. Prerequisites: None.

GBS205 3 credits 3 periods

Legal, Ethical, and Regulatory Issues in Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS220 3 credits 3 periods

Quantitative Methods in Business

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, MAT151 or MAT152) or equivalent, or satisfactory score on district placement exam. NOTE: For business majors only, course can be substituted for Finite Math, MAT172.

GBS221 3 credits 3 periods

Business Statistics

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Prerequisites: Grade of "C" or better in GBS220 or MAT172.

GBS233 3 credits 3 periods

Business Communication

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division.

GBS261 3 credits 3 periods

Investments I

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.

SBU

Society and Business

SBU200 3 credits 3 periods

Society and Business

The study of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of business responses. Prerequisites: None.

BUSINESS-PERSONAL COMPUTERS

BPC

CIS Department Office CM 401 (480) 423-6588

ALSO SEE: Cisco Networking Technology (CNT), page 116
Computer Information Systems (CIS), page 118
Microsoft Networking Technology (MST), page 159
Office Automation Systems (OAS), page 168

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 open-entry format.)

BPC101AA 1 credit 2 periods

Introduction to Microcomputers I: IBM

Microcomputer software applications for the IBM personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None. (Offered in both online and open-entry formats.)

BPC101BA 1 credit 1 period

Introduction to Microcomputers II: IBM

Microcomputer software applications for the IBM personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA. (Offered in both online and open-entry formats.)

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 online, open-entry and instructor-led formats.)

BPC170 3 credits 4 periods

Computer Maintenance I: A+ Prep

Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 and BPC121AB or permission of instructor.

BPC210 3 credits 4 periods

Advanced Computer Usage and Applications

Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications, and Internet. Prerequisites: BPC110 or permission of instructor.

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 both online and open-entry formats.)

BPC270 3 credits 4 periods

Microcomputer Maintenance II

Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. Prerequisites: BPC170 with grade of "C" or better, or permission of instructor.

BPC273 3 credits 4 periods

Advanced Server computer Maintenance: Server+ Prep

Focuses on complex technical aspects of the microcomputer server, including hardware installation, configuration, and troubleshooting. Strong emphasis on network operating systems installation, data storage subsystems, and data recovery. Preparation for the CompTIA Server+ examination. Prerequisites: (BPC170 and MST140), or permission of instructor.

CHEMISTRY

CHM

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

The chemistry curriculum recommended for students who plan to become majors in chemistry, biology, pre-medical, pre-dental or pre-pharmacy is CHM151, 154, 235 and 236. Students with insufficient chemistry background should enroll in CHM130. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM151, CHM152

CHM107 3 credits 3 periods

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. Prerequisites: None.

CHM107LL 1 credit 3 periods

Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

CHM130 3 credits 3 periods

Fundamental Chemistry

Elements of general chemistry for all students. Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education among others. Serves to prepare the student for CHM151 or CHM230. Prerequisites: Grade of "C" or better in CHM090, or MAT091, or MAT092, or MAT102, or satisfactory score on math placement exam.

CHM130LL 1 credit 3 periods

Fundamental Chemistry Laboratory

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

CHM151 3 credits 3 periods

General Chemistry I

A detailed study of the principles of chemistry. Designed for science majors and students in preprofessional curricula. Completion of CHM151LL required to meet the Natural Science requirement. Prerequisites: (CHM130 and CHM130LL) or one year of high school chemistry with a grade of "C" or better, and completion of Intermediate Algebra or equivalent.

CHM151LL 1 credit 3 periods

General Chemistry I Laboratory

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or equivalent. Prerequisites or Corequisites: CHM151.

CHM152 3 credits 3 periods

General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL is required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

Course Descriptions

CHM152LL 1 credit 3 periods
General Chemistry II Laboratory
Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152 or equivalent.

CHM154 3 credits 3 periods
General Chemistry II with Qualitative Analysis
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Completion of CHM154LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL.

CHM154LL 2 credits 6 periods
General Chemistry II with Qualitative Laboratory
Laboratory experience in support of CHM154. Includes qualitative analysis. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM154.

CHM220 3 credits 3 periods
Analytical Chemistry
Principles and methods of chemical analysis. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL.

CHM220LL 2 credits 6 periods
Analytical Chemistry Lab
Laboratory experience in support of CHM220. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM220.

CHM230 3 credits 3 periods
Fundamental Organic Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Course content designed to meet the needs of students in agriculture, home economics, nursing, pre-physician assistant, and physical education among others. Prerequisites: (CHM130 and CHM130LL) or (CHM151 and CHM151LL).

CHM230LL 1 credit 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.

CHM235LL 1 credit 4 periods
General Organic Chemistry I Laboratory
Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

CHM236 3 credits 3 periods
General Organic Chemistry IIA
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL.

CHM236LL 1 credit 4 periods
General Organic Chemistry IIA Laboratory
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CHILD/FAMILY STUDIES

CFS

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

ALSO SEE: Early Childhood Development (ECH), page 129
Early Education (EED), page 131
Infant/Toddler Development (ITD), page 150

CFS249 3 credits 3 period
Transition to Adulthood

Emphasis on major elements of the transition to adulthood and key links to changes in family relationships. Focus on the realignment of intergenerational relationships and reassessment of family priorities. Course designed for those seeking careers in Family Studies, Parent Education, Psychology, Social Work/Human Services. Prerequisites: None.

CISCO NETWORK TECHNOLOGY

CNT

CIS Department Office CM 401 (480) 423-6588

ALSO SEE: Business-Personal Computers (BPC), page 113
Computer Information Systems (CIS), page 118
Microsoft Networking Technology (MST), page 159
Office Automation Systems (OAS), page 168

CNT140 4 credits 6 periods
Cisco Networking Basics

Introduction to the computer networking field. Covers network terminology and protocols, local area networks (LAN), and wide area networks (WAN). Includes Open Systems Interconnection (OSI) models, cabling and cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Preparation for the Cisco Certified Network Associate examination. Prerequisites: None.

CNT150 4 credits 6 periods
Cisco Networking Router Technologies

Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CIVIL ENGINEERING TECHNOLOGY

CET

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

ALSO SEE: Building Safety Technology (BLT), page 112
General Technology (GTC), page 145

CET104 3 credits 3 periods

Community Planning and Development

Provides a comprehensive overview of the urban planning and development process. Introduces planning theories, methodologies, and strategies with practical applications from local and other urban communities. Topics include municipal planning, land use and zoning, circulation, water and waste water management, storm drainage and public utility services. Examines the economic development process, environmental and legal issues and focuses on the interdependent nature of development. Prerequisites: None.

COMMUNICATION ARTS

COM

Communication Arts Dept. Office PA 133A (480) 423-6076
Fine Arts Division Office MB 139 (480) 423-6328

Speech communication classes include both theory and practice in a variety of communication situations (group, interpersonal, public) and settings (cultural, organizational, performance). Many college programs require specific communication courses. To assure they meet the unique communication requirements of their major, students should check with an advisor before selecting a communication course.

COM100 3 credits 3 periods

Introduction to Human Communication

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110 3 credits 3 periods

Interpersonal Communication

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

COM125 3 credits 3 periods

Presentational Speaking

Techniques for developing oral presentations which include visual media. Principles of verbal message development and related visual design stressed. Techniques of managing the presentational environment including question and answer periods and the operation of common equipment. Prerequisites: None. (COM125 not offered every semester.)

COM199SA 3 credits 6 periods

Digital Storytelling (ART199SA)

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a five-minute story. Prerequisites: None.

COM207 3 credits 3 periods

Introduction to Communication Inquiry

Recommended for the communication major. Overview of theory and methodological practice in communication with particular attention to

scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent or permission of instructor.

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: ENG101, or ENG107, or equivalent.

COM225 3 credits 3 periods

Public Speaking

Designed to improve one's self-confidence and self-confidence and self-concept through improving communication skills used in public speaking. To enhance each student's ability to present his/her ideas in an organized, time constrained format. To improve critical thinking skills and enhance student's ability to express himself or herself objectively, subjectively, and creatively. Prerequisites: ENG101, or ENG107, or equivalent.

COM230 3 credits 3 periods

Small Group Communication

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: ENG101, or ENG107, or equivalent.

COM241 3 credits 3 periods

Performance of Literature (THP241)

The study, analysis, and preparation of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101, or ENG107, or equivalent.

COM250 3 credits 3 periods

Introduction to Organizational Communication

Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: None.

COM251 3 credits 3 periods

Interviewing

Principles and techniques of interviewing, including practice through real and simulated interviews in informational, persuasive, and employee-related situations. Prerequisites: None. (COM251 not offered every semester.)

COM259 3 credits 3 periods

Communication in Business and Professions

Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101, or ENG107, or equivalent.

Course Descriptions

CIS225AB 3 credits 3 periods
Object-Oriented Analysis and Design

Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.

CIS226AA 3 credits 4 periods
Internet/Intranet Server Administration: UNIX

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a UNIX environment. Includes coverage of security issues. Prerequisites: (CIS126DA and CIS133DA) or permission of instructor.

CIS226AB 3 credits 4 periods
Internet/Intranet Server Administration: Windows

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Windows server environment. Includes coverage of security issues. Prerequisites: CIS133DA and CIS191DL or permission of instructor.

CIS226AC 3 credits 4 periods
Internet/Intranet Server Administration: Novell NetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in a Novell NetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS226AD 3 credits 4 periods
Internet/Intranet Server Administration: IntranetWare

Set up and management of internet/intranet services, including World Wide Web (WWW) and Simple Mail Transfer Protocol (SMTP) in an IntranetWare server environment. Includes coverage of security issues. Prerequisites: CIS133DA or permission of instructor.

CIS233AA 1 credit 1 period
Web Design and Publishing I

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 Publishing: Dreamweaver: Level I

Introduction to designing and creating pages on the Internet's World Wide Web using Dreamweaver. Hands-on experience authoring hypertext markup language (HTML) and preparing beginning web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS233BA 1 credit 1 period
Web Design and Publishing II

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
Web Design and Publishing

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) and (CIS117DM or CIS119DO), or permission of the instructor.

CIS235 3 credits 4 periods
e-Commerce

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

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.

CIS245 3 credits 4 periods
Novell NetWare Advanced System Administration

NetWare network management and monitoring skills. Topics related to server and client management and network performance. Prerequisites: CIS191.

Course Descriptions

CORPORATE COMPUTER TECHNOLOGY

CCT

CIS Department Office CM 401 (480) 423-6588

CCT200 **1 credit** **2 periods**

I-Net+ Certification

Exploration of technologies involved in Internet development. Includes e-Commerce, web site developing and networking. Prerequisites: None.

CCT260 **3 credits** **4 periods**

Interconnecting Cisco Network Devices (CIS175SA)

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.

COUNSELING AND PERSONAL DEVELOPMENT

CPD

Counseling Services SC 108 (480) 423-6524

Group counseling courses are designed to promote and enhance students' educational, career, and personal success. Included are basic orientation and personal-career development courses, as well as courses for special populations. Students are advised to enroll in only one counseling group concurrently.

CPD102AA **2 credits** **2 periods**

Assertiveness Training

Designed to help students differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct, appropriate manner. Prerequisites: None.

CPD102AB **2 credits** **2 periods**

Career Exploration

Designed to assist students making career choices. Focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD **2 credits** **2 periods**

Eliminating Self-Defeating Behavior

Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement, etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative and more desirable thoughts, emotions and behaviors. Prerequisites: None.

CPD102AH **2 credits** **2 periods**

Stress Management

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AS **2 credits** **2 periods**

Conflict Resolution

Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions. Prerequisites: None.

CPD102AT **2 credits** **2 periods**

Building Self-Esteem

Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.

CPD103BA **2 credits** **2 periods**

Women in Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring educational/career/life options in terms of the realities of roles for women today. Prerequisites: None.

CPD103BB **2 credits** **2 periods**

Men in Transition

Designed to assist men who are experiencing life transitions. Emphasis on assessing potential, increasing self-confidence, managing change, exploring educational/career options, and exploring men's roles in a changing society. Prerequisites: None.

CPD103BC **2 credits** **2 periods**

African American Cultural Pride and Awareness

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BD **2 credits** **2 periods**

Latino/Hispanic American Pride and Awareness

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BE **2 credits** **2 periods**

Native American Cultural Pride and Awareness

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

CPD103BH **2 credits** **2 periods**

Male-Female Communication

Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

CPD103BL **2 credits** **2 periods**

Dynamics of Leadership

Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate competitive behaviors, problem-solving skills, and techniques of leadership. Prerequisites: None.

Course Descriptions

CUL130 3 credits 6 periods
Hot Foods I
Studies all facets of hot foods; including vegetable preparation, stocks, sauces, soups and line work for an American-style grill. Emphasis on techniques, taste, speed, organization, communication, teamwork and the development of professional knife skills. Reviews ingredients, production and plating techniques unique to grill kitchens. Prerequisites: None.

CUL140 3 credits 3 periods
Culinary Principles and Kitchen Management I
Historical background of the culinary profession and food components. Overview of kitchen administration and responsibilities. Includes food history, tools and equipment, food preparation, tasting and sensory evaluation, stocks and sauces, herbs and spices, chocolates, vegetables, fruits, pasta, grains and cheeses. Prerequisites: None.

CUL150 2 credits 3 periods
Garde Manger I
Provides a foundation in Garde Manger. Includes equipment, sanitation and safety, production, salads, emulsified and non-emulsified dressings, sandwiches, cold sauces, salad condiments, knife skills, cleaning of salad greens, and spice and herb identification. Studies culinary terms and presentation techniques. Teaches cooking techniques such as poaching, sautéing, and grilling in the context of Garde Manger work. Prerequisites: None.

CUL160 3 credits 6 periods
Bakery and Pastry Production I
Theory and practice of operating a bakery or pastry shop in a hotel or restaurant kitchen. Provides experience in planning, ordering, scheduling and producing fine French and American pastries and baked goods. Emphasis on rapid, high-quality hand production of doughs, creams, fillings, cookies and breads. Prerequisites: None.

CUL170 2 credits 4 periods
Dining Room Operations I
Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, and writing and presenting guest checks. Emphasis on customer accommodations. Prerequisites: None.

CUL180 3 credits 3 periods
Food in History
Focuses on the history of foodstuffs, the story of cuisine and the social history of eating. Includes the relationship between people and what they eat, between particular foods and social behavior, and between dietary habits, customs and methods of cooking. Prerequisites: None.

CUL190 3 credits 3 periods
Catering Operations I
Studies theory and practice of planning and executing catering functions; includes initial customer contact and follow-up, room setup and scheduling, menu and incidental planning event execution and breakdown, billing and post-event follow-up. Prerequisites: None.

CUL210 2 credits 2 periods
Menu Planning and Facilities Design
Principles and techniques of menu planning and restaurant design for food service operations. Includes applications for health care institutions, commercial kitchens, and industrial facilities. Studies building codes and examines the relationships among equipment, staff and customers in the design of a facility. Prerequisites: None.

CUL230 3 credits 7 periods
Hot Foods II
Hot food preparation and service in a contemporary American kitchen. Focuses on modern adaptation of classical preparation skills. Emphasis on local foods, organization, communication, teamwork and developing plating skills. Prerequisites: CUL130.

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.

CUL250 2 credits 4 periods
Garde Manger II
Refinement of skills required in a Garde Manger Department. Preparation of salads, salad dressings, cold buffet, charcuterie and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing, production and storage of ingredients. Includes sanitation and hygiene standards. Prerequisites: CUL150.

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.

CUL270 3 credits 6 periods
Dining Room Operations II
Theory and practice of operating a formal dining room, including set-up and clean-up, food and beverage service, proper etiquette and tableside food preparation. Emphasis on buffet and banquet set-up and managerial duties. Prerequisites: CUL170.

Course Descriptions

ECH215 2 credits 2 periods
Democracy and Diversity in Early Childhood
 Explores the child's emerging awareness of self and others. Examines adult roles in the development of attitudes and skills essential for participation in a pluralistic/democratic society. Prerequisites: None.

ECH236 1 credit 1 period
Learning Materials for Young Children
 Design aspects of traditional early childhood play materials examined for teaching/learning potential. Includes design, production and field-testing of teacher-made devices. Prerequisites: None.

ECH237 1 credit 1 period
Media for Young Children
 Media production for and with young children. Emphasis on utilization for instruction. Prerequisites: None.

ECH238 1 credit 1 period
Computers in Early Childhood
 Comparison of computers as a teaching device with traditional early childhood learning materials. Hands-on experience with child/computer interaction and software evaluation. Prerequisites: None.

ECH270 1 credit 1 period
Observing Young Children
 Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271 1 credit 1 period
Arranging the Environment
 Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.

ECH272 1 credit 1 period
Science for the Young Child
 Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273 1 credit 1 period
Math for the Young Child
 Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH274 1 credit 1 period
Books and Verse for the Young Child
 Introduction to verse, storytelling, books and bookmaking for infants, toddlers and preschoolers. Information as well as storybooks considered. Prerequisites: None.

ECH275 1 credit 1 period
Literacy Development and the Young Child
 Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing and reading in the home and classroom. Prerequisites: None.

ECH276 1 credit 1 period
Musical Beginnings
 Considers responses to sound, rhythm and melody from infancy through early childhood. Management and planning for listening, singing, moving and creating rhythms and music with young children. Prerequisites: None.

ECH279 1 credit 1 period
Early Childhood Curriculum Development
 An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. May be repeated for a total of four (4) credits. Prerequisites: None.

ECH280 1 credit 1 period
Food Experiences with Young Children
 A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None.

ECH282 1 credit 1 period
Discipline/Guidance of Child Groups
 Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

ECH283 1 credit 1 period
Physical Well-Being of the Young Child
 Ensuring the physical health and safety of young children through age-appropriate environments, routines and learning experiences. Prerequisites: None.

ECH285 2 credits 3 periods
Assistant Teaching in Early Childhood Settings I
 Supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites: CFS176 or ECH176 and permission of instructor.

ECH286 2 credits 3 periods
Assistant Teaching in Early Childhood Settings II
 Continued supervised application of principles of child growth and development in early childhood programs by assisting a classroom teacher in providing age-appropriate play and learning experiences in one of the following settings: a child care center, a preschool, a primary grade classroom or a special education program. Prerequisites or Corequisites: ECH285 and permission of instructor.

ECH287 1 credit 1 period
Professional Development in Early Childhood Education
 Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None.

ECH288 1 credit 1 period
Community Resources and Referral
 Survey of current community agencies, resources and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up. Prerequisites: None.

ECH290 1 credit 1 period
Early Childhood Small Business Internship
 Supervised participation in a program serving young children and their families. Involves assisting and observing the administrative and management roles and responsibilities in the program. Minimum of 30 hours of on-site, supervised participation in a state licensed early childhood facility. Prerequisites: MGT127 and MGT253 and a minimum of 6 credits of ECH courses and permission of instructor.

EARLY EDUCATION **EED**

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

EED230 3 credits 3 periods
Diversity in Early Childhood Education
 Examination of the relationship of cultural values to the formation of the young child's concept of self and the learning process. Emphasis on preparing future early education educators to offer an equal educational opportunity to young children of all cultural groups. Prerequisites: None.

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.

EED280 3 credits 3 periods
Standards, Observation and Assessment in Early Education
 Overview of Early Education standards, observation techniques and assessment methodologies. Also includes ethical responsibilities and the application of standards within varied educational settings. Prerequisites: CFS/ECH176 or CFS205 or permission of instructor.

ECONOMICS **ECN**

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

ECN111 3 credits 3 periods
Macroeconomic Principles
 A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN112 3 credits 3 periods
Microeconomic Principles
 Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Selected issues examined. Prerequisites: None.

EDUCATION **EDU**

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

Students planning to enter the teaching profession should consult early with the institution to which they plan to transfer. Universities differ in their recommendations for the first two years of college work. States also differ in their certification requirements for various teaching levels (elementary or secondary) and different teaching areas (ESL, early childhood, special needs, etc.). A strong general studies transfer program and a start toward an area of subject teaching proficiency are recommended. Students planning to teach in the state of Arizona may need to include Arizona Constitution (POS221) and United States Constitution (POS222). See college advisement center for current Arizona General Education Curriculum information.

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 96). 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.

EDU210 3 credits 3 periods
Methods for Working with the ESL Student
 Strategies for working with the ESL (English as a Second Language) student in language arts, science, math, social studies, and culture. Components of curriculum content and tutoring techniques emphasized. Designed for pre-baccalaureate students. Prerequisites: EDU225, or permission of instructor. *Course Note: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.*

EDU221 3 credits 3 periods
Introduction to Education
 Overview of education and educational institutions in our society; including current issues, responsibilities, and qualifications of educators. Opportunity for students to assess their interest in this area. 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 of Approaches to Serving English Language Learners (ELL)

Rationale for and current educational and legal issues for English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes school-based practicum. Prerequisites: None.

EDU230 3 credits 3 periods
Cultural Diversity in Education

Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups. Prerequisites: None.

EDU240 3 credits 3 periods
Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)

Methods of developing lesson plans in language arts, science, math, social studies, and culture for English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials. Includes school-based practicum. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU225 or departmental approval), or must have a provisional or standard elementary, secondary, or special education teaching certificate.

EDU250 3 credits 3 periods
Overview of the Community Colleges

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

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.

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 or a total of six (6) credit hours. Prerequisites: Baccalaureate Degree and departmental approval. *Course Note: The proposed courses have been reviewed by the Arizona Department of Education, the State Board of Education and the Office of Superintendent for Public Instruction. The courses cover all of the state standards. The content of the courses prepares the student to apply for state teaching certification. A Bachelors degree is also required for this certification.*

EDU285AA 1 credit 1 period
Education Program Seminar

Overview of the teacher education program model, State Teaching Standards and the Arizona Educator Proficiency Assessments. Educational program policies and procedures emphasized. Includes basic skills assessment and fingerprinting regulations. Prerequisites: None.

EDU285AB 1 credit 1 period
Current Perspectives in Education

Focus on the importance of state standards and their relationship to teaching and learning. Instructional design tools for standard based activities and their application in the classroom emphasized. Includes instructional design, resource management, and assessment rubrics. Educational program policies and procedures also covered. Prerequisites: Formal admission to a state approved undergraduate teacher preparation program.

EDU288AA 8 credits 5 periods
Student Teaching Lab - Elementary

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240, EDU285AC, EDU287AC, EDU290, EDU293, and EDU295) 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.

Course Descriptions

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.

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.

EMERGENCY MEDICAL TECHNOLOGY

EMT

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

EMT101 **0.5 credit** **0.5 period**
Cardiopulmonary Resuscitation/Basic Cardiac Life Support (HLR101)
 Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask and cardiac compression, stabilization of adult, infant and child victims with airway obstruction, respiratory, and cardiac arrest. Prerequisites: None.

EMT104 **8 credits** **9.45 periods**
Basic Emergency Medical Technology (FSC104)
 Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current Cardio Pulmonary Resuscitation certification from the American Heart Association, American Red Cross, or other equivalent organization at the Healthcare Provider Level, meeting the new Guidelines 2002. Minimum ninth grade level

reading proficiency on the Nelson-Denney Examination or equivalent. Proof of TB testing or chest x-ray with a negative result within six (6) months prior to application; immunity to rubella (German Measles) and rubeola. *Course Notes: Includes participation in two eight-hour clinical rotations through a local emergency department or an ambulance agency scheduled during the semester outside normal class hours. Requires personal pocket mask, watch with a second hand, stethoscope, penlight, and trauma scissors.*

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 basic EMT certification or permission of department.

EMT208 **16 credits** **20 periods**
Intermediate Emergency Medical Technology
 Designed to meet U.S. Department of Transportation (U.S. DOT) Arizona Department of Health Services (A-DHS) Office of Emergency Medical Services (O-EMS) requirements for EMT-Intermediate. Provides advanced knowledge and skills related to hypoperfusion state, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious states of undetermined etiology, head injury with altered levels of consciousness, and chest trauma. Prerequisites: (MAT102 or equivalent or a satisfactory score on an applicable district placement exam) and ENG101, BIO160, EMT235, EMT236, EMT/FSC238, twenty-four hour Hazardous Materials Operations Level class or equivalent, and current course in American Heart Association Health Care provider or equivalent. Comprehensive written, oral, and practical evaluation on all prerequisite courses required prior to selection for this course. Valid Arizona Certification and be employed as an EMT for one full calendar year prior to registration in this course. Corequisites: EMT208AA.

EMT208AA **2 credits** **10 periods**
Intermediate Emergency Medical Technology Practicum
 Clinical and vehicular practicum in support of EMT208. Prerequisites or Corequisites: EMT208.

EMT215 **3 credits** **3 periods**
Stress and Emergency Services Professionals
 Participative course designed to familiarize students with differences which exist in the socioeconomic, cultural, organizational, and technologic environments and the distress that can occur to emergency-care providers functioning in those arenas. Physiologic, psychologic and behavioral manifestations of distress as it relates to emergency responders. Explores distress management options with emphasis on individual techniques and organizational programs. Prerequisites: Currently employed as prehospital-care provider or registered nurse working in the prehospital setting.

EMT235 **3 credits** **3 periods**
Emergency Cardiac Care
 Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and prehospital setting. Required content for the identification and treatment of cardiac emergencies. Prerequisites: EMT/FSC104 or permission of instructor.

Course Descriptions

ENGLISH AS A SECOND LANGUAGE

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

ESL Course Sequence Block Schedule

Basic - Level I:

CELSA score: 0 - 7

ESL001 Basic English as a Second Language I
RDG008 Phonics



Basic - Level II:

CELSA score: 8 - 15

ESL002 Basic English as a Second Language II
RDG008 Phonics



Level I:

CELSA score: 16 - 29

ESL010 Grammar	ESL014 Idiomatic English
ESL011 Listening & Speaking	RDG010 Reading
ESL012 Writing	



Level II:

CELSA score: 30 - 38

ESL020 Grammar	ESL024 Idiomatic English
ESL021 Listening & Speaking	RDG020 Reading
ESL022 Writing	



Level III:

CELSA score: 39 - 50

ESL030 Grammar	ESL034 Idiomatic English
ESL031 Listening & Speaking	RDG030 Reading
ESL032 Writing	



Level IV:

CELSA score: 51 - 66

ESL040 Grammar	ESL044 Idiomatic English
ESL041 Listening & Speaking	RDG040 Reading
ESL042 Writing	



Transitional ESL classes:

CELSA score: 67 - 75 Take ASSET Test for placement

CRE101 Critical/Evaluative Reading	ENG107 First-Year Composition
ESL051 Pronunciation Improvement	ENG108 First-Year Composition
ESL067 Basic Writing Skills	ENG109 Business Writing
ESL077 Fundamentals of Writing	

TOEFL Preparation

Designed to help students prepare for the computer-based TOEFL tests. Includes pre- and post-tests, and the study of test-taking strategies. For more information, contact John Liffiton, ESL Coordinator, at (480) 423-6447 or by email at john.liffiton@sccmail.maricopa.edu.

ESL

English as a Second Language

ESL001AA 1 credit 1 period

Basic ESL I: Personal Health

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health 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 two (2) credits.*

ESL001AB 1 credit 1 period

Basic ESL I: Safety

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AA, 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.*

ESL001AC 1 credit 1 period

Basic ESL I: Services

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AB or 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 two (2) credits.*

ESL001AD 1 credit 1 period

Basic ESL I: Employment

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AC, or ESL001CA, 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.*

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.*

Course Descriptions

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).

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: ESL012 or appropriate ESL placement test score.

Course Descriptions

ESL024 1 credit 1 period
Idiomatic English for ESL II
 Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: 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: ESL022 or appropriate ESL placement test score.

ESL034 1 credit 1 period
Idiomatic English for ESL III
 Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: 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: ESL032 or appropriate ESL placement test score.

ESL044 1 credit 1 period
Idiomatic English for ESL IV
 Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits. Prerequisites: 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: None.

ESL054 3 credits 3 periods
Introduction to the Culture of the United States
 Reading and writing about American customs, traditions, major historical events, and celebrations. Appropriate for students enrolled in ENG010 or higher level ESL courses. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC), or permission of instructor.

ESL067 3 credits 3 periods
Basic Writing Skills for English as a Second Language
 Emphasis on basic writing skills in sentences and short paragraphs using correct, clear, and idiomatic English. Prerequisites: Appropriate English or ESL placement score, or ESL040, or ESL042, or permission of department chair.

ESL077 3 credits 3 periods
Fundamentals of Writing English as a Second Language
 Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate English or ESL placement score, or ESL040, or ENG056, or ENG061, or ESL042, or permission of department chair.

ENG107 3 credits 3 periods
First-Year Composition for ESL
 Equivalent of ENG101 for students of English as a Second Language (ESL). Standard American English writing skills and emphasis on expository composition. Prerequisites: Appropriate ASSET/COMPASS placement test score, or a grade of "C" or better in ENG071 or ESL077. *Course Note: Taking ESL040 and ESL042 may build skills tested by the ASSET/COMPASS placement.*

ENG108 3 credits 3 periods
First-Year Composition for ESL
 Equivalent of ENG102 for students of English as a Second Language. Continued development of standard English writing skills. Introduction to research, note taking, organization and documentation in the preparation and writing of a research paper. Not open to students who have completed ENG101. Prerequisites: Grade of "C" or better in ENG107.

ENG109 3 credits 3 periods
Business Writing for ESL
 ESL focus: Writing business letters and memos with an emphasis on persuasion and organization. Prerequisites: Appropriate ESL or ASSET placement test score, or a grade of “C” or better in (ENG107, or ENG108, or ENG101, or ENG102, or ENG111), or permission of instructor.

RDG Reading English as a Second Language

RDG010 3 credits 3 periods
Reading English as a Second Language I
 Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

RDG020 3 credits 3 periods
Reading English as a Second Language II
 Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of “C” or better in RDG010, or permission of instructor.

RDG030 3 credits 3 periods
Reading English as a Second Language III
 Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of “C” or better in RDG020, or permission of instructor.

RDG040 3 credits 3 periods
Reading English as a Second Language IV
 Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of “C” or better in RDG030, or permission of instructor.

ENGLISH HUMANITIES

ENH

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

ENH110 3 credits 3 periods
Introduction to Literature
 Introduction to international literature through various forms of literary expression, e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

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 Ellery Queen and others. Prerequisites: None.

ENH201 3 credits 3 periods
World Literature Through the Renaissance
 Includes a selection of the world’s literary masterpieces in their cultural background, beginning with ancient Oriental and Occidental writings and concluding with Renaissance writings. Prerequisites: None.

ENH202 3 credits 3 periods
World Literature After the Renaissance
 Includes a selection of the world’s literary masterpieces from the Renaissance to modern times. Prerequisites: None.

ENH214 3 credits 3 periods
Poetry Study
 Involves reading, discussing, and analyzing poetry of various forms and from selected periods. Prerequisites: None.

ENH221 3 credits 3 periods
Survey of English Literature Before 1800
 Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: None.

ENH222 3 credits 3 periods
Survey of English Literature After 1800
 Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: None.

ENH230 3 credits 3 periods
Introduction to Shakespeare
 Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories, and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare’s influence through the centuries, noting parallels between the late 16th century and the late 20th century. Prerequisites: None.

ENH241 3 credits 3 periods
American Literature Before 1860
 Includes literature written prior to 1860 in the United States. Prerequisites: None.

ENH242 3 credits 3 periods
American Literature After 1860
 Includes literature written after 1860 in the United States. Prerequisites: None.

ENH250 3 credits 3 periods
Classical Backgrounds in Literature
 Introduction to selected readings of Greek and Latin literature in translation and to the key elements as integral aspects of Western culture through successive ages. Prerequisites: None.

Course Descriptions

rotations through a local emergency department or an ambulance agency scheduled during the semester outside normal class hours. Requires personal pocket mask, watch with a second hand, stethoscope, penlight, and trauma scissors.

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 2 credits 2 periods **Wildland Firefighter**

Basic-level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

FSC113 3 credits 3 periods **Introduction to Fire Suppression**

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

FSC117 3 credits 3 periods **Fire Apparatus**

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

FSC118 3 credits 3 periods **Fire Hydraulics**

Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

FSC134 3 credits 4.6 periods **Fitness and Conditioning for Firefighters**

Overview of all aspects of fitness for current and prospective firefighters. Includes mental aspects of performance for optimal achievement on fire department agility tests and firefighting tasks; physical fitness and workout techniques as they apply to performing specific firefighting tasks; individual conditioning strategies, nutritional guidelines, and basic exercise principles. Lifelong fitness and conditioning. Prerequisites: None.

FSC202 3 credits 3 periods **Supervisory Training for Firefighters**

Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

FSC204 3 credits 3 periods **Firefighting Tactics and Strategy**

Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113, or permission of instructor or equivalent.

FSC208 3 credits 3 periods **Firefighter Safety and Building Construction**

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113, or permission of instructor, or equivalent.

FSC209 3 credits 3 periods **Fire Investigation**

Methods of determining point of fire origin, path of fire travel, and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports, and records. Prerequisites: None.

FSC211 3 credits 3 periods **Fundamentals of Flammable Hazardous Materials**

Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies, and laws at federal, state and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes. Prerequisites: FSC105.

FSC212 3 credits 3 periods **Dangerous and Explosive Hazardous Materials**

The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances. Prerequisites: FSC211.

Course Descriptions

HEALTH CARE RELATED

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

HCR210 **3 credits** **3 periods**

Clinical Health Care Ethics

An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102.

HCR240 **4 credits** **4 periods**

Human Pathophysiology

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AA **2 credits** **2 periods**

Human Pathophysiology I

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or equivalent.

HCR240AB **2 credits** **2 periods**

Human Pathophysiology II

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: HCR240AA.

HEALTH CORE CURRICULUM

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

HCC109 **0.5 credit** **0.5 period**

CPR for Health Care Provider (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.

HCC130 **3 credits** **3 periods**

Fundamentals in Health Care Delivery

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCR

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.

HEALTH SCIENCE (HPERD)

HES

HPERD Division PE 149 (480) 423-6606

Health Science courses are designed for the student who desires to transfer to university programs in the areas of Health, Physical Education and Recreation.

HES100 **3 credits 3 periods**
Healthful Living

Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

HES126 **2 credits 2 periods**
Women's Health Issues

Develops awareness of health issues related to women. Examines diseases common to women. Explores predisposing and precipitating factors affecting health and reviews current treatment of disease. Focuses on the development of behaviors that promote a healthy and productive life. Prerequisites: None.

HES154 **3 credits 3 periods**
First Aid/Cardiopulmonary Resuscitation

Cardiopulmonary resuscitation and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES201 **3 credits 3 periods**
Substance Abuse and Behavior

Principles and factual bases of drug use and abuse. Physiological and socio-psychological effects of drug use and law enforcement of drug abuse. Consultants used extensively to enrich course. Prerequisites: None.

HES271 **3 credits 3 periods**
Prevention and Treatment of Athletic Injuries

Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HISTORY

HIS

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

HIS100 **3 credits 3 periods**
History of Western Civilization to Middle Ages

Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

HIS101 **3 credits 3 periods**
History of Western Civilization Middle Ages to 1789

Survey of the origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102 **3 credits 3 periods**
History of Western Civilization 1789 to Present

Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103 **3 credits 3 periods**
United States History to 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.

HIS110 **3 credits 3 periods**
World History to 1500

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

HIS111 **3 credits 3 periods**
World History 1500 to the Present

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

HIS140 **3 credits 3 periods**
American Indian History (AIS140)

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

ITD203 2 credits 2 periods

Health, Safety and Routines in Group Care

Standards for health/safety and the importance of routines for the overall development of infants and toddlers in group care. Examines current regulations and proposed standards and the rationales supporting them. Prerequisites: None.

ITD204 1 credit 1 period

Supporting Family Development

Practical and professional ways to foster communication with family members and relationships within families of infants and toddlers. Considers sensitivity to contemporary family differences and respect for confidentiality. Prerequisites: None.

ITD205 1 credit 1 period

Emerging Individuality

An overview of the range of differences among infants and toddlers as they develop in the first three years of life. Includes consideration of physical variation, temperaments and multiple intelligences. Prerequisites: None.

ITD206 1 credit 1 period

Developmental Milestones: Birth to Age Three

An overview of major developmental milestones in the first three years of life. Motor, self-help, cognitive, communicative, social and emotional behaviors examined. Prerequisites: None.

ITD210 3 credits 3 periods

Attachment, Relationships and Families

Explores the attachment process and relationships within families. Considers contemporary social contexts where children develop a concept of self, self-regulation, and interaction skills with children and adults. Examines family dynamics, societal stresses and supportive professional roles and responsibilities. Prerequisites: CFS/ECH176 or permission of instructor.

ITD260 1 credit 2 periods

Reflective Case Study

An extended relationship with an infant or toddler and their primary caregiver in the child's own home setting. Weekly visits with the child and family members, reflective journal keeping and regular class meetings with fellow students and instructor. May be repeated for up to four credits. Prerequisites: Current enrollment in Infant/Toddler Program; must have completed at least five program credit hours, and permission of instructor.

ITD261 2 credits 2 periods

Infant/Toddler Practicum

Supervised participation in a program serving children under three years of age. May include licensed family day care, center-based care, parent-child programs or home-visitor programs. Minimum of 50 hours of supervised participation. May not be a site where student is already employed. Prerequisites: Current enrollment in program and completion of 7 credits in ITD certificate courses and permission of the instructor.

INTERIOR DESIGN

INT

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

INT105 3 credits 3 periods

Introduction to Interior Design

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: DFT121.

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 the design process and tasks within each phase of the process. Stresses creative expression through the utilization of design elements and principles. Prerequisites: INT105 and DFT121. INT140 or DFT105 recommended but not required.

Course Descriptions

IBS108 **2 credits** **2 periods**

Basics of Import/Export Operations

An overview of the steps involved in importing and exporting a product or service from beginning to end. Course includes an introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination, basic laws affecting imports, currency exchange and letters of credit. Practical advice about storage and transportation of shipments after they have cleared customs. Other topics will include marketing, organization, regulations, terms of sale, documentation, shipment and financing involved with international enterprises, sovereignty, technology transfer, arbitration, negotiation, and diplomacy. Prerequisites: None.

IBS109 **3 credits** **3 periods**

Cultural Dimension for International Trade

The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society. Prerequisites: None.

IBS113 **1 credit** **1 period**

U.S. Customs/Duties

An overview of requirements for importing into the United States. Introduction to the United States Customs Service, what customs brokers do, duty rate structure and determination. Overview of special customs issues. Prerequisites: None.

IBS114 **1 credit** **1 period**

International Transportation and Distribution Systems

International transportation and distribution options in export and import operations, including air freight, shipping, freight forwarders, and distributors in competitive markets. Emphasis on selection, management and evaluation of overseas distributors and agents. INCO shipping terms, standard carrier containers; inland, air, and ocean freight services; packing strategies and costs. Prerequisites: None.

IBS120 **3 credits** **3 periods**

Strategic Management of Exporting and Importing

An overview of the processes involved in importing and exporting a product from beginning to end. Course includes an introduction to the export compliance and import clearance regulations, the roles of freight forwarders, customs brokers and carriers, duty rate structure and classification, terms of sale, and terms of payment. Other topics include marketing, purchasing, documentation, and cargo. Compliance with appropriate U.S. government regulations is emphasized throughout the course. Prerequisites: None.

IBS122 **3 credits** **3 periods**

International Internship

To enhance each international intern's opportunity for success in the field of international business by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in international business. Prerequisites: Be employed or volunteer in the field of international business and have completed 8-12 hours of classroom study in the IBS curriculum or equivalent. (Five hours per week per 1.0 unit of work experience.) Evidence of a minimum of 150 hours of work time and preparation of internship reports.

IBS201 **3 credits** **3 periods**

International Studies for Business

Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts to real-world business situations through case studies and experiential exercises. Prerequisites: None.

ITALIAN LANGUAGE

ITA

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

ITA101AA **4 credits** **5 periods**

Elementary Italian I

Basic grammar, pronunciation and vocabulary of the Italian language. Includes the study of Italian culture. Practice of listening, speaking, reading and writing skills. Prerequisites: None.

ITA102AA **4 credits** **5 periods**

Elementary Italian II

Continued study of grammar and vocabulary along with the study of Italian culture. Emphasis on speaking, reading and writing skills. Prerequisites: ITA101 or equivalent.

ITA115 **3 credits** **3 periods**

Beginning Italian Conversation I

Conversational Italian. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Italian. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

ITA116 **3 credits** **3 periods**

Beginning Italian Conversation II

Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

ITA201 **4 credits** **4 periods**

Intermediate Italian I

Review of essential grammar of the Italian language and study of the Italian culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: ITA102 or equivalent or departmental approval.

ITA202 **4 credits** **4 periods**

Intermediate Italian II

Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201, or equivalent, or departmental approval.

ITA225 **3 credits** **3 periods**

Intermediate Italian Conversation I

Continued development of skills in conversational Italian for effective communication. A review of grammar and development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA116, or ITA102, or departmental approval.

ITA226 3 credits 3 periods
Intermediate Italian Conversation II
 Continued development of skills in conversational Italian for effective communication. A review of grammar including the extensive use of grammatical concepts. Continued development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA225, or ITA201, or departmental approval.

JAPANESE LANGUAGE **JPN**

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

JPN101 5 credits 6 periods
Elementary Japanese I
 Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

JPN102 5 credits 6 periods
Elementary Japanese II
 Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or departmental approval.

JPN115 3 credits 3 periods
Beginning Japanese Conversation I
 Conversational Japanese. Basic sentence structure, pronunciation, and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities with little emphasis on grammar, reading, or writing. Prerequisites: None.

JPN116 3 credits 3 periods
Beginning Japanese Conversation II
 Continuation of conversational Japanese for survival in everyday business and social situations. Expansion of vocabulary and sentence structure through aural/oral practice. Practice in reading and writing Kana. Prerequisites: JPN115.

JPN201 5 credits 6 periods
Intermediate Japanese I
 Expansion of sentence structure through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or equivalent.

JPN202 5 credits 6 periods
Intermediate Japanese II
 Extensive review of Japanese grammar; development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN201 or equivalent.

JOURNALISM **JRN**

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

JRN133 3 credits 3 periods
Development of Small Publications
 Design, plan and write newsletters, brochures, and advertisements. Desktop computer production and paste-up techniques. Prerequisites: None. Computer experience and (BPC138AA or BPC138AB) suggested but not required.

JRN140 3 credits 3 periods
Print Media Sales
 Sales methods and techniques used by newspaper and magazine salespersons including advertising sales presentations, campaigns, designs, layouts and paste-up ads. Prerequisites: None.

JRN201 3 credits 5 periods
News Writing
 Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills and organizational structure for news. Prerequisites: ENG101 or ENG107 or equivalent.

JRN212 3 credits 5 periods
Broadcast Writing
 Writing techniques for basic broadcast scripts: promotions, commercials, public service announcements, news leads, news stories, audio and video, sports, weather, traffic checks, five-minute newscasts, reports, using broadcast style rules. Prerequisites: MCO120 and ENG101.

JRN215 3 credits 5 periods
News Production
 Writing, editing and publishing the student newspaper. Emphasis on news judgment, page design, computer pagination, photo usage, headline writing, editorial writing, newsroom management, and legal and ethical considerations. Emphasis may vary according to student goals. Prerequisites: None.

JRN234 3 credits 3 periods
Feature Writing
 Emphasis on crafting stylized stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Prerequisites: ENG101 or ENG107 or equivalent.

LIBRARY SCIENCE **LBS**

Library Division Office LB 162 (480) 423-6434

LBS101 2 credits 2 periods
Library Resource Concepts and Skills
 Information access skills for print and electronic resources. Use of libraries and their structure, tools and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS220 1 credit 1 period
Information Literacy and the Internet
 Exploration of the Internet as an informational resource. Development of basic information literacy skills. Prerequisites: None.

Course Descriptions

MANAGEMENT

Business Division Office AP 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Business, Business (Fastrack), Hospitality and Tourism/Golf Management, Hospitality and Tourism/Hotel Management, Hospitality and Tourism/Restaurant, and Office Automation Systems.

MGT101 3 credits 3 periods

Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT109 3 credits 3 periods

Development of Professional Skills and Standards (Fastrack)

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations. Prerequisites: None.

MGT113 3 credits 3 periods

Proposal Writing (AIS113)

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

MGT126 3 credits 3 periods

Customer Service Skills and Strategies (Fastrack)

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program.

MGT127 3 credits 3 periods

Managing and Leading for Competitive Advantage (Fastrack)

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. Prerequisites: None.

MGT172 1 credit 1 period

Organizations, Paradigms and Change

Examines the nature of organizations, paradigms, and change as organizations manage for excellence. Focuses on current practices and future trends in total quality management. Includes ethics and the future of organizations in a global economy. Prerequisites: None.

MGT

MGT175 3 credits 3 periods

Business Organization and Management

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics and social responsibility. Prerequisites: None.

MGT179 3 credits 3 periods

Utilizing the Human Resources Department (Fastrack)

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None.

MGT201 1 credit 1 period

Tribal Management Seminar I (AIS201)

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

MGT202 1 credit 1 period

Tribal Management Seminar II (AIS202)

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

MGT203 3 credits 3 periods

Fundamentals of Economic Development for Indigenous Nations (AIS203)

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

MGT206 3 credits 3 periods

Business Research Project (Fastrack)

Reviews basic principles and techniques for conducting research. Includes criteria for evaluation of research. Involves an in-depth analysis of a selected topic related to contemporary business. Focuses on selection of topic, research design, collection and analysis of data, and preparation and presentation of a research report. Prerequisites: Completion of a minimum of 15 credits in the Business "Fastrack" Program with a grade of "C" or better.

MGT251 3 credits 3 periods

Human Relations in Business

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT253 3 credits 3 periods
Owning and Operating a Small Business
 Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

MGT276 3 credits 3 periods
Personnel/Human Resource Management
 Human resource planning, staffing, training, compensating, and appraising employees in labor-management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MARKETING **MKT**
 Business Division Office AP 246 (480) 423-6253

See requirements listed for certificate programs and associate degrees under Business.

MKT101 3 credits 3 periods
Introduction to Public Relations
 Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT210 3 credits 3 periods
Applied Marketing Strategies (Fastrack)
 Examines the principles and terminology utilized in the marketing function and their value and application in the day-to-day operation of a business. Focuses on marketing planning, market segmentation, positioning, targeting and aspects of international marketing. Reviews product development, pricing, promotion and distribution and explores careers in marketing. Prerequisites: None.

MKT263 3 credits 3 periods
Advertising Principles
 Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required.

MKT267 3 credits 3 periods
Principles of Salesmanship
 Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

MKT268 3 credits 3 periods
Merchandising
 Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

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.

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

Mathematics Value Statement

Rapid change and growing complexity characterize our world. In this context, the ability to think critically is an increasingly important skill.

As a discipline that encompasses many forms of reasoning, mathematics is in a position to foster critical thinking and other higher-order thinking skills.

Students become critical thinkers in mathematics not only through the acquisition of course-specific knowledge and skills, but also through the development of skills in problem solving, decision making, and communication. Accordingly, all mathematics courses in the Maricopa Community College District are designed to help develop the following:

To foster critical thinking, students interpret evidence, identify arguments pro and con, analyze and evaluate alternative points of view, reach conclusions, justify results and procedures, and explain assumptions and reasons.

When solving problems, students identify the problem to be solved, determine the strategy(ies) to solve the problem, apply the selected strategy(ies), judge the correctness and appropriateness of the solution, and interpret and communicate the solution.

When making decisions, students identify the various options that could be used, select an appropriate or reasonable option(s), justify the option(s) selected, and verify the reasonableness or validity of their conclusions. To develop effective communication skills, students use mathematical language and vocabulary; explain a problem-solving or decision-making process in an understandable and logical sequence; use a variety of resources, materials, or methods; and interpret and respond to mathematical communication received from others.

MAT065 1 credit 1 period
Graphing Calculator
 Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT081 4 credits 4 periods
Basic Arithmetic
 Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions; and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT082 3 credits 3 periods
Basic Arithmetic
 Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions; and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None.

MAT152 3 credits 3 periods

College Algebra/Functions

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, log arithmic, 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.

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 elementary functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, MAT187 or equivalent, or satisfactory score on District placement exam.

MAT220 5 credits 5 periods

Analytic Geometry and Calculus I

Topics from analytic geometry with specific emphasis on inequalities and absolute value expressions, limits, continuity, the fundamental principles and formulae for differential and integral calculus along with their applications to geometry and mechanics, the mean value theorems and the fundamental theorem of calculus. May receive credit for only one of the following: MAT220 or MAT221. Prerequisites: Grade of "C" or better in (MAT150 or MAT151 or MAT152 and MAT182) or MAT187 or equivalent, or satisfactory score on district placement exam.

MAT225 3 credits 3 periods

Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and 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

Analytic Geometry and Calculus II

Includes working on the elementary transcendental functions, techniques of integration, vector functions, and infinite series. May receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent.

MAT240 5 credits 5 periods

Calculus with Analytic Geometry III

Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of "C" or better in MAT230 or MAT231.

MAT241 4 credits 4 periods

Calculus with Analytic Geometry III

Vector-valued functions of several variables, multiple integration, introduction to vector analysis. Prerequisites: Grade of "C" or better in MAT230 or MAT231.

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.

MAT262 3 credits 3 periods

Differential Equations

Ordinary differential equations with applications including Laplace transforms with numerical methods. Prerequisites: Grade of "C" or better in MAT230 or MAT231 or equivalent.

MAT295 1 credit 1 period

Special Topics in Mathematics

Conceptual and computational aspects of a special topic in modern mathematics. Prerequisites: Permission of instructor.

MEDIA ARTS AND ENTERTAINMENT

MAE

MIAET Office MB 137 (480) 423-6332

MAE220AA-AD is offered by The Maricopa Institute for Arts and Entertainment Technology. See page 85 for information about the MIAET Certificate of Completion.

MAE201AA-AC 1 - 3 credits 1 - 3 periods
Special Topics: Media Arts and Entertainment

Exploration of current topics, issues and activities related to one or more aspects of media arts and entertainment. Prerequisites: Permission of instructor. *Course Note: Designed to offer special topics and/or specialized training for students in media arts and entertainment. Activities may also be appropriate for portfolio enhancement.*

MAE220AA-AD 6 credits 6 periods
Media Arts Ensemble I – IV

Provides students with opportunities to gain training in one or more aspects of arts and entertainment including animation, dance technology and performance, graphic design, music production and performance, video production and post-production, and web design. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area(s) of specialization through practical experience and interaction with industry professionals. Prerequisites: Permission of the Division/Department.

MAE296 - COOPERATIVE EDUCATION: Information about MAE296 courses can be found on page 123.

MICROSOFT NETWORKING TECHNOLOGY

MST

CIS Department Office CM 401 (480) 423-6588

ALSO SEE: Business-Personal Computers (BPC), page 113
 Cisco Network Technology (CNT), page 116
 Computer Information Systems (CIS), page 118
 Office Automation Systems (OAS), page 168

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.

MST146 2 credits 3 periods
Data Modeling and Relational Database Design

Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105, or MST140, or permission of instructor.

MST150 3 credits 4 periods
Microsoft Windows Professional

Knowledge and skills necessary to perform day-to-day administrative tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites or Corequisites: CIS190, or MST140, or permission of instructor.

MST152 4 credits 5 periods
Microsoft Windows Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

MST155 3 credits 4 periods
Implementing Windows Network Infrastructure

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST152 course or permission of instructor.

MST157 3 credits 4 periods
Implementing Windows Directory Services

Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST170 4 credits 5 periods
Visual Basic Desktop Application Development

Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

MST171 3 credits 4 periods
Microsoft FrontPage

Knowledge and skills to analyze, design, build, and implement enterprise Web sites using Microsoft FrontPage. Includes use of ActiveX components, databases, and FrontPage server extensions. Prerequisites: (CIS233BA or CIS233DA) and MST170, or permission of instructor.

MST172 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 (MCSD) 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.

Course Descriptions

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: MUP164 and MUP165, or permission of instructor.

MTC296 - COOPERATIVE EDUCATION: Information about MTC296 courses can be found on page 123.

MTC298 - SPECIAL PROJECTS: Information about MTC298 courses can be found on page 176.

MUC Music: Commercial & Business

MUC109 3 credits 3 periods
Music Business: Merchandising and the Law
 Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures and business affairs, agents, artist management, and concert production. Prerequisites: None. *(MUC109 not offered every semester.)*

MUC110 3 credits 3 periods
Music Business: Recording and Mass Media
 Operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None. *(MUC110 offered in the Spring semester only.)*

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.

MUC195AA 3 credits 5 periods
Studio Music Recording I (formerly MTC195AA)
 Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196AA 3 credits 5 periods
Studio Music Recording II (formerly MTC196AA)
 Emphasis on signal-processing equipment, mixing consoles and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195AA.

MUC197 3 credits 3 periods
Live Sound Reinforcement I (formerly MTC197)
 Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement 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 (formerly MTC198)
 Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: MUC197. *(MUC198 not offered every semester.)*

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.

MUP Music: Private Instruction

There is a special fee for non-music majors enrolling in private instruction of \$280 for 1 credit (1/2 hour lesson per week, per semester) or \$560 for 2 credits (1 hour lesson per week, per semester) in addition to the regular credit fee. Private instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion and harp. May be repeated for credit.

MUP101	Private Instr.	(1/2 hour lesson 1 credit)	1st Semester
MUP151	Private Instr.	(1/2 hour lesson 1 credit)	2nd Semester
MUP201	Private Instr.	(1/2 hour lesson 1 credit)	3rd Semester
MUP251	Private Instr.	(1/2 hour lesson 1 credit)	4th Semester
MUP102	Private Instr.	(1 hour lesson 2 credits)	1st Semester
MUP152	Private Instr.	(1 hour lesson 2 credits)	2nd Semester
MUP202	Private Instr.	(1 hour lesson 2 credits)	3rd Semester
MUP252	Private Instr.	(1 hour lesson 2 credits)	4th Semester

MUP Music: Performance

MUP131 Class Piano I 2 credits 3 periods
 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 Class Piano II 2 credits 3 periods
 Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133 Class Voice I 2 credits 3 periods
 Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 Class Voice II 2 credits 3 periods
 Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP135 Class Native American Flute I 2 credits 3 periods
 Practical class with emphasis on playing, including embouchure, breath control, finger control, reading from printed score and improvising songs. May be repeated for up to six (6) credits. Prerequisites: None.

MUP150 Community Chorus 1 credit 3 periods
 A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP153 A Cappella Choir 2 credits 5 periods
 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.

MUP154AB Jazz Vocal Ensemble 2 credit 5 periods
 Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Requires participation in various public performances on campus and in the community throughout the semester. May be repeated for up to six (6) credits. Prerequisites: Auditions required and two semesters in A Capella Choir or permission of instructor.

MUP159 Community Orchestra 1 credit 3 periods
 Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP161 Community Band 1 credit 3 periods
 Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP163 Jazz Ensemble 1 credit 3 periods
 Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

MUP164 Jazz Improvisation I 2 credits 3 periods
 Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

MUP225 Class Guitar I 2 credits 3 periods
 Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 Class Guitar II 2 credits 3 periods
 Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

MUP227 Class Guitar III 2 credits 3 periods
 Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.

MUP228 Class Guitar IV 2 credits 3 periods
 Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.

MUP231 Class Piano III 2 credits 3 periods
 Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

MUP232 Class Piano IV 2 credits 3 periods
 Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.

MUP233 Class Voice III 2 credits 3 periods
 Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

MUP234 2 credits 3 periods
Class Voice IV

Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.

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 176.

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 0.5 credit 0.5 period
Math and Medications for Intermediate Nursing Students

Focuses on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems, and intravenous flow rates using the ratio/proportion analysis method. These calculations will focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: A grade of C or better in NUR161, NUR163, NUR167, NUR169, HCR240AA, and FON241.

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

Introduction of philosophy, purposes, objectives, and conceptual framework of Maricopa Community College district Nursing Program (MCCDNP). Includes orientation to the guidelines and procedures of Maricopa Community College District Nursing Program. Emphasis on nursing process. Review and evaluation of practical nursing skills. Designed for transfer students, returning students, and Practical Nurses entering District Nursing Program. Prerequisites: Advanced placement into the Nursing program.

NCE214PN 1 credit 1 period
Practical Nurse NCLEX Review

Review of typical test items for the Practical Nurse NCLEX examination. Includes practice tests, study strategies, mnemonic devices, and test anxiety reduction techniques. Prerequisites: Licensed Practical Nurse, or Board eligible, or permission of instructor.

NURSING SCIENCE **NUR**

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

The Maricopa Community College District Nursing Program (MCCDNP) is available at seven Maricopa 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. Course offered as Credit (P) No credit (Z) basis. May be repeated for a total of six (6) credit hours. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair.

NUR156 2 credits 2 periods
Nurse Assisting

Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. NUR156 and NUR157 must be successfully completed concurrently to meet program requirements. Prerequisites or Corequisites: [HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF)] and HCC145AA, or equivalent. Corequisites: NUR157.

NUR157 2 credits 6 periods
Nurse Assisting Lab

Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical competency in the performance of selected nursing assisting skills and procedures through participation in the care of clients. NUR156 and NUR157 must be successfully completed concurrently to meet program requirements. Prerequisites: Completed Health and Safety Documentation Checklist (Proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, current TB testing, and current Health Care Provider CPR card) and completed Health Declaration form. Corequisites: NUR156.

NUR161 3 credits 3 periods
Nursing Process and Critical Thinking I

Overview of nursing concepts and theories focusing on meeting basic human needs across the life span based on the wellness/illness continuum within the practical nurse scope of practice. Theoretical concepts focus on care of the well client, elder client and clients with selected alterations in health and psychological/mental health disorders. Emphasis on the role of the practical nurse in the nursing care plan utilizing established nursing diagnoses. Focus on the development of the critical thinking process

Course Descriptions

related to nursing care of clients in acute care and community settings. Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements. Prerequisites: Admission to the nursing program. Corequisites: NUR169 or permission of Nursing Department chairperson.

NUR163 1 credit 3 periods
Health Assessment and Health Promotion I

Emphasis on basic health assessment and history skills and promotion of wellness by using holistic nursing assessments for clients. Includes use of healthy life style strategies and primary prevention. Prerequisites: Admission to the nursing program.

NUR167 1 credit 3 periods
Pharmacology/Medication Administration I

Provides basic pharmacology knowledge and skills to administer medications. Emphasis placed on developing the role of the nurse using critical thinking skills for safe practice in the administration of medications. Prerequisites: Admission to the nursing program.

NUR169 3 credits 9 periods
Nursing Science I

Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experience with individuals and families in a variety of acute and community settings. Application of holistic nursing concepts and theories related to health promotion, disease/illness prevention, and health restoration of individuals. Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements. Prerequisites: Admission to the nursing program. Corequisites: NUR161 or permission of Nursing Department chairperson.

NUR181 3 credits 3 periods
Nursing Process and Critical Thinking II

Focus on nursing concepts and theories to meet basic human needs across the life span based on the wellness/illness continuum. Emphasis on the nursing process related to pediatric and adult clients with selected alterations in health. Introduction to care of the well childbearing client and childbearing family. Continuation of the role of the practical nurse in planning nursing care and applying established nursing diagnoses for clients. Emphasis on the utilization of critical thinking processes related to nursing care of clients in acute care and community settings. Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements. Prerequisites: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA). Corequisites: NUR189 or permission of Nursing Department chairperson.

NUR185 1 credit 1 period
Developing the Nurse's Role I

Overview of roles in nursing with emphasis on transition from nursing assistant to practical nurse. Includes introduction of the core values of the MCCD nursing programs, nursing history, standards, and scope of practice. Introduces concepts and skills required of the practical nurse, and application of communication techniques and delegation to teamwork and leadership. Prerequisites: NUR161, NUR163, NUR167, NUR169, and admission into the nursing program.

NUR187 1.5 credits 1.5 periods
Pharmacology/Medication Administration II

Overview of selected drug classifications and groupings. Emphasis on principles of drug metabolism and effects, interactions and adverse reactions, and nursing implications for safe practice. Prerequisites: (HCR240 or HCR240AA), NUR161, NUR163, NUR167, and NUR169.

NUR189 4 credits 12 periods
Nursing Science II

Continued application of holistic nursing concepts and theories related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients across the life span including clients with alterations in health. Provides experiences with individuals, families, and small groups of clients in a variety of acute care and community settings. Application of nursing concepts and theories related to the development of care plans, client teaching and discharge planning. Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements. Prerequisites: NUR161, NUR163, NUR169, and (HCR240 or HCR240AA). Corequisites: NUR181 or permission of Nursing Department chairperson.

NUR261 3 credits 3 periods
Nursing Process and Critical Thinking III

Focus on nursing concepts and theories to meet complex basic human needs across the life span based on the wellness/illness continuum in a variety of acute care and community settings. Emphasis on utilizing critical thinking skills to plan holistic care through the nursing process for groups of clients with selected acute and chronic alterations in health and psychiatric/mental health disorders. Nursing Process/Critical Thinking course and Nursing Science course must be successfully completed concurrently to meet program requirements. Prerequisites: [NUR181, NUR185, NUR187, NUR189 and (HCR240 or HCR240AB)] or Integrated Competency Assessment Network (ICAN) placement. Corequisites: NUR269 or permission of Nursing Department chairperson.

NUR263 1 credit 3 periods
Health Assessment and Health Promotion II

Use of advanced, specialized, and holistic assessments to restore optimal wellness for clients across the life span. Emphasis on active involvement and use of resources, risk reduction, prevention, and education strategies and programs for specific communities. Prerequisites: NUR163, or Integrated Competency Assessment Network (ICAN) placement.

NUR267 1 credit 2 periods
Pharmacology/Medication Administration III

Provides the knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and pain management. Includes an overview of medications used in emergency and critical care situations across the lifespan. Emphasis on pharmacokinetics, safe preparation and administration, monitoring and documentation of client responses. Prerequisites: (NUR187 or NCE214OP) or Integrated Competency Assessment Network (ICAN) placement.

PED150 2 credits 2 periods
Introduction to the Tradition and Practice of Yoga
 Introduction to the art and science of yoga. Explores the history and philosophy of yoga. Studies terms, concepts, issues, trends and health benefits of yoga. Examines teaching yoga as a career. Prerequisites: None.

PED177 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.

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.

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: PED101YJ or PED102YJ or PED201YJ or PED202YJ.

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.

PED281 3 credits 3 periods
Methods of Coaching
 Techniques, methods and procedures of coaching. May not be repeated for credit. Prerequisites: None. *(Offered for baseball, football, soccer, softball, and volleyball.)*

Fitness and Wellness Center, Aerobics and Weight Training

The Fitness and Wellness Center helps students and public develop a lifestyle of regular exercise. Physical conditioning classes consist of the use of strength and aerobic equipment for special work on isolated body areas and the cardiovascular system. Structured aerobic classes are held mornings and evenings. Aerobic classes include both high and low impact, step aerobic and aerobic training with weights. Each 50-minute class offers the student a complete body workout. Special senior aerobic classes are offered daily. Membership in the Fitness Center will also include morning and evening use of the Free Weight Room. An instructor will be available in the weight room to help students design their own free weight program.

PED115 2 credits 4 periods
Lifetime Fitness
 Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for credit. Prerequisites: None.

PED116 2 credits 4 periods
Aerobics for Wellness
 Aerobic activity and wellness study to help develop a lifetime of regular exercise, stress management and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for a total of eight (8) credits. Prerequisites: None.

PHYSICS

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

PHY101 4 credits 6 periods

Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Designed for students who need a course in physics in order to understand the physical basis of modern technology. Prerequisites: Grade of "C" or better in MAT091 or MAT092, or satisfactory score on math placement exam. (PHY101 will satisfy ASU's natural science quantitative requirement (SQ).

Engineering majors who have not had a rigorous, quantitative high school physics course, such as Advanced Placement Physics, are advised to take PHY111 as preparation for PHY121 and PHY112 as preparation for PHY131. See the Engineering Science information located in the Program section of this catalog for a suggested 3-year course of study. PHY111 is offered both semesters and usually in the summer. PHY112 is offered in the day and evening in the spring semester, usually in the evening in fall semester, and usually in the day in the summer.

PHY111 4 credits 6 periods

General Physics I

Includes motion, energy, and properties of matter. Recommended for preprofessional and suggested for certain other majors. Prerequisites: Trigonometry or department consent.

PHY112 4 credits 6 periods

General Physics II

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121 4 credits 6 periods

University Physics I: Mechanics

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or department consent. One year of High School physics or PHY111 and PHY112 is strongly recommended.

PHY131 4 credits 6 periods

University Physics II: Electricity and Magnetism

Electric charge and current, electric and magnetic fields in vacuum and in materials and induction. AC circuits, displacement current and electromagnetic waves. Prerequisites: MAT230 or MAT231 or department consent and PHY121. Corequisites: MAT241 or department consent.

PHY252 4 credits 6 periods

University Physics III: Thermodynamics, Optics, and Wave Phenomena

Heat, entropy, and laws of thermodynamics; wave propagation, geometrical and physical optics; introduction to special relativity. Prerequisites: PHY131. (PHY252 offered in the Fall semester only.)

PHY

PIMA LANGUAGE

PIM

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

PIM115 3 credits 3 periods

Beginning Pima Conversation I

Conversational Pima. Basic sentence structure, pronunciation, and vocabulary necessary to develop speaking ability in Pima. Designed to develop speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

PIM116 3 credits 3 periods

Beginning Pima Conversation II

Reviews basic Pima vocabulary, pronunciation and sentence structure. Designed to develop speaking, listening, and writing skills in O'Odham for effective communication in Pima. Prerequisites: PIM115 or permission of instructor.

POLITICAL SCIENCE

POS

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

POS100 3 credits 3 periods

Introduction to Political Science

Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

POS110 3 credits 3 periods

American National Government

Study of the historical backgrounds, governing principles, and institutions of the national government of the United States. Prerequisites: None.

POS115 3 credits 3 periods

Issues in American Politics

Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics, and others through the reading and viewing of secondary information sources. Prerequisites: ENG101 or ENG107 or equivalent.

POS120 3 credits 3 periods

World Politics

Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

POS180 3 credits 3 periods

United Nations Studies

Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

POS210 3 credits 3 periods

Political Ideologies

Survey of twentieth century nondemocratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

Course Descriptions

POS221 1 credit 1 period

Arizona Constitution

Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222 2 credits 2 periods

United States Constitution

Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS282AA/AB 1-2 credits 1-2 periods

Volunteerism for Political Science: A Service Learning Experience

Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of four (4) POS282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

PRE-PROFESSIONAL PROGRAMS

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

Scottsdale Community College offers opportunities for students to pursue transfer programs of study in the following preprofessional areas: Pre-Dental, Pre-Forestry, Pre-Medical, Pre-Medical Technology, Pre-Mortuary Science, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinary. Although professional schools require substantially the same preparatory program during the first two years of college, significant differences exist; therefore, suggested transfer programs are not included in this section. Students who desire to pursue a preprofessional program of study are urged to establish an early advisement relationship with a member of the science faculty so that a specific program may be planned.

PSYCHOLOGY PSY

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

PSY101 3 credits 3 periods

Introduction to Psychology

To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

PSY132 3 credits 3 periods

Psychology and Culture

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None.

PSY201AC 3 credits 3 periods

Selected Issues in Psychology

In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but

not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development, and intelligence. May be repeated with change of topic. Prerequisites: PSY101 or permission of instructor.

PSY218 3 credits 3 periods

Health Psychology

Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

PSY230 3 credits 3 periods

Introduction to Statistics

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent or permission of instructor.

PSY235 3 credits 3 periods

Psychology of Gender Differences

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY240 3 credits 3 periods

Developmental Psychology

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

PSY250 3 credits 3 periods

Social Psychology

The scientific study of how people's thoughts, feelings and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

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 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.

SPA266 3 credits 3 periods

Advanced Spanish II

Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265. Prerequisites: SPA265 or departmental approval.

SPECIAL PROJECTS

Special projects are available in a variety of disciplines and provides opportunities for individualized learning experiences for students.

XXX298AA	Special Projects	1 credit	1 period
XXX298AB	Special Projects	2 credits	2 periods
XXX298AC	Special Projects	3 credits	3 periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

TELECOMMUNICATIONS

See MOTION PICTURE/TELEVISION PRODUCTION (TCM), page 160.

TEXTILES AND CLOTHING

TEC

Business Division Office AP 246 (480) 423-6253

TEC111 3 credits 5 periods

Clothing Construction (formerly TEC123)

Construction of garments applying basic construction principles and techniques using patterns suitable for individuals and their capabilities. Prerequisites: None. *Course Note: If student has no previous sewing experience, TEC110 Basic Sewing Skills should be taken prior to and not during this course. May be repeated for a total of 12 credit hours with permission of instructor.*

TEC124 3 credits 5 periods

Advanced Clothing Construction

Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. Prerequisites: TEC111 or permission of instructor. *Course Note: May be repeated for a total of 12 credit hours with permission of instructor.*

THEATRE ARTS

THE

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

THE111 3 credits 3 periods

Introduction to Theatre

A survey of theatre, including basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

THE205 3 credits 3 periods

Introduction to Cinema (HUM205)

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE210 3 credits 3 periods

Contemporary Cinema (HUM210)

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

THE220 3 credits 3 periods

Modern Drama

Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent. *(Offered in the Spring semester only.)*

THEATRE PERFORMANCE AND PRODUCTION

THP

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

THP112 3 credits 4 periods

Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP115 3 credits 4 periods

Theatre Makeup

Purposes, materials, and techniques of theatrical makeup. Prerequisites: None. *(THP115 not offered every semester.)*

THP120AA 1 credit 2 periods

Audition Techniques: Prepared Monologue

Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

THP120AB 1 credit 2 periods

Audition Techniques: Cold Readings

Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None. *(THP120AB not offered every semester.)*

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.

WELLNESS EDUCATION

HPERD Division Office PE 149 (480) 423-6606

WED140 2 credits 2 periods

Introduction to Energy Therapy (CAT140)

Provides an overview of the many different types of healing modalities used to maintain health and prevent illness encompassed within the concept of Energy Therapy. Reviews a variety of therapies and explores energy therapy from a consumer's point of view. Specific modalities discussed and demonstrated. Prerequisites: None.

WED142 1 credit 1 period

Therapeutic Touch: Level I (CAT142)

Provides an overview of Therapeutic Touch (TT) as a contemporary interpretation of several ancient healing practices that are based on learned skills for directing and balancing the human energy field via the practitioners' hands. Focuses on relaxation centering techniques, energy field exercises, scanning assessments, treatment and individual practice. Prerequisites: None.

WED151 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.

WED165 2 credits 2 periods

Overview of Massage Therapy

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WED195 0.5 credit 0.5 period

Special Topics in Wellness Education

Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Prerequisites: None.

WED195AA-AC 0.5-2 credits 1-2 periods

Special Topics in Wellness Education

Introduction to current topics and contemporary issues related to developing and maintaining a healthy lifestyle. Focuses on a variety of techniques and strategies to promote wellness. Prerequisites: None.

WED218 1 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.

WED

WED242 1 credit 1 period

Therapeutic Touch: Level II (CAT242)

Experience in specific Therapeutic Touch (TT) exercises and practice at the intermediate level. Includes healing processes for the client and practitioner. Prerequisites: WED/CAT142 and current TT practice.

WOMEN'S STUDIES

WST

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

WST209 3 credits 3 periods

Women and Films (HUM209)

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

WST285 3 credits 3 periods

Contemporary Women Writers (ENH285)

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

WRITING ACROSS THE CURRICULUM

WAC

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

WAC101 3 credits 3 periods

Writing Across the Curriculum

Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository approaches. Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: Appropriate English placement test score, or permission of instructor.

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 and Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration
- Schedule Changes
- Student ID Correction
- Transcripts
- Tuition and Fees Information
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See “Maricopa Online Student System,” page 182, 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.

Adult Re-Entry Services

(480) 423-6562

Re-Entry Services develops and coordinates a system of counseling and support services for adult students who are seeking a new future by returning to their educational goals at Scottsdale Community College. Specifically, the program supports adult success with these services and programs:

- Re-Entry Advisement/Counseling
- Academic Survival Skills Workshops
- Math Tutoring
- Personal Development Programs
- Research Related to Lifelong Learning

The department also advises A.W.A.R.E. (Adults Who Are Returning to Education), a student organization dedicated to supporting other returning adults. Together with other projects, the organization assists with:

- Adult Re-Entry Student Orientation
- Scholarship Fund-raising
- Women’s History Month Luncheon

Students may make individual appointments or register for lectures and workshops by visiting the Adult Re-Entry Office in the Student Center Building, Room 134, or by calling (480) 423-6562.

Advisement Center

(480) 423-6539

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 8:00 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 American Indian Programs and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities. American Indian Programs sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

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 7:00 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, paychecks and scholarships.

Cashing Checks

Personal checks only with a \$10.00 limit. A \$15.00 fee is assessed on checks returned by the bank for any reason.

The following information will provide the student with efficient service while conducting business at the Bursar/Cashier's Office:

1. A picture ID is required 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.

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.

Student Services

Campus Activities Calendar

The Student Life and Leadership Office will be sponsoring these and many more activities during the 2004-2005 academic year.

August 21	Student Orientation	8:00 a.m.
September 8	Fall Club Fair	11:00 a.m. to 1:00 p.m.
September 30	Lunch with Dr. DeCabooter and the Deans	11:30 a.m.
October 6	Volunteer! Fair	11:00 a.m. to 1:00 p.m.
October 18-21	Clothesline Across Campus	
October 22	Make A Difference Day	9:00 a.m.
October 27	Hocus Pocus Halloween	10:00 a.m. to 2:00 p.m.
November 10	Fall Follies	10:00 a.m. to 2:00 p.m.
November 29	Holiday Angel Project Begins	
December 13-14	Finals Frenzy	TBA
January 13	SLF Semester Retreat	9:00 a.m. to 5:00 p.m.
January 14	College to the Community	TBA
January 15	Student Orientation	8:00 a.m.
January 26	Spring Club Fair	11:00 a.m. to 1:00 p.m.
February 11	District Student Leadership Training Workshop	9:00 a.m.
February 14	Valentine Workshop	10:00 a.m. to 7:00 p.m.
March 3	Lunch with Dr. DeCabooter and the Deans	11:30 a.m.
March 25	Into the Streets	10:00 a.m. to 3:00 p.m.
April 20	Excellence Under the Stars Ceremony	7:00 p.m.
April 27	Spring Fling	10:00 a.m. to 2:00 p.m.
May 10-11	Finals Frenzy	
May 13	Commencement	7:00 p.m.

Some activities may be subject to change. Please contact Student Life and Leadership at (480) 423-6538 for more information.

Career Services

(480) 423-6523

Career Center

The Career Center offers resources and personal assistance with career decision-making, career planning, educational major selection, job seeking, résumé writing and interviewing skills. The latest computer resources are also available to aid in these processes. Employers recruit throughout the year in the career center and several job fairs are sponsored annually for SCC students and the community. For additional information check out the website at www.sc.maricopa.edu/career.

The Career Center 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.collegecentral.com/scottsdale for area listings of full-time and part-time jobs or stop by the center for personalized assistance.

Child Enrichment Center

(480) 423-6429

Affordable quality child care services are available to children of SCC students. Children two through five years of age are eligible to attend the Child Enrichment Center. The on-campus center is staffed by trained, early childhood teachers. The program is designed to facilitate social/emotional growth, physical and cognitive development in a play environment. The center is accredited by the National Academy of Early Childhood Programs.

Morning, afternoon and full-day sessions are available. Children must be preregistered to attend. To preregister, students will need to provide their child's immunization record, a copy of their class schedule and the required fees. All requirements must be complete before any child may attend the center.



The Friends of Kids Club acts as a support group for Center activities and fundraising events. For more information on fees and registration dates, call (480) 423-6429.

The Child Enrichment Center hours are 7:00 a.m. to 4:00 p.m., Monday through Friday, during the fall and spring semesters only; closed during the summer sessions.

Student Clubs/Organizations

(480) 423-6538

Participation in the work of various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Student Life and Leadership Office maintains a list of active clubs and organizations. Or, you can stop by to find out how to start an organization of your very own!

SCC Clubs/Organizations

A Capella	Disability Resources Club	Phi Theta Kappa
AWARE (Adults Re-entering Educ.)	Fencing	Psi Beta (Psychology)
American Indian Honors	Friends of Kids	S.A.D.D.
Black Student Union	Gay-Straight Alliance	SCC A.S.I.D.
Campus Crusade for Christ	Hillel Jewish Student	SCC Women in Film
College Republicans	Hospitality/Sales/Mkting. Intl.	SCC TV
Community Garden	International Students	Sports Medicine
Criminal Justice	Ja 'Zaz Choir	Student Leadership Forum
Dance Club	Mock Trial Competition	Sun Earth Alliance Indian
Democrats for Action	Outdoor Adventure	Theatre

Counseling Services

The counseling staff serves in a supportive capacity by working closely with faculty to assist students in gaining the maximum from their educational experiences at Scottsdale Community College. The Counseling Office is located in the Student Center, Room 108, and is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 7:30 a.m. to 6:30 p.m. Services provided by the counseling faculty and staff include:

Educational Planning

To aid in selecting an educational program, in deciding courses at SCC, transferring to other colleges, improving study skills, and referral to tutorial or remedial assistance.

Career Counseling

To assist in exploring possible vocational directions and learning about the student's relation to the world of work.

Personal Counseling

To help examine personal concerns which may interfere with a student's academic progress/success.

Testing

To provide additional standardized testing as needed for the counselor to assist a student in decision making.

Referral

To provide resource information and referral to outside agencies for ongoing assistance with personal concerns.

Consultation

To assure student success and foster a positive learning environment by working with the faculty and staff.

Workshops and Seminars

Periodically, workshops are offered for students, faculty and the campus community. Topics may include: self-esteem building, reducing test anxiety, stress management, divorce, self-assessment for careers, re-careering, substance abuse, relationship building, cognitive style mapping and others.

Credit Courses

Personal growth and development courses are offered each semester by counseling staff. They range from personal assessment to skill development and may be offered for one to three credits. See the class schedule for a list of courses offered.

Assessment

Inquiries about placement testing for English, reading and mathematics may be made at the Testing Center located in LB 165. Also see Testing Center, page 184.

Culinary Arts Dining Room

(480) 423-6284

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building in the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Tuesday through Friday from 11:30 a.m. to 1:00 p.m. with prices from \$2.25 to \$7.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 8:00 p.m. and serves complete five-course meals for \$17.50 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. The menus for each week can be seen at our web site, www.sc.maricopa.edu/culinary. Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended.

Disability Resources and Services

(480) 423-6517

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 processing Facility Request Forms and coordinating the use of campus facilities that include: the Student Center Building, outdoor campus space and some meeting rooms.

Any student club or organization wishing to schedule a meeting, event or fundraiser on the SCC campus must begin by completing the Facility Request Form and submitting it to the Facilities Office. A Fundraising form must accompany the Facility Request Form for events that will be raising money for a specific cause (see "Fundraising Policy," page 186). Contact the Facilities Office at (480) 423-6506 for more information.

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.sc.maricopa.edu/financial.

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and both Summer Sessions. The priority deadline is June 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and May 1 prior to the start of both Summer I and II sessions in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester.

Applications are available in the Financial Aid Office, located in the Student Center Building, Room SC152, and also online at www.sc.maricopa.edu/financial. The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m.

Food Services

(480) 423-6280

The SCC Cafeteria is located in the north side of the Student Center Building. A "satellite" snack bar is located on the east side of campus, north of the Business Building. SCC Food Services is operated by the Maricopa Community College District.

The Cafeteria is open from 7:00 a.m. to 9:00 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 and daily specials. A full-service deli and grill are open for breakfast and lunch. "Quick pick" items as well as a full line of beverage and candy items are available. Catering services are offered at reasonable prices. Contact SCC Food Services for quotes.

Vending Machines

Vending machines are available throughout the campus to provide soft drinks, snacks and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

(480) 423-6525

The SCC Honors Program promotes academic excellence and offers scholarship opportunities. The program is for students who enjoy intellectual challenge, lively discussions and small classes with enthusiastic instructors.

Students are challenged to:

- participate in shared learning;
- discuss ideas rationally and logically;
- express thoughts clearly; and
- relate national and international issues with those being discussed in class.

Information about Honors classes and the Honors Program application can be found outside the Honors Office, located in the Student Center Building, Room SC125A. Call for office hours or consult with one of the Honors academic advisors 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 and Leadership Office.

International Education Programs

(480) 423-6590

SCC offers services to international students to assist them in adjusting to life in the United States. The staff helps students by issuing I-20 forms, acting as immigration liaison, conducting orientation programs, advising and general assistance. The International Education Programs assist with the International Club and other activities such as international festivals and speakers and internationalization of classes. The office also serves as a resource for those students and faculty interested in study abroad programs and exchanges. The staff strives to promote the attitudes and values which will enable students to become productive citizens in a changing and multicultural world.

The International Education Programs Office is located in the Student Center Building, Room 100, and is open Monday through Friday from 8:00 a.m. to 7:00 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, titles of 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.sc.maricopa.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 commercial databases of magazine and journals, and newspaper articles. Many articles are available full-text and can be printed, saved to disk, 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. Four study rooms can be reserved in advance for individual or group study.

Library hours are Monday - Thursday, 7:30 a.m. - 10:00 p.m.; Friday, 7:30 a.m. - 4:00 p.m.; call for intercession and summer hours (480-423-6651).

Mailboxes

Clubs and Organizations

Recognized campus clubs and organizations have mailboxes in the Student Life and Leadership Office in the Student Center Building, Room 185. Communications to clubs/organizations may be distributed by placing materials in the designated mailbox.

Faculty and Staff

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LB127B. Material to be mailed or distributed may be left with a copy center team member, or in the basket at the window. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. To contact the copy and mail center, please dial (480) 423-6645 during regular hours of 6:30 a.m. until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Fridays.

Maricopa Online Student System

Through SCC's web site (www.sc.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
- Auto emissions requirements
- Check holds
- PIN maintenance
- Check student grades
- View unofficial transcript

The Maricopa Online Student System URL is:

<https://student1.dist.maricopa.edu/mccdhome.htm>

Each user is provided a PIN number that is secured by encryption.

Meeting and Conference Rooms

(480) 423-6506

Scheduling meeting and conference rooms for SCC campus activities is processed by the Facilities Office. A Facilities Request Form, available at the office, must be completed at least two weeks prior to the event. Contact the Facilities Office at (480) 423-6506 for more information.

All facility requests from student organizations must have the signature of the organization's advisor. If the event is a fundraiser, the Facility Request Form must be accompanied by the Fundraising Request Form with all of the appropriate signatures (see "Fundraising Policy," page 186, for more information). Fees may apply.

Men's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Men may participate in basketball, tennis, track, cross-country, golf, baseball, soccer and football. SCC men's teams have competed in national tournaments in baseball, basketball, golf, tennis and track. Please contact the Athletic Department at (480) 423-6285 for more information.

Orientation and Campus Tours

The Student Life and Leadership Office is responsible for the SCC Student Orientation Programs, which are held in August and January prior to the start of classes. SCC Campus tours are arranged by contacting the office, located in the Student Center Building, Room 185, or calling (480) 423-6538.

Phi Theta Kappa and Psi Gamma

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Each year Phi Theta Kappa selects a different study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at the 1999 International Convention as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the International levels. Activities include conducting meetings twice a month, participating in the Honors Forum as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the Honors Program office at (480) 423-6525 for more information.

Round Table Meetings

The Round Table meets periodically during the college year to exchange information and resources, to act as a clearing house so that student activities do not compete and to encourage a spirit of cooperation between clubs and organizations on campus. The meetings are open to all SCC students, faculty and staff. Please check with the Student Life and Leadership Office, (480) 423-6538, for date, time and place of meetings.

Senior Adult Education Program

(480) 423-6560

The Senior Adult Education Program at SCC is committed to excellence in education for mature adults. The program encourages retirees and younger students alike to regard learning as a lifelong process with continuing rewards. This intergenerational program is open to people of all ages.

The Senior Adult Education Program offers a variety of credit and noncredit courses, a free lecture and travel series, workshops and other activities, including the new SCC Silver Striders Walking Club.

The expertise of retired persons is utilized along with that of SCC faculty and staff in lecturing and in teaching noncredit courses, sharing travel slides, serving on committees and in other ways.

The program attempts to accommodate the needs and interests of busy senior adult learners by offering short-term courses and activities, mostly in the afternoons.

An advisory committee composed of retired persons representing various senior adult organizations, older adults, faculty and staff offers guidance to the program.

Through the Senior Adult Writing Project, seniors are encouraged to share their creative talent, broad experience and historical perspective in collected anthologies of their writings.

The program office is located in the Student Center Building, Room 155, and is open from mid-August through mid-May; Monday through Friday 8:00 a.m. to 5:00 p.m. For more information, call (480) 423-6560.

Student Accident Insurance

Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition or while participating in any college-sponsored event, either on or off campus.

Student Life and Services

(480) 423-6538

Along with student clubs and organizations, the Student Life and Leadership Office houses Student Leadership Forum, many services and the office staff. Phone numbers for these areas are listed:

(480) 423-6538 Student Life and Information

(480) 423-6541 Student Leadership Forum

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Please call for information.

Student Life

All students are encouraged to participate in activities and programs sponsored by Student Life and Leadership Office. This office serves as the hub for cultural, social and recreational activities as well as providing many opportunities for students to enhance their classroom experiences with co-curricular programs. This office also processes student ID cards and coordinates campus tours.

A sample of the variety of activities sponsored or co-sponsored by Student Life and Leadership each year include New Student Orientation; a college-wide picnic; Open Student Forum meetings; National Collegiate Alcohol Awareness Week activities; a pumpkin carving contest; the Volunteer Fair; pool tournaments; holiday events; multicultural speakers and events; Finals Frenzy; community service projects; and many leadership development opportunities.

The Student Life and Leadership Office assists in the formation of student clubs and organizations, as well as sponsoring three annual SCC Student Leadership Retreats. These leadership retreats provide an opportunity for students to strengthen their leadership skills, as well as learn about team building, conflict resolution, fundraising, etc.

Clubs or organizations can post flyers about upcoming events after submitting them for approval to the staff in the Student Life and Leadership Office.

Campus student activities are listed on page 180; in monthly newsletters, on the kiosks and bulletin boards around campus; and on the SCC's website. For campus tour information, contact the Student Life and Leadership Office at (480) 423-6538.

Student Leadership Forum

(480) 423-6541

The SCC Student Leadership Forum (SLF) serves as a foundation for unity, as well as a sense of community, among students and student groups at Scottsdale Community College. SLF is the official voice of the students. The Student Leadership Forum represents all students and includes Executive Officers, Students-at-Large and Club Representatives. The SLF provides various loans (e.g., calculators, books, tuition) for SCC students.

The Student Leadership Forum Office exists to preserve students' rights, serve student needs, provide funding for student activities, and recognize and support student groups. SLF provides opportunities for growth in leadership skills for its members. To get involved, please check with the Student Leadership Forum Office located in the Student Center Building, Room 185, or call (480) 423-6541.

Testing Center

(480) 423-6433

Located in the Library Building, Room 165, the Testing Center is an integral part of services provided to incoming and enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement (ASSET/COMPASS), English as a Second Language course placement (CELSA), and course makeup exams. While there is no charge for taking these tests, students must present photo identification when they arrive. New students must also submit a completed Student Information Form to the Admissions and Records Office prior to taking course placement tests.

The 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 2:30 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 testing session. The use of calculators is permitted on algebra tests but not required. Results are provided after testing is completed.

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 algebra lessons
- Computer and software use for special projects or extra drills.

The Math/Science Center is open Monday through Thursday from 8:00 a.m. to 7:30 p.m.; Friday from 8:00 a.m. to 2:00 p.m.; Saturday from 10:00 a.m. to 2:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m. (evening hours June and July only).

Independent Study Lab (480-423-6223)

The primary focus of the Social/Behavioral Sciences' Independent Study Lab is to help students develop the skills to become independent, effective and efficient learners. Tutoring is offered in anthropology, early childhood development, economics, geography, history, philosophy, political science, psychology and sociology.

The following services are free to all SCC students:

- Individual or group study and tutoring;
- Assistance with preparation of class materials;
- Curriculum tutorials available on computer, compact disk, video cassette and printed materials;
- Computers (Macintosh or IBM) and VCRs available; and
- Internet access.

The Independent Study Lab is located off the center hall in the Social/Behavioral Science Building, Room 158. Hours are Monday through Thursday from 8:00 a.m. to 9:00 p.m.; Friday from 8:00 a.m. to 3:00 p.m.; summer hours are Monday through Thursday, 7:00 a.m. to 9:00 p.m.; closed on Friday during the summer.

The 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 IBM and Macintosh)
- Internet access
- English grammar drills
- ESL and foreign language grammar and pronunciation drills

Other Services:

- Makeup viewing of videos for Language and Communication classes
- Reference materials for help with research papers and other writing assignments

The Writing Center is located in the Language and Communication Building, Room 379. 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., Friday 7:30 a.m. to 3:00 p.m., and Saturday from 10:00 a.m. to 1:00 p.m. Summer hours are Monday through Thursday from 7:00 a.m. to 8:00 p.m.

A student may receive tutoring only for the SCC class or classes in which he/she is currently enrolled. 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. The Veterans Office 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 the Student Center Building, Room 125, on a semester basis for V.A. benefit 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 7:00 a.m. to 7:00 p.m.; closed on Friday.

Volunteerism

Volunteerism gives students valuable experience while providing organizations with needed human resources. Volunteerism may be done as an individual experience; as a group or college-wide experience; or through Student Life and Leadership as a Service Learning Project.

The Student Life and Leadership Office maintains a list of nonprofit organizations in Maricopa County that welcome student volunteers. The office also sponsors an annual Volunteer Fair in October to give students an opportunity to meet with representatives of these organizations.

In addition, the Student Life and Leadership Office and Student Leadership Forum sponsor at least two college-wide community service projects during the school year. During the fall semester, "Make A Difference Day" is scheduled on October 22. During the spring semester, "Into the Streets" is scheduled on March 25. To participate, contact the Student Life and Leadership Office in the Student Center Building, Room 185 or call (480) 423-6538.

Voter Registration

Mail-in applications are available from the Admissions (SS136), Advisement (SC118), and Student Life and Leadership (SC185) offices, in both English and Spanish. Registration is also available via the Internet at: www.sosaz.com.

Women's Athletics

Scottsdale Community College is a member of the National Junior College Athletic Association. Women may participate in cross country, soccer, volleyball and basketball during the fall semester. The spring semester continues with basketball adding tennis, softball, golf, and track and field. SCC women's teams have competed in national competitions in volleyball, basketball, tennis, track and field, and golf. Please contact the Athletic Department, (480) 423-6606, for more information.



Sculpture in a Xerophytic Landscape

CAMPUS POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore.
2. A current Arizona driver's license must be presented with your bank's imprinted personal check.
3. Your current street address and telephone number must be printed on the check.
4. There will be a \$20.00 bank penalty for returned checks.
5. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by a valid sales receipt.
2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.
3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.
4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.
5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.
2. Bookstore is overstocked.
3. Publisher has a new edition and prior edition has no value.
4. Book is too ragged and in an unsalable condition.
5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 4:00 p.m.; summer hours are Monday through Thursday from 8:00 a.m. to 7:00 p.m. Visit the Bookstore website at www.scottsdale.bkstr.com.

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Student Life and Leadership Office. Materials that have not been approved will be removed.

College Safety Policies

Accidents on Campus

It is important that College Safety be notified of accidents that take place in the classroom or any other area of the college as soon as possible. All accidents must be documented by College Safety. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCDC student insurance. The insurance forms are processed through the Dean of Student Services Office.

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

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.

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 a Fundraising Request Form. The form is available in the Student Life and Leadership Office and must be submitted along with the Facility Request Form no later than three weeks before the event is to take place. **No project or event may take place until the Fundraising Form has been approved.**

The Student Life and Leadership Office is located on the north side of the Student Center Building, Room 185 (next to the Cafeteria), and is open Monday through Thursday from 8:00 a.m. to 7:00 p.m.; Friday from 8:00 a.m. to 5:00 p.m.; summer hours are Monday through Thursday 8:00 a.m. to 7:00 p.m. Please call (480) 423-6538 for additional information.

Weapons on Campus Policy

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Reservation. All weapons, regardless of type, are prohibited by federal and tribal law. The State of Arizona-issued "Permit to Carry Concealed Weapon" is not valid on the Salt River Pima-Maricopa Indian Reservation, and weapons of any type will be confiscated by Salt River Police.

COLLEGE ENVIRONMENT

Discrimination Complaint Procedures for Students

Internal Complaint Procedure

A. Definition

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or MCCCDC-prohibited discrimination by the college/center, MCCCDC, 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.

B. 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 be responsible for the discriminatory action, that person's supervisor or department head. The student may choose to ask the Dean, Associate Dean or Director of Student Services to assist in the informal resolution process.
2. Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the alleged discriminatory act.
3. Once the complaint is informal resolved, a summary of the allegations and the final resolution shall be forwarded to the Office of General Counsel within five (5) working days.
4. 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.
5. If the complaint cannot be informal resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 180 days of the alleged discriminatory act and to proceed under formal resolution procedures.

C. Formal Resolution of Discrimination Complaints

1. A student (part- or full-time) who contends that unlawful or MCCCDC-prohibited discrimination has occurred, may file a formal complaint by contacting the Dean, Associate Dean or Director of Student Services or his or her designee at each respective college. These officials will accept complaint filings within 180 calendar days of the occurrence of the alleged discriminatory event.
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 campus official designated to respond to discrimination complaints.
3. The complaint must identify the action, decision, conduct, or basis that constituted an alleged act or practice of unlawful or MCCCDC-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 (over 40), disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.
4. Upon receipt of a complaint, the receiving official 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 (or a summary of the allegations) will be shared with the respondent within five (5) working days of receipt by the receiving official (Dean of Students, etc.). 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 by the Dean, Associate Dean or Director of Student Services under the guidance of the Office of General Counsel.

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 Dean, Associate Dean or Director of Student Services will 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. Upon completion of the investigation, the Dean, Associate Dean or Director of Student Services will issue a written finding to the complainant, the respondent, and the appropriate College President or Provost, and the Office of General Counsel.
8. The Dean, Associate Dean or Director of Student Activities will submit its findings and recommendations to the president or provost within ninety (90) calendar days of receipt of the complaint.
9. The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the parties within fifteen (15) calendar days of receiving the findings from the Dean, Associate Dean, or Director of Student Services.
10. When the investigation confirms the allegations, appropriate corrective action will be taken. Appropriate corrective action is determined solely by MCCCDC, the college or center and, with the exception of academic suspension or dismissal, cannot be appealed.
11. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation under these procedures, may be used in subsequent grievance or disciplinary procedures.
12. Within ten (10) working days of the conclusion of the investigation, the college will forward the investigatory file to the Office of General Counsel.

D. 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 finding 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, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

E. Maintenance of Documentation

Documentation resulting from each level in the Discrimination Complaint Procedure (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the MCCCDC

Continued next page...

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 Representation

A complainant or respondent may be represented by another person at any stage of a complaint filed under this Discrimination Complaint Procedure.

G. Confidentiality of Proceedings

Every effort will be made by the college and MCCCDC 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 MCCCDC'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 up to and including termination of employment.

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, up to and including, termination.

External Filing of Discrimination Complaints

MCCCDC encourages individuals to use the MCCCDC Internal Complaint Procedure for resolution of discrimination concerns. Individuals also have the right to file civil rights complaints with appropriate external agencies, in addition to their internal complaint. 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 VII (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
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 for employees, sanctions up to and including

suspension or expulsion for students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the 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.
- 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 EEO/AA Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

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 dean of student services (or equivalent) 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 Dean of Student Services 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.

The Maricopa Community Colleges EEO/AA Office phone number is 480-731-8885.

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 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.

Copyright Definition

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. A person may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or the person has 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.

Copyright Infringement

Copyright infringement occurs when a person copies, displays, performs, distributes or creates 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.

Copyright Law and 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. One should assume that everything found on the internet is copyrighted, unless otherwise labeled. 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.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Images a person downloads from the internet, as well as a video or musical performance is almost certainly subject to copyright protection. When a person downloads these works, transfers them to a disk or other medium, or sends 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.”

Importance of Copyright Law for Students

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.

Continued next page...

Download Files from College Web Sites

Recent changes to copyright law allow colleges and universities 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 this web site: <http://www.dist.maricopa.edu/legal/ip/students.htm>. Additional information may be found by reviewing the complete text of the Computing Resource Standards (AR 4.4). 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.

Computing Resource Standards (AR 4.4)

A. Introduction

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

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

B. General Responsibilities

Computing resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the internet, electronic mail and similar electronic information) of the Maricopa Community Colleges are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's computing resources are presumed to have read and understood the Standards. While the Standards govern use of computing resources District-wide, an individual community college or center may establish guidelines for computing resource usage which supplement (but do not replace or waive) these Standards.

Use of Maricopa's computing resources, including web sites created by employees, is limited to educational, research, service, operational, and management purposes of the Maricopa Community Colleges.

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

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

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

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

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

Student Rights and Responsibilities

C. Prohibited Conduct

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

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

D. Personal Web Site Standards

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

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

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

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 Maricopa Community 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.

Continued next page...

Student Rights and Responsibilities

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 dean of student services' office for investigation by any member of the college community. The dean of student services' office will investigate the complaint in accordance with the Student Disciplinary Code, all other college and Maricopa Community Colleges policies, and local and state laws.

Alleged violations of the Maricopa Community Colleges Hazing Prevention Regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the Student Disciplinary Code (AR 2.5.2).

The Student Disciplinary Code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges Hazing Prevention Regulation by any faculty or staff member can be reported to the dean of student services' office for investigation by any member of the college community. The dean of student services' 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 dean of student services' office receives a report or complaint of an alleged hazing activity involving 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 dean of student services' 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 dean of student services' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the dean of student services' 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.

Student Rights and Responsibilities

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

1. Visibly demonstrate a performance of the Maricopa Community College District "duty to care."
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
6. Discourage illegal drug abuse and legal substance misuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

B. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
- b. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
- c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- a. Drinking or possession of alcoholic beverages on the college campus.
- b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- a. Warning,
- b. Loss of privileges,
- c. Suspension, or
- d. Expulsion.

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 0.10 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less than \$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 Regulations (AR 4.13)

1. No alcoholic beverage is allowed on or in the premises owned (by the State) and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.
2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.
3. Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
4. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

D. Other Health Concerns

General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Dean of Student Services.

Student Rights and Responsibilities

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identify of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

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. Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the appropriate dean.

1. **Warning** – A notice in writing to the student that the student has violated the academic code.
2. **Discretionary Sanctions** – Additional academic assignments determined by the faculty member.
3. **Grade Adjustment** – Lowering of a test, assignment or academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.
4. **Course Failure** – Failure of a student from a course where academic misconduct occurs.

5. **Disciplinary Probation** – A written reprimand in response to academic misconduct. 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.)

Sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only upon the approval of the appropriate dean.

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 Computing 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 dean in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

Student Disciplinary Code (AR 2.5.2)

The purpose of this policy is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this document:

- A. "College" means Maricopa Community Colleges or designated college or center. "College president" also refers to center provost.
- B. "Student" means any person taking courses at the college whether full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students."
- C. "Faculty member" means any person hired by the college or District to conduct classroom instruction.
- D. "College official" means any person employed by the college or district, performing assigned administrative or professional responsibilities pursuant to this Student Code. The college president/provost shall designate the college official to be responsible for the administration of this Student Code.
- E. "College community" means students, faculty members, college officials or any other persons employed by the college. A person's status in a particular situation shall be determined by the college president/provost.
- F. "College premises" means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.
- G. "Organization" means a group that has complied with the formal requirements for college recognition.
- H. "Judicial body" means any person or persons authorized by the college president to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- I. "Judicial advisor" means a college official authorized on a case-by-case basis by the college president/provost to impose sanctions upon students found to have violated this Student Code. The college president/provost may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the college president/provost from authorizing the same judicial advisor to impose sanctions in all cases.
- J. "Appellate boards" means any person or persons authorized by the college president/provost to consider an appeal from a judicial body's determination that a student has violated this Student Code or from the sanctions imposed by the judicial advisor. Nothing shall prevent the college president/provost from acting as the appellate board.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The term "policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Code and Governing Board policy.

Article II: Judicial Authority

- A. The college president/provost shall determine the composition of judicial bodies and appellate boards and determine which judicial advisor, judicial body and appellate board shall be authorized to hear each case.
- B. The judicial advisor shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Code.
- C. Decisions made by the judicial advisor shall be final, pending the normal appeal process.

Article III: Prescribed Conduct

A. Jurisdiction of the College

Generally college jurisdiction and discipline shall be limited to conduct which occurs on college/center premises and/or during college sponsored or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any official, college employee or office.
 - b. Forgery, alteration, or misuse of any college document, record or instrument of identification.
 - c. Tampering with the election of any college-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or college activities, including its public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

A faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the appropriate dean 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 and/or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
7. Violation of published Governing Board policy, college rules or regulations.

Student Rights and Responsibilities

8. Violation of federal, state, or local law on college/center premises or at college-sponsored or supervised activities.
9. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law.
10. Use, possession or distribution of alcoholic beverages or public intoxication.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.
12. Participation in a college demonstration that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised activities.
14. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
15. Attempted or actual theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another user's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the college computing system.
 - g. Use of computing facilities for students' personal benefit.
16. Abuse of the judicial system, including but not limited to:
 - a. Falsification, distortion or misrepresentation of information before a judicial body.
 - b. Disruption or interference with judicial proceedings.
 - c. Institution of a judicial proceeding knowingly without cause.
 - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - f. Harassment, either verbal or physical, and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding.
 - g. Failure to comply with the sanctions imposed under this Student Code.
 - h. Influence or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and College Discipline

1. When a student is charged only with an off-campus violation of federal, state, or local laws but not with any other violation of this Student Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to confess such charges, although not actually admitting guilt, e.g., "no contest" or "nolo contendere."
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out before, during, or after civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for that individual because of his or her status as a student. If the alleged offense is also a subject of a proceeding before a judicial body under this Student Code, however, the college may advise off-campus authorities of the existence of this Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personnel capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the college community may file charges against any student for his or her conduct under this Student Code. Charges shall be prepared in writing and directed to the judicial advisor responsible for administration of the college judicial system. Any charge should be submitted within thirty (30) days of the incident. The judicial advisor will rule on the timeliness of the charges.
2. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such dispositions shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.

Continued next page...

Student Rights and Responsibilities

4. Hearings shall be conducted by judicial body according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the closed hearing shall be at the discretion of the judicial body, and/or its judicial advisor.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
 - d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Both the complainant and the accused are responsible for presenting their own cases and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the judicial body.
 - h. After the hearing, the judicial body (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of this Student Code. The judicial body shall render written findings of fact and conclusions and forward these along with recommended sanctions as outlined in Article IV, Section B, to the judicial advisor within three (3) working days of the conclusion of the hearing.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before the judicial body. The record shall be the property of the college and/or District.
6. No student may be found to have violated this Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence and support of the charges shall be presented and considered.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **Warning** - a written notice to the student that the student is violating or has violated institutional regulations.
 - b. **Probation** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - d. **Restitution** - compensation for loss, damage or injury.
 - e. **Discretionary Sanctions** - work assignments, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the judicial advisor.)
 - f. **College Suspension** - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (College suspension applies at all of the Maricopa Community Colleges.)
 - g. **College Expulsion** - permanent separation of the student from the college. (College expulsion applies at all of the Maricopa Community Colleges.)
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the judicial advisor. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.
4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B, paragraphs 1.a through d.
 - b. Deactivation - loss of all privileges, including college recognition for a designated period of time.
5. All sanction(s) shall be determined and imposed by the judicial advisor based upon the findings and conclusions of the judicial body. The judicial advisor will consider the recommendations for sanction(s) of the judicial body but will not be bound by its recommendations. The judicial advisor will forward the sanctions s/he determines to be appropriate along with the findings and conclusion to the accused student within two (2) working days after receipt of the judicial body's findings.

C. Interim Suspension

In certain circumstances, college/center officials may impose an interim suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
 - a. To insure the safety and well-being of members of the college community or preservation of college property;
 - b. To insure the student's own physical or emotional safety and well-being; or
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, the student shall be denied access to the college including classes and/or all other activities or privileges for which the student might otherwise be eligible, as the judicial advisor deems appropriate.

D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appeal board within five (5) working days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or his/her designee.
2. An appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly and in accordance with this Student Code's prescribed procedures.

Student Rights and Responsibilities

- b. To determine whether the decision reached regarding the accused student was in conformance with the standard established in Article IV, section A, paragraph 4(i).
 - c. To determine whether the sanction(s) imposed was appropriate to the violation.
 - d. To consider new evidence.
3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow consideration of the original determination and/or sanction(s).
 4. In cases involving appeals by students accused of violating this Student Code, review of the sanction by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the appropriate college official may, upon review of the case, reduce but not increase the sanctions imposed by the judicial advisor.
 5. In cases involving appeals by persons other than students accused of violating this Student Code, the appropriate college official may, upon review of the case, reduce or increase the sanctions imposed by the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision

- A. Any question of interpretation regarding this Student Code shall be referred to person designated in Article I, paragraph D, or his/her designee, for final determination.
- B. The Student Code shall be reviewed every three (3) years under the direction of the Vice-Chancellor for Student Development and Community Affairs.

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.

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

Continued next page...

Student Rights and Responsibilities

C. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

D. Use of Educational Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

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

- 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.
- 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.
- 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 dean of student services.

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)

- 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.
- 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.
- 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

- Student security guards shall be enrolled for a minimum of three (3) semester hours.
- Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

3. Students not in Administration of Justice Program

- Use of student other than those in Administration of Justice Program:
 - Selection of the student must be personally approved by the dean of student services and chief of security.
 - Selection of a student should not extend beyond one semester without the approval of the dean of student services.

Student Rights and Responsibilities

- 3) Selected student must undergo a special training program directed by the chief of security and approved by the dean of student services.
- b. Recommended program for students other than those in Administration of Justice programs:

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:

- 1) Wearing of the uniform, general appearance, and demeanor;
- 2) The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods;
- 3) Public relations methods used on the campus;
- 4) Crime prevention methods used on the campus; patrol methods used in buildings and grounds;
- 5) Basic techniques for interviewing students, faculty and visitors relative to the incidents;
- 6) Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus.
- 7) Basic first aid.

4. Student Security Guards Employee Benefits

As student employees, there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

5. Student Employment Records

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the dean of student services.

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, with the requirements of the district-wide student governance organization outlined in the Associated Students District Advisory Council's (ASDAC) constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board 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 dean or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board legal services.

The ASDAC student constitution shall be reviewed annually by the newly elected officers. The members/advisors of the District student leadership executive council shall be responsible for submitting any changes to the Deans of Student Services Council 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).

ASDAC will be comprised of primary leaders of the student governing bodies from MCCCDC colleges, specifically: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, South Mountain Community College.

Each ASDAC member college is allotted one vote. The primary leader(s) of the established student governing bodies at each MCCCDC higher educational institution must be in compliance with the respective office requirements of that institution.

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

B. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

C. Eligibility for Office

All student governance 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.

Student Rights and Responsibilities

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 dean or designee of each college shall be responsible for submitting any constitutional changes to the president of the college for transmittal to the Governing Board 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 dismissal of an advisor with just cause may be submitted to the appropriate dean or college president. One or more of the directors of student leadership will serve as advisor at all official meetings and functions of ASDAC.

I. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of 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.



Practice Time

ADMINISTRATION, MANAGEMENT & FACULTY



**MARICOPA
COMMUNITY
COLLEGES®**

Governing Board

Dr. Donald R. Campbell	Secretary
Mr. Ed Contreras	Member
Mr. Scott Crowley	Member
Mrs. Linda B. Rosenthal	President
Ms. Nancy Stein	Member

Administration

DeCABOOTER, ARTHUR W. A.A., St. Gregory's College, Shawnee (OK); B.A., St. John's University (MN); M.S.Ed., Ed.D., Indiana University	President
NEIBLING, JOHN B.A., M.A., University of Kansas; Ed.D., Arizona State University	Dean of Instruction
STAHL, VIRGINIA B.A., Illinois State University; M.Ed., Ph.D., Arizona State University	Dean of Student Services
HERMANSON, DEAN R. B.S., M.S., Ed.D., University of North Dakota	Senior Associate Dean of Instruction
GORTON, MARINA E. B.A., California State University, Fullerton; M.A., Maxwell School, Syracuse University	Associate Dean of Instruction
BRIMAGE, YIRA B.A., Arizona State University; M.Ed., Northern Arizona University	Associate Dean of Enrollment Services
KUSHIBAB, DEBBIE A.A., Glendale Community College; B.A., Arizona State University; M.A., University of Phoenix; Ph.D., Arizona State University	Associate Dean of Student Services
BLANTON, SHARON B.A., Towson State University (MD); M.Ed., University of Virginia	Senior Associate Dean of Information Technology

Management

BINDER, JAN B.S., University of Phoenix; M.Ed., Northern Arizona University	Director, Institutional Research
BRUGGMAN, CURTIS B.S., Arizona State University	Director, Annual Fund
BUTLER, MARK A.A.	Coordinator, Instructional Telecommunications
CHANDLER, PATRICIA A.A., Scottsdale Community College	Bursar
COCO, DARCEL B.A., Buena Vista College (IA)	Director, Women's Athletics
CORNELIUS, MICHAEL B.A., Arizona State University	Director, Assessment & Advisement Center
COUCH, CARL A.A., Scottsdale Community College; B.S., M.Ed., Arizona State University	Director, Administration/Student Services
DAVIS, PETER A.A., Scottsdale Community College; B.A., Arizona State University	Supervisor, Library Information/Access Services
DEAN, ZHARA A.A., Scottsdale Community College; B.A., M.Ed., Northern Arizona University	Director, Continuing Education
DeBOER, CYNDI A.A., Mesa Community College; B.A.E., Arizona State University; M.Ed., Northern Arizona University	Coordinator, Career Services
DRAGON, CATHERINE	Coordinator, Fine Arts & Instructional Technology
EBERHARDT, PAUL B.A., Winona State University (MN)	Athletic Specialist
EMANUEL, CRAIG B.S., University of Arizona; M.A., University of Phoenix	Director, College Safety
FONG, ELSA B.S., University of California, Berkeley	Supervisor, Science Laboratory
GAGNON, GRANT	Manager, Networking
HUFFMAN, VINCENT B.A., M.A., Ball State University (IN)	Coordinator, Senior Adult Program
HUGHES, LINDA A.A., Scottsdale Community College	Institutional Research Specialist
JOHNSON, KAREN A.A.S., Mesa Community College	Coordinator, College Financial Services
KALCICH, DEANNA B.A., University of Tulsa	Coordinator, Learning Center
KETTERMAN, ELIZABETH B.S., University of Phoenix; M.Ed., Northern Arizona University	Director, Early Outreach Programs
KIND, MATTHEW	Supervisor, Maintenance
LANGWORTHY, PAUL B.S., Mankato State (MN); M.Ed., Arizona State University	Coordinator, Fitness and Wellness Center
LATHAM, GERALD B.S., Northern Arizona University	Coordinator, Computer Services
LEACH, BEN A.A.S. in Culinary Arts, Scottsdale Community College	Supervisor, Food Services

Administration, Management & Faculty

LEHMAN, DONNA M.A., University of Wisconsin	Coordinator, Adult Re-Entry	VAN CLEAVE, JACK	Director, Buildings and Grounds
LONG, ALTHEA B.A., Eureka College (IL); M.Ed., Northern Arizona University	Coordinator, Marketing and Public Relations	WALTERS, EMMA A.A., Scottsdale Community College; B.A., Indiana University	Educational Computer Systems Trainer
MANNIX, REGINA B.S., Arizona State University	Athletic Specialist	WATKINS, FRANCESCA A.G.S., Scottsdale Community College	Director, Registration and Records
MARUSHAK, REBECCA B.A., Eastern Michigan University; M.A., University of Michigan	Director, Student Life and Leadership	YEAGER, EDWARD B.S., Arizona State University; M.Ed., Northern Arizona University	Athletic Specialist
MAYNARD, BRENDA B.S., Ferris State University; M.A., Washington University	Coordinator, Workforce Development	YNIGUEZ, ROSANNE B.S., Arizona State University; M.A., Northern Arizona University	Supervisor, Child Enrichment Center
MCGOWAN, TERENCE A.A., Mesa Community College (AZ); B.S., Arizona State University	Director, SCC Media Center	YOUNG, DONNA B.S., M.A., New Mexico State University	Coordinator, Disability Resources & Services
MEDDER, NEWTON V. B.S., Arizona State University	Athletic Specialist	Faculty	
MEJIA, MARK	Athletic Specialist	ASHBY, PATRICIA (1998) B.A., Ph.D., University of New Mexico	Professor, Biology
MIKESELL, JEFFREY B.S., Arizona State University; M.S., University of Oklahoma	Athletic Specialist	ATTANUCCI, FRANK (1990) B.S., M.A., Arizona State University	Professor, Mathematics
NEIGHBORS, TONY B.S., Arizona State University	Head Athletic Trainer	AVIANANTOS, JOHN (2004) B.A., M.A., Arizona State University	Instructor, Physical Education
O'BRIEN, JAMES B.S., Portland State University (OR)	Coordinator, Fine Arts and Instructional Technology	BAKER, CHARLES (2003) B.S., M.S., University of Louisville; Ed.D., Arizona State University	Instructor, Administration of Justice
PERKINS, RANDY	Coordinator, EMT Program	BALLARD, MARSHA (2000) B.A., Texas Christian University; M.L.S., University of Arizona	Librarian
PHILIPP, RANDY B.B.A., University of Wisconsin/Oshkosh	Accountant II	# BARNES, ROY A. (1994) B.S., Colorado State University; M.S., Arizona State University	Professor, Biology
PRATT, STACY B.S., Texas Tech University	CNUW Administrative Assistant II	# BECKER, ART (1975) B.S., M.S., Arizona State University	Professor, Physical Education
QUINTERO, JAMES B.S., University of Phoenix; M.Ed., Northern Arizona University	Systems Programmer I	BIGLIN, KAREN (1985) B.A., M.L.S., University of Arizona	Librarian
ROMERO, STELLA B.S., Western International University	Supervisor, College Employee Services	BODELL, PATRICIA (1987) B.F.A., M.F.A., University of Utah	Professor, Physical Education
ROWELL, TONYA B.S., Northern Arizona University	Supervisor, Science Lab	BOOHER, JERRY G. (1972) B.S.M.E., M.S.E.S., University of Toledo (OH)	Professor, Computer Information Systems
SHIPLEY, DEE A.A., Scottsdale Community College; B.A., Ottawa University (KS); M.Ed., Northern Arizona University	Director, Financial Aid	# BORICK, STEVEN (1999) B.A., Oberlin College (OH); Ph.D., Princeton University (NJ)	Professor, Chemistry
SKRIVANEK, GREG B.A., Southern Methodist University	Coordinator, Learning Center	BRANDT, SHEILA (2001) M.S., Ph.D., University of Arizona	Instructor, Computer Information Systems
SMITH, NOEL B.S., Lewis University (MO)	Nursing Assistant Coordinator	*£ BROWER, MYRON R. (1982) B.A.Ed., B.A., Architecture, Arizona State University; M.A., Architectural History, University of Virginia	Professor, Architectural Technology/CAD
TATE, SIDNE B.A., Northern Illinois University; M.A., Arizona State University	Director, Instructional Technology Media/Computer Lab	BROWN, DAVID (2003) B.S., M.A., Brigham Young University; Ph.D., University of Maryland	Instructor, HPERD
TENDICK, THERESE B.A., University of Iowa; M.A., Arizona State University	Director, International Education	BRUISED HEAD, DEBBIE "TIA" (2000) B.A., B.S., M.A., Northern Arizona University	Counselor
TREDE, EREKA A.A., Scottsdale Community College	Coordinator, Instructional Technology/Development		
TRIMBLE, MARSHALL B.A., M.A., Arizona State University	Coordinator, Southwest Studies Program		

* Division Chairperson # Department Chairperson
£ Program Director

Administration, Management & Faculty

BUNTING, LARRY (1977) B.S., M.S., Eastern Illinois University; Ed.D., Northern Arizona University	Media Librarian	DUECK, PATRICIA (2000) B.A., Arizona State University; M.S., Northern Arizona University	Instructor, Mathematics
# BURLEY, JOHN (1986) B.M., B.M.Ed., Fort Hays University (KS); M.S., Ed.D., University of Illinois	Professor, Music	ELAM, JAMES (1990) B.A., University of North Carolina; M.M., M.Ed., Arizona State University	Professor, Computer Information Systems
BURTCH, MARK (2000) B.S., Angelo State University (TX); M.S., University of North Texas	Instructor, Mathematics	ELLIS, JOHN (1998) B.A., M.A., University of Arizona	Professor, Spanish
# BUTTON, LEON (CPA)(1989) B.S., M.B.A., Arizona State University	Professor, Business and Accounting	* ELLS, BETH (1983) B.A., M.A., Arizona State University	Professor, Art and Humanities
CALOGERO, SIRIO (2002) M.A.J.D., University of Rome, Italy	Instructor, Italian	# FAHEY, BARBARA (1984) B.A., University of California/L.A.; M.A., Ph.D., Arizona State University	Professor, English
CARRUTHERS, CONNIE (1989) B.A., University of California/L.A.; M.S., California State University/Northridge	Professor, Mathematics	FENDLEY, CLARA (1989) B.A., M.A., Texas Tech University	Professor, English
CHADWICK, KIRBY (1976) B.A., M.A., University of Iowa	Professor, Italian and Spanish	FERGUSON, CHRISTINE (1998) B.A., University of Arizona; M.M.C., Arizona State University; Ed.D., Nova Southeastern University (FL)	Professor, Journalism/English
#£ CHALMERS, KAREN (1998) B.A., University of Arizona	Professor, Culinary Arts	FOSTER, JOHN (2004) B.S., California Institute of Technology; M.A., University of California, Berkeley	Instructor, Chemistry
# COE, EDWARD (2002) B.A.E., M.Ed., Arizona State University	Instructor, Mathematics	FOSTER, RAYMOND (1988) B.S., M.A., University of Detroit	Professor, English
COMBELICK, DANIEL (1991) B.S., M.Ed., Arizona State University	Professor, Computer Information Systems	FRADELLA, HENRY F. (2004) B.A., Clark University; M.F.S., J.D., George Washington University; Ph.D., Arizona State University	Instructor, Administration of Justice
* COMBS, BERNARD (1981) B.S., Colorado State University; M.S., California State University/San Jose	Professor, Psychology	GIOVANDO, KENNETH (1973) B.S., M.A., University of Arizona	Professor, Physical Education
COOPER, CHARLES (1995) B.S., Arizona State University; A.S.I.D.	Professor, Interior Design	GLAESS, TERRI L. (1996) B.A., Northwestern University (IL); M.A., University of Chicago (IL)	Professor, Mathematics
# COPP, DARRELL L. (1990) B.S., Eastern Michigan University; M.A., Arizona State University	Professor, Communication Arts	* GLASPER, DEBRA (2000) B.A., Luther College (IA); M.A., Governors State University (IL)	Counselor
*# CORACIDES, CARMEN J. (1972) B.A., M.A., Ph.D., Arizona State University	Professor, Spanish	* GOFF, AMY (1990) B.S., M.S., Texas A & M University	Professor, Physical Education
CUTLER, ALBERT B., III (2000) B.S.E.E., University of Arizona; M.S.E., Arizona State University	Professor, Motion Picture/Television	GONZALES, MARCIA (2002) B.S., University of Arizona; M.S.D., Arizona State University	Instructor, Interior Design
# DAMASK, NICHOLAS (1997) B.A., M.A., University of Cincinnati; M.A., The American University (DC); Ph.D., University of Cincinnati	Professor, Political Science	GOTH, RAMONA K. (1998) B.A., Southwest Baptist University (MO); M.A., Central Missouri State University	Professor, English
DESJARDINS, SANDRA (1998) B.A., University of Arizona; M.A., University of Windsor (Canada); M.F.A., Columbia University (NY)	Professor, English	GOUDARD-RYAN, MARIE-FRANCE (1988) B.A., M.A., California State University	Professor, French and Spanish
DIGGINS, KERI A. (2004) B.A., Framingham State College; M.A., Boston College	Instructor, Sociology	GRAY, BONNIE A. (2001) B.S., M.S., Ph.D., Arizona State University	Professor, Psychology
£ DLUGOSZ, ROSANNE K. (1975) B.A., M.A.T., Webster College (MO); Ed.D., Arizona State University	Professor, Child Development	# GREEN, STEPHEN (1999) B.M.E., M.M., Brigham Young University (UT); D.M.A., Arizona State University	Professor, Music
DRESSLER, TRACY (2002) B.F.A., Utah State University; M.F.A., University of Missouri (Kansas City)	Instructor, Theater Arts	GREENWALT, THOMAS (1999) A.O.S., Culinary Institute of America (NY)	Professor, Culinary Arts
DUDLEY, DAVID (2004) B.A., Lamar University; M.A., Arizona State University	Instructor, Mathematics	GUHSE, DONNA B. (1997) B.S., Bob Jones University (SC); M.A., University of West Florida	Professor, Mathematics

* Division Chairperson # Department Chairperson
£ Program Director

Administration, Management & Faculty

HAAS, ERIC C. (2003) B.A., University of Michigan; M.S., University of Utah	Counselor	LAMBERT, JUDITH (1989) A.B., Augustana College (IL); M.S., University of Iowa	Professor, Mathematics
HARPER, ANNELIESE M. (1997) B.S., Southern Utah State University; M.A., New Mexico State University; Ph.D., Arizona State University	Professor, Communication Arts	LEMONS, GARY (1994) B.S., Oklahoma City University; Ph.D., University of New Mexico	Professor, Sociology
HAUGEN, PAUL (1992) B.S., St. Louis University (MO); M.N.S., Arizona State University	Professor, Physics	LIFFITON, JOHN (2001) B.S., Northern Arizona University; M.A., Arizona State University	Instructor, English as a Second Language
HEFFNER, KEITH R. (2004) B.A., M.A., CSU Dominguez Hills - Carson, CA	Instructor, Electronic Music	LITTLE CROW, MICHAEL (2004) B.S., M.S., Oregon State University	Instructor, Mathematics
# HERBERT, KATHERINE (2000) B.A., M.A., Arizona State University	Instructor, Motion Picture/Television	* LOKEY, PATRICIA (1990) B.A., University of Colorado; M.A., University of Denver (CO); Ph.D., Arizona State University	Librarian
HERNÁNDEZ-HALL, MARIÚ EUGENIA (1999) B.A., San Diego State; M.A., Arizona State University	Professor, Spanish	LORING, ERIC D. (1989) B.A., University of Iowa; M.A., M.Litt, Middlebury College (VT)	Professor, English
# HICKS, LINDA (1991) B.A., Arizona State University; M.A., University of Arizona	Professor, Communication Arts	LUCAS, MIGUEL (2002) B.A., M.C., Arizona State University	Counselor
HINTON, JANINE (2003) B.S., University of the State of New York; M.S.N., University of Phoenix	Instructor, Nursing	MacELVEE, CAMERON R. (2000) B.A.Ed., Arizona State University; M.A.Ed., Northern Arizona University; Ph.D., University of Arizona	Instructor, English
HOFFMAN, JANELLE (2003) B.S., Western Michigan University; M.A., University of Phoenix	Instructor, Hospitality	MacKAY, NEIL (2001) B.S., University of Notre Dame; M.S., University of Wisconsin - Madison; Ph.D., Arizona State University	Instructor, Biology
HUTCHINSON, DIANA (1984) B.A., M.A., Arizona State University	Professor, Communication Arts	MARTIN, PETER L. (1997) B.S., Valley City State University (ND)	Professor, Computer Information Systems
IVESTER, ELIZABETH (1993) B.S., Brown University (RI); M.S., Arizona State University	Professor, Geology	McCAGE, ANN (2000) B.A., American University of Beirut; M.Ed., Arizona State University	Instructor, Reading
JACOBS, ALAN (1984) B.A., Valparaiso University (IN); M.A., Lehman College (NY)	Professor, Mathematics	# McCARTHY, NIALL (2003) B.S., M.A., Trinity College, University of Dublin; MSIM, Arizona State University	Instructor, Computer Information Systems
JACOBS, SALLY (2002) B.A., Randolph-Macon Woman's College; B.S., M.A., Ph.D., Arizona State University	Professor, Mathematics	McKINNEY, ROGER (2002) B.A., Graceland University (IA); M.F.A., American University	Instructor, Art
JENSEN, CHRIS (1990) B.A., Simpson College (CA); M.A., Wheaton College (IL)	Professor, Television/Radio Production	MEACHAM, WILLIAM (2000) B.S., Northern Arizona University; M.C.S., Arizona State University	Instructor, Computer Information Sys/Computer Science
£ JOHANSEN, NORMA (1988) B.F.A., Arizona State University; M.B.A., University of Phoenix	Professor, Business	# MEDEIROS, PATRICIA (1989) B.A., Lake Forest College (IL); M.A., Ph.D., University of Massachusetts	Professor, English
£ KAVANAGH, JOHN (1998) B.A., New York University; M.A., St. John's University (NY); Ph.D., Rutgers University (NJ)	Professor, Administration of Justice Studies	MEHRABAN, MITRA (2004) B.S., Grand Canyon University; M.Ed., Northern Arizona University	Counselor
£ KING, GERA (1990) B.S., University of Kentucky; A.S.I.D.; M.A.B.M., University of Phoenix	Professor, Interior Design	MEREDITH, STEVEN (1989) B.M., M.M., University of Utah; D.M.A., Arizona State University	Professor, Music
KLOBAS, MARK (2002) B.A., University of Arizona; M.A., Texas A & M University	Instructor, History	MILLER, JANICE J. (1999) B.A., M.A., Washington State University; Ph.D., Arizona State University	Professor, History
# KUMAR, DILIP (1984) B.A., M.A., University of Mysore, India; M.A., University of Akron (OH)	Professor, Economics	MONROIG, RONALD (2003) B.S.E.E., University of Colorado; M.B.A., University of Phoenix	Instructor, Computer Information Systems
KUZMIK, MICHAEL L. (1998) B.A., Architecture, Arizona State University	Professor, Architectural Technology/CAD		

* Division Chairperson	# Department Chairperson
£ Program Director	

Administration, Management & Faculty

MOORE, JAMIE (1991) B.A., M.A., Slippery Rock University (PA)	Professor, English	£ PINO, MANUEL F. (1996) B.A., M.A., University of New Mexico	Professor, Sociology
MOORE, SUSAN (1993) B.A., M.A., Arizona State University	Professor, English	PRICE, PENELOPE (1994) B.A., University of Arizona; M.A., Ph.D., Arizona State University	Professor, Motion Picture/Television
MUGFORD, ROBERT B. (1979) B.A., University of Connecticut; M.A., Arizona State University	Professor, English	QUINN, JENNIFER (1986) B.S.N., M.S.N., Arizona State University	Professor, Nursing
MUTZ, STEPHEN (1996) B.A., University of California/Berkeley; M.S., San Diego State University	Professor, Physics and Astronomy	RAWLINGS, KYLE (1985) B.S., Ph.D., Arizona State University	Professor, Physics
NAGANO, MICHAEL (1991) B.A., University of Washington; M.S., Arizona State University	Professor, Economics	RIBAS, ROBERTO (2002) B.S., Central Missouri State; M.A., University of California	Professor, Mathematics
NAGY, JOHN D. (1998) B.S., Eastern Michigan University; B.S., University of Michigan; Ph.D., Arizona State University	Professor, Biology	# RICKER, JEFFRY P. (1995) B.S., M.A., Ph.D., University of Illinois/Champaign-Urbana	Professor, Psychology
NANCE, LINDA (1991) B.S.N., M.S.N., University of Central Arkansas	Professor, Nursing	ROBINSON, JANET (2004) B.A., Arizona State University; M.Ed., University of Phoenix	Instructor, Humanities
NEARING, DANIEL (1997) B.S., M.A., Central Michigan University	Professor, Mathematics	RUIZ-SCOTT, LAURA (1995) B.A., M.C., Arizona State University	Professor, Spanish
* NELSON, NELLIE F. (1989) B.S.N., Murray State University (KY); M.S.N., University of Virginia	Professor, Nursing	* SAWYER, DOUGLAS (1992) B.A., Coe College (IA); Ph.D., Iowa State University	Professor, Chemistry
NOVAK, CHRISTINA D. (1999) B.A., Pennsylvania State University; D.M.A., Arizona State University	Professor, Music	SCHLAPKOHL, SUZETTE (1987) B.A., Northern Illinois University; M.Ed., Arizona State University	Professor, English and Reading
NOWICKI, MEREDITH (2003) B.A., Augustana College (IL); M.S., Arizona State University	Instructor, Geology	SCHMIDT, EUGENE (1980) B.A., Wayne State University (MI); M.S., Arizona State University	Professor, Psychology
NUTTEN, LAURA (2002) B.A., M.A., California State University;	Instructor, English	SERAFIN, NIKKI N. (2004) B.A., Arizona State University; M.Ed., Northern Arizona University	Instructor, English as a Second Language
O'BRIAN, LEONARD (1999) B.S., Illinois State University; M.A., University of Illinois; M.A., Doctor of Ministry, University of Chicago (IL)	Professor, Philosophy	#£ SERRANO, PAT (1987) B.S., Indiana University; M.Ed., Arizona State University	Professor, Computer Information Systems
* O'BRIEN, EDWARD J. (1989) B.B.A., M.S., Pace University (NY)	Professor, Business	£ SFERRA, BOBBIE (2002) B.A., M.Ed., Ph.D., Arizona State University	Instructor, Education
O'NEILL, DOMINIC (1988) A.A.S., Scottsdale Community College	Professor, Culinary Arts	SHAFFER, GARY M. (1972) B.S., M.S., Utah State University	Professor, Anthropology
ORTIZ, JOSEPH (1989) B.S., Lamar University (TX); M.A., Eastern New Mexico University; Ed.D., Arizona State University	Professor, Communication Arts	SHAFFER, JOHN (2004) B.S., M.A., Ph.D., Arizona State University	Instructor, Geography
PEACE, LISA (2002) B.F.A., University of New Hampshire; M.F.A., Arizona State University	Instructor, Art	SHANK, ALBERT (2000) B.A., M.T., University of Virginia; M.A., Arizona State University	Instructor, Spanish
PETERSON, SUSAN A. (1998) B.A., University of Oklahoma; Diploma, University of Aix/Marseille; M.B.A., University of Pennsylvania	Professor, Business	# SICKAFOOSE, JOHN P. (1994) B.S., University of Arizona; Ph.D., Iowa State University	Professor, Chemistry
PFLANZ, CHARLES (1989) B.A., Humboldt State University (CA); M.A., Arizona State University	Professor, Economics	SIKES, CARLYN (2003) B.A., University of Colorado; M.F.A., Arizona State University	Instructor, Yoga
		£ SIMPSON, JIM (2001) B.S., M.Tax, Arizona State University	Instructor, Computer Information Systems
		SLAUSON, ELIZABETH (2001) B.S., Augsburg College; B.S., M.S., Ph.D., Arizona State University	Instructor, Biology

* Division Chairperson # Department Chairperson
£ Program Director

Administration, Management & Faculty

STEIN, JOEL (2004) B.A., Macalester College; M.S., University of Wisconsin-Madison	Instructor, Biology
THORLAKSDOTTIR, ANNA (2002) B.F.A., M.F.A., Arizona State University	Instructor, Motion Picture/Television
THURMAN, GERALD (1997) B.S., Whitewater University (OH); M.S., Purdue University (IN)	Professor, Computer Information Sys/Computer Science
TRELOAR, LINDA (1993) B.S.N., M.A., University of Iowa; Ph.D., Union Institute (OH)	Professor, Nursing
TROLLEN, THOMAS (1983) A.E.T., B.A., Southwest State University (MN); M.B.A., Arizona State University	Professor, Business/Computer Information Systems
TUALLA, LARRY (2002) B.A., M.A., Northern Arizona University	Instructor, English
# URAN, TED (2002) B.A., B.F.A., Southern Illinois University; M.F.A., Arizona State University	Instructor, Art
VALLE, MICHAEL S. (2002) B.A., University of Minnesota; M.A., University of Illinois; Ph.D., Arizona State University	Instructor, Philosophy
VICICH, JAMES A. (1995) B.S., Northern Illinois University; M.S., Ph.D., Arizona State University	Professor, Mathematics
WARD, GARY (2001) B.A., Cleveland State University; M.B.A., University of Phoenix	Instructor, Hospitality and Tourism
WESER, JOHN T. (1996) B.S., M.N.S., Arizona State University	Professor, Biology
# WESER, PAUL (1990) A.A., Mesa Community College (AZ); B.S., M.A., Arizona State University	Professor, Geography
WHELAN, MICHAEL (1998) B.F.A., Brooks Institute (CA)	Professor, Culinary Arts
£ WILLIAMS, LARRY L. (1993) B.S., Arizona State University; M.B.A., University of Phoenix	Professor, Hospitality and Tourism
WILLIAMSON, KIMB (1980) B.A., M.A., Northern Colorado University	Professor, Theater Arts
# WOODBURN, RACHEL L. (1998) B.F.A., University of Michigan	Professor, Art
# WORTH, KEITH A. (1983) A.A.S., Arizona Western College; B.S.E.E.T., M.S., Arizona State University	Professor, Mathematics
YOU, ROBERT (2000) B.A., Northeast Missouri State University; M.F.A., University of North Carolina	Instructor, Art

Faculty and Administration Emeritus

Abbruscato, Joseph J. B.B.A., M.B.A.	Little, Gloria R., M.B.A., Ph.D., Ed.D.
Baumgart, Edward J., B.A., M.A.	Losse, John, B.S., M.S.
Belsher, Brian E., M.C.	Martin, William J., B.A., M.A.
Bradley, Patricia A., B.S., M.A.	Massion, Dennis D., B.A., M.S., Ph.D.
Brock, Patsey A., B.A., M.A.	Miller, Nancy L., A.B., M.A.Ed., Ph.D.
Brooke, Edna M., B.S., M.A.	Miller, Robert W., B.S., M.S., Ph.D.
Chandler, Edgar, B.A., M.A.	Munn, Ruth S., B.S.N., M.A.
Cox, Ruth R., B.Ed., M.A.	Nelson, Anita J., B.A., M.A.
Crutchfield, Julie, B.A., M.A.	Overley, Winifred (T. J.), B.A., M.A., M.N.S.
Darland, Fara G., B.A., M.A.	Pirman, Mary R., B.S.N., M.S.N.
Deck, Larry S., B.A., M.A., M.F.A.	Richards, Rita A., B.A., M.A.
Dugan, Thomas F., B.S., M.A., Ed.D.	Saffron, Stephen, B.A., M.A.
Dyer, Clarence R., B.S., M.A., M.F.A.	Scharf, Lorraine L., B.S., M.A.
Everroad, Edward K., B.A., M.A.	Schwarz, Kathryn J., B.S., M.A., Ph.D.
Fields, Pamela B., B.A., M.A.	Scudder, John R., B.A., M.A.
Gillett, Kathleen P., B.A., M.S.	Sessions, Charles M., B.M., M.M.Ed., D.M.A.
Greenwell, James R., B.S., M.S., M.A., Ph.D.	Silberman, Philip L., B.S., M.S.
Groenke, Glenn, B.S., M.S., Ed.D.	Sklar, David, B.A., M.F.A.
Gyrko, Eugene R., B.S., M.A.	Slater, Rodger D., B.S.Ed., M.S., Ph.D.
Hackett, Donald G., B.A., M.A.	Snow, Donald H., B.A., Ph.D.
Howard, Sharon, B.S., M.L.S.	Steinmann, Phyllis, M.A.
Jensen, Ava Lynn, B.A., M.A., M.C., Ph.D.	Taylor, Annie A., B.A., M.A., Ph.D.
Jenson, Norman C., B.A., M.M.	Tobiason, Rolf V. (Toby), B.A., M.A., Ed.D.
Johnson, Donald R., B.A., M.A.	Via, L. L., B.S., M.A.
Kearns, Ronald L., B.A., M.A.	Walker, Herman, B.S., M.A., Ph.D.
Keefe, Richard C., B.A., M.A., Ph.D.	Wambach, Julie A., B.S., M.A., Ph.D.
Kelly, Suzanne V., B.A., B.S., M.S., Ph.D.	Werner, Donald A., B.A., M.A., Ed.D.
Kendall, William D., B.A., M.A.	Winters, Robert C., B.A., M.A.
LeMoine, Kenneth R., B.A., M.A.	Wyatt, Jeannie, B.S., M.Ed., Ph.D.
Lippert, Nancy M., B.A., M.A.	

* Division Chairperson
£ Program Director

Department Chairperson

INDEX

A

Absences, Official and Unofficial	27
Abuse of Alcohol/Drugs Policy	194
Academic Advising Policy	20
Academic Calendar	Inside Front Cover
Academic Certificate	58
Academic Load	27
Academic Misconduct Policy	197
Academic Probation/Suspension	28
Academic Progress for Financial Aid	24
Academic Renewal	32
Access to Educational Records	201
Accident Insurance for Students	183
Accidents on Campus	186
Accounting (ACC) Program	67, 100
Accreditation Statement	1
ACE (American Council on Education) Evaluation/Credit	13
ACT Scores	14
Activities Calendar	180
Administration and Management	205
Administration of Justice Studies (AJS) Program	63, 100
Admission with Advanced Placement	14
Admissions and Records Office	179
Admissions Criteria for Veterans	13
Admissions Information	10
Admissions Policy and Guidelines	9
Admissions, Special Status	9
Admissions Classifications	9
Adult Re-entry Services	179
Advanced Placement Examinations	14
Advertising Arts (ADA) courses	106
Advisement, Academic	20
Advisement Center	179
Aeronautics (AET) courses	103
Aerospace Studies (AES) courses	103
Affirmative Action Statements	6
AGEC Course Designations and Matrix	39
Agricultural Science (AGS) course	103
AIDS Guidelines and Policy	196
Alcohol Abuse Policy	194
Alien In-state Student Status	11
American Council on Education (ACE)	13
American Indian Program	179
American Indian Studies (AIS) Program	97, 103
American Sign Language (SLG) courses	104
Americans with Disabilities Act (ADA)	6, 181
Anthropology (ASB and ASM) courses	105
Appeal of Sanctions for Academic Misconduct	197
Appeal Process (Financial Aid)	25

Archaeology (ASB) courses	105
Architectural Technology (CAD) (DFT) Program	64, 105
Arizona General Education Curriculum (AGEC)	36
Art: Advertising (ADA) courses	106
Art: Computer (ART) courses	106
Art: Photographic (ART) courses	108
Art: Visual (ART) courses	108
Art Humanities (ARH) courses	110
Artichoke Grill	181
Articulation Transfer Guidelines	18
Assessment and Course Placement Policy	20
Assessment, Educational	13, 181
ASSET Testing	184
Assistance, Financial	24, 181
Associate in Applied Science Degree (AAS)	57
Associate in Arts Degree (AA)	44
Associate in Arts in Elementary Education Degree (AAEE)	52
Associate in Business-General Requirements Degree (ABus-GR) ...	48
Associate in Business-Special Requirements Degree (ABus-SR)	50
Associate in General Studies Degree (AGS)	54
Associate in Science Degree (AS)	46
Associate in Transfer Partnership Degree (ATP)	56
Astronomy (AST) courses	110
Athletics, Men's	182
Athletics, Women's	185
Attendance Policy and Requirements	27
Attendance, Previous College	10
Audit Courses	28
Awarding Transfer Credit	18
A.W.A.R.E.	179
AZCAS Transfer Planning Guides	19, 43

B

Biology (BIO) courses	111
"Blue Light" Security Phone	186
Bookkeeping Certificate of Completion	67
Bookstore Policies	186
Broadcast Production Certificate of Completion	90
Building Safety and Planning Technology (BLT) Program ...	65, 112
Building Safety Technology Certificate of Completion	65
Bulletin Board Policy	186
Bursar/Cashier's Office	179
Bus Service	179
Business (FASTRACK) Program	66, 100, 113, 153, 155, 156
Business (GBS) Program	67, 113
Business-Personal Computers (BPC) Program	68, 113

Index

C

CAD courses	105
Cafeteria	181
Calculators, Use of (Testing Center)	184
Calendar, Academic	Inside Front Cover
Calendar, Campus Activities	180
Campus Hours	186
Campus Map	Inside Back Cover
Campus Policies	186
Campus Security Act	190
Campus Tours	183
Canceled Classes, Refunds	24
Career Counseling	180
Career Services	180
Cashier's Office (see Bursar/Cashier's Office)	179
Catalog Year, Determining	35
CEEB Test Scores	14
CEG (Course Equivalency Guide)	19
CELSA Testing	184
Certificates Offered at Maricopa Skill Center	59
Certificates Offered at SCC	3
Chairpersons and Instructional Divisions	4
Check Cashing Policy	179
Chemistry (CHM) courses	115
Child Enrichment Center	180
Child/Family Studies (CFS) courses	116
Children on Campus Policy	190
Cisco Network Technology (CNT) courses	116
Civil Engineering Technology (CET) course	117
Classifications, Student	9
CLEP Chart	15
Clubs and Organizations	180
Coaching Sports courses	170
College Addresses/Phone Numbers/Websites (MCCCD)	5
College Entrance Examination Board (CEEB)	14
College-Level Examination Program (CLEP)	14
College Management Personnel	205
College Offices and Phone Numbers at SCC	5
College Safety Policies	186
College Websites	5
Communication Arts (COM) courses	117
Complaint Resolution Process, Non-Instructional	30
Computer-Aided Drafting (DFT) courses	105
Computer Hardware/Network Support Certificate of Completion	69
Computer Information Systems (CIS) Program	69, 118
Computer Science (CSC) Program	74, 123
Computing Resource Standards	192
Concurrent Enrollment in Higher Education Institutions	12
Conference and Meeting Rooms	182
Conservatory Theatre, Summer (Shakespeare)	177
Constitution, Arizona and U.S. (POS) courses	171

Cooperative Education	123
Copyright Act Compliance Policy	191
Corporate Computer Technology (CCT) courses	124
Council for Adult and Experiential Learning (CAEL)	13
Counseling and Personal Development (CPD) courses	124
Counseling Services	180
Course Applicability System (CAS or AZCAS)	19, 43
Course Equivalency Guide (Arizona's Colleges/Universities)	19
Course Placement and Waiver	20
Course Prefix List	99
Coursework Time Limits	34
Credit by Evaluation (ACE, Departmental)	13
Credit by Examination (Departmental)	14
Credit by Examination (HCIES)	18
Credit by Skills Demonstration-Assessment (HCIES)	18
Credit for ACT-PEP	14
Credit for CLEP Scores	14
Credit for Military Service	13
Credit for Prior Learning	13
Credit for the DANTES Examination Program	14
Credit for Training Programs (CREDIT)	13
Credit/No Credit (P/Z) grade	28
Credit Transferred	18
Crime Awareness and Campus Security Act	190
Crime Scene Technology Certificate of Completion	63
Critical Reading (CRE) courses	125
Culinary Arts (CUL) Program	75, 125
Culinary Arts Dining Room	181

D

Dance Technology (DAN) Program	76, 127
Dance Humanities (DAH) courses	129
DANTES, Credit for	14
Database Development Certificate of Completion	69
Debts, Outstanding	23
Deadlines for Students	29
Degree Requirements	33
Degrees/Certificates Offered at SCC	3, 33
Desert Oasis Dining Room	181
Determination of Catalog Year for Graduation	35
Directory, Offices and Phone Numbers at SCC	5
Directory, Student	202
Disability Resources and Services	181
Disciplinary Code	198
Disciplinary Standards	197
Discrimination Complaint Procedures for Students	187
District Policies	6
Drafting: see Architectural Technology (CAD) courses	105
Drop/Add (Schedule Changes)	27
Drug/Alcohol Abuse Policy	194

Index

E

Early Childhood Development (ECH) Program	81, 129
Early Education (EED) courses	131
Economics (ECN) courses	131
Editing Certificate of Completion	91
Education (EDU) courses	131
Educational Assessment	13
Educational Credit by Examination	14
Educational Records, Access to	201
Emergency Evacuation Procedures	186
Emergency Medical Technology (EMT) Program	78, 133
Emergency Vehicle Assistance	186
Emissions Control Compliance Policy	21
Engineering Science (ECE) Program	79, 135
English (ENG) courses	136
English as a Second Language (ESL) courses	137
English Humanities (ENH) courses	140
Entrepreneurial Studies (EPS) courses	141
Equal Opportunity Statement	6
Equine Science (EQS) Program	79, 141
Equivalency Examinations, College-Level	14
Evaluation, Credit by	13
Examination, Departmental Credit by	14
Exercise Science (PED) courses	169

F

Facility Requests	181
Faculty and Administration Emeritus	210
Faculty Lectures Policy, Taping of	192
Faculty Personnel	206
Family Educational Rights & Privacy Act of 1974 (FERPA) ..	201
Fastrack Business courses	113
Fees Schedule and Payments	22
Film Analysis and Criticism Certificate of Completion	91
Film Production Certificate of Completion	91
Financial Aid Disbursement	24
Financial Assistance	24, 181
Financial Clearance of Outstanding Debts	23
Fine Arts courses	106
Fire Academy Certificate of Completion	80
Fire Science (FSC) Program	80, 142
Fitness and Wellness Center	170
Food and Nutrition (FON) courses	144
Food Services	181
Foreign Language courses	144
Foreign Students (Nonimmigrant) Admissions	9
French Language (FRE) courses	144
Fundraising Policy	186

G

General Business (GBS) courses	113
General Education Designations	34
General Education Statement	34
General Education Degree Requirements - AAS	57
General Education Degree Requirements - AGS	54
General Technology (GTC) courses	145
Geography, Cultural (GCU) courses	145
Geography, Physical (GPH) courses	145
Geology (GLG) courses	146
German Language (GER) courses	146
Golf Management (HRM) Program	81, 149
Governing Board Members	205
Grade Point Average for Graduation	33
Grades and Grading Policies	27
Graduate Guarantee Policy	33
Graduation, Catalog Year	35
Graduation Grade Point Average	33
Graduation Requirements	33
Graduation with Honors	33
Grievance Process, Instructional	30

H

Hazing Prevention Regulation	193
HCIES Competency Assessment Tests (CATs)	18
Health Care Integrated Education Systems (HCIES)	18, 92
Health Care Related (HCR) courses	147
Health Core Curriculum (HCC) courses	147
Health Science (HES) courses	148
History (HIS) courses	148
Holidays, Absence for	27
Honor List, President's	32
Honors, Graduation with	33
Honors Program	32, 182
Hospitality & Tourism/Golf Mgt. (HRM) Program	81, 149
Hospitality & Tourism/Hotel Mgt. (HRM) Program	82, 149
Hospitality & Tourism/Restaurant Mgt. (HRM) Program	83, 149
Housing	182
Humanities, Art (ARH) courses	110
Humanities, Dance (DAH) courses	129
Humanities, English (ENH) courses	140
Humanities (HUM) courses	150

Index

I

Important Deadlines for Students	29
Incomplete Grade Policy	27
Indian Program (American)	179
Infant/Toddler Development (ITD) Program	84, 150
In-state Student Status	11
Instructional Divisions	4
Instructional Grievance Process	30
Insurance, Accident Injury	183
Interior Design (INT) Program	84, 151
Interior Design: Professional Level Certificate	85
International Baccalaureate Diploma/Certificate	17
International Business (IBS) courses	152
International Business Certificate of Completion	68
International Education Programs	182
Italian Language (ITA) courses	153

J

Japanese Language (JPN) courses	154
Job Placement (Career Center)	180
Journalism (JRN) courses	154
Justice Studies Certificate of Completion	63

L

Library Science (LBS) courses	154
Library Services	182
Licensure Disclaimer	34
Limit for University Coursework	34
Lost and Found	186
LPN Curriculum	93

M

Mailboxes	182
Management Certificate of Completion	68
Management (MGT) courses	155
Management Personnel	205
Map, Campus	Inside Back Cover
Map, East Valley Area	216, Back Cover
Maricopa Institute for Arts/Entertainment Technology Program	85
Maricopa Online Student System	182
Microsoft Applications Development Program	88
Marketing Certificate of Completion	68
Marketing (MKT) courses	156
Mass Communications (MCO) courses	156
Mathematics (MAT) courses	156
Mathematics/Science Tutoring Center	184
Meeting and Conference Rooms	182
Men's Athletics	182

Microsoft Applications Development Program	88
Microsoft Networking Technology (MST) Program	86, 159
Microsoft Product Specialist Certificate of Completion	86
Microsoft Systems Administration Certificate of Completion	86
Microsoft Systems Engineer Certificate of Completion	86
Military Science (MIS) courses	160
Military Service Credit for Prior Learning	13
Misconduct Policy Statement	197
Mission Statement for MCCCCD	8
Mission Statement for SCC	1
Motion Picture/TV Production (TCM) Program	89, 160
Movement Analysis (PED) courses	169
Music: Commercial and Business (MUC) courses	164
Music: History and Literature (MHL) courses	163
Music: Performance (MUP) courses	165
Music: Private Instruction (MUP) courses	164
Music: Theory and Composition (MTC) courses	163

N

Network Administration (CIS) Program	71, 118
Nondiscrimination Policy	6
Nonimmigrant Students	9
Non-instructional Complaint Resolution Process	30
Nurse Assisting Certificate of Completion	93
Nursing: Continuing Education (NCE) course	166
Nursing Science (NUR) Program	92, 166

O

Occupational Programs of MCCCCD	59
Office Automation Systems (OAS) Program	95, 168
Office Fundamentals Certificate of Completion	95
Online Application and Registration	182
Open-Entry Computer courses	169
Orientation Program for Students	183
Outcomes Assessment	8
Outstanding Debts	23

P

Parking Fines	23
Parking Regulations	186
Personal Computer Applications (BPC) Program	68, 113
Personal Web Site Standards	193
Phi Theta Kappa	183
Philosophy (PHI) courses	169
Phone, Security (Blue Light)	186
Photographic Arts (ART) courses	108
Physical Education (PED) courses	169
Physics (PHY) courses	171
Pima Language (PIM) courses	171

Index

Placement, Job (Career Center)	180	Servicemen's Opportunity College	18
Placement Testing	184	Sexual Harassment Policy	188
Planning/Development Technology Certificate of Completion	65	Shakespeare Summer Conservatory Theatre	177
Police Academy Preparation Certificate of Completion	63	Sign Language, American (SLG) courses	104
Policy Statements	6	Skills Demonstration Assessment (HCIES)	18
Political Science (POS) courses	171	Social/Behavioral Sciences Independent Study Lab	184
Practical Nursing Certificate of Completion	93	Social Work (SWU) course	174
Prefix List, Course	99	Society and Business (SBU) course	113
Pre-professional Programs	172	Sociology (SOC) courses	174
President's Honor List	32	Software Development Certificate of Completion	69
Previous College Attendance	10	Solicitation Policy	189
Prior Learning, Credit for	13	Southwest Shakespeare Conservatory Theatre	177
Probation, Academic and Continued	28	Southwest Studies Program	175
Probation, Disciplinary	197	Spanish Language (SPA) courses	175
Programming and System Analysis (CIS) Program	72, 118	Special Projects	176
Proof of Residency	12	Special Status Students	9
Psi Gamma Chapter	183	Specialized Vocational/Training Admission	9
Psychology (PSY) courses	172	Standards, Computing Resource	192
R		Standards, Disciplinary	197
Reading, Critical (CRE) courses	125	Standards, Scholastic	27
Reading English as a Second Language (RDG) courses	140	Statement of Values for MCCCCD	8
Reading (RDG) courses	140, 173	Student Academic Misconduct Policy	197
Real Estate (REA) courses	173	Student Accident Insurance	183
Records Policy	201	Student Life and Services	183
Recreation (REC) courses	173	Student Application Online	182
Re-entry Services, Adult	179	Student Assessment	20
Refund Policy	24	Student Classifications	9
Refunds and Repayment of Financial Aid	25	Student Deadlines	29
Refunds, Bookstore	186	Student Directory	202
Registration Policy	21	Student Disciplinary Code	198
Religious Holidays, Absence for	27	Student Employment	202
Religious Studies (REL) course	174	Student Financial Assistance	24, 181
Removal from Class	197	Student Governance	203
Repeating a Course	28	Student Handbook	179
Residency Guidelines	10	Student Identification Number	10
Restaurant Management Program	83	Student Information Form	10
Rights of Access to Educational Records	201	Student Leadership Forum (SLF)	184
Round Table Meetings	183	Student Life and Services	183
S		Student Loans	25
Safety Office	186	Student, Nonimmigrant (F1)	9
SAT Scores	9	Student Orientation Program	183
Schedule Changes (Drop/Add)	27	Student Right to Know Act	190
Schedule of Tuition and Fees	22	Student Services	179
Scholastic Standards	27	Student Status	10
Science Tutoring	184	Student, Suspended	28
Screenwriting Certificate of Completion	89	Students, Disabled	181
Security Phone "Blue Light"	186	Students in Special Status	9
Senior Adult Education Program	183	Students, Transcripts for Transfer	21
		Substance Abuse/Misuse Statement	194
		Summer Shakespeare Conservatory Theatre	177
		Suspension, Disciplinary	197

Index

T

Taping Faculty Lectures Policy	192
Teacher Certification Preparation Program	96
Telecommunication (TCM) courses	160
Television Production (TCM) courses	160
Testing Center	184
Textiles and Clothing (TEC) courses	176
Theatre Arts (THE and THP) courses	176
TOEFL (Test of English as a Foreign Language)	9, 137
Tours, Campus	183
Transcripts	13, 21
Transfer Articulation Guidelines	18
Transfer Credit	18
Transfer Information	18
Transfer Partnership Degree, Associate in	56
Transfer Planning Guides (AZCAS)	19, 43
Transfer Students	18
Tribal Development Program	97
Tuition and Fees	22
Tutoring: Language, Math, Science, Writing	184
Typing (BPC/OAS) courses	113, 168

U

University Transfer Guides	19, 43
----------------------------------	--------

V

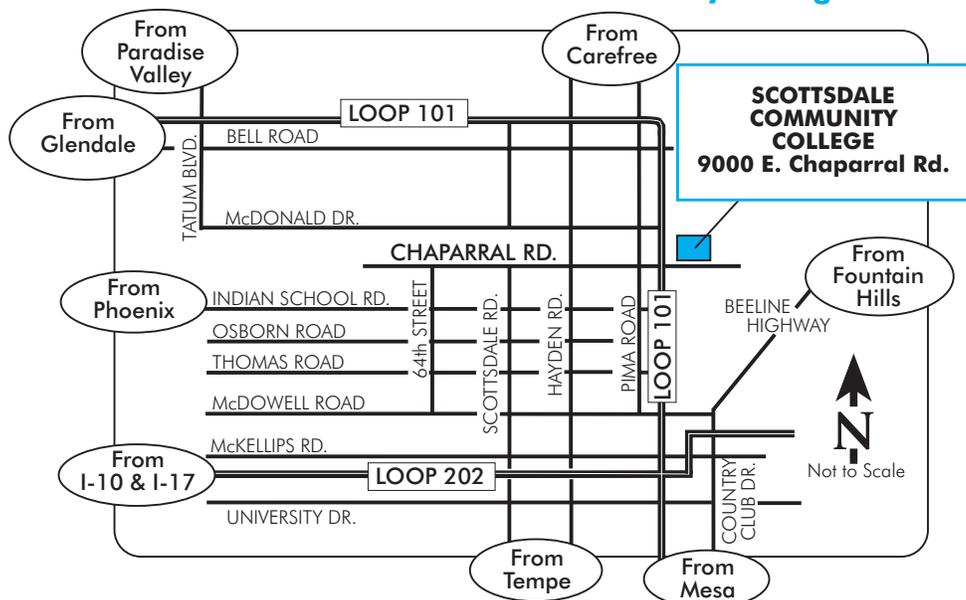
Value Statement for Mathematics	156
Values Statement for MCCCDC	8

Vending Machines on Campus	181
Veterans Admissions Criteria	13
Veterans Cooperative Education Credit	123
Veterans Educational Assistance	26
Veterans Services	185
Visa Categories	12
Vision Statement for MCCCDC	8
Vocational Training Program/Specialized Admissions	9
Volunteerism	185
Voter Registration	185

W

Waiver, Course Placement	20
Weapons on Campus Policy	186
Web Design Program	73
Web Development Program	74
Websites for SCC	5
Websites, Personal	193
Weight Training (PED) courses	169
Wellness Education (WED) courses	178
Withdrawal Deadlines	Inside Front Cover, 29
Withdrawal Procedures	31
Women's Athletics	185
Women's Studies (WST) courses	178
Word Processing Certificate of Completion	95
Workplace Violence Prevention	190
Writing Across the Curriculum (WAC) courses	178
Writing Center (Tutoring)	184

How to Find Scottsdale Community College



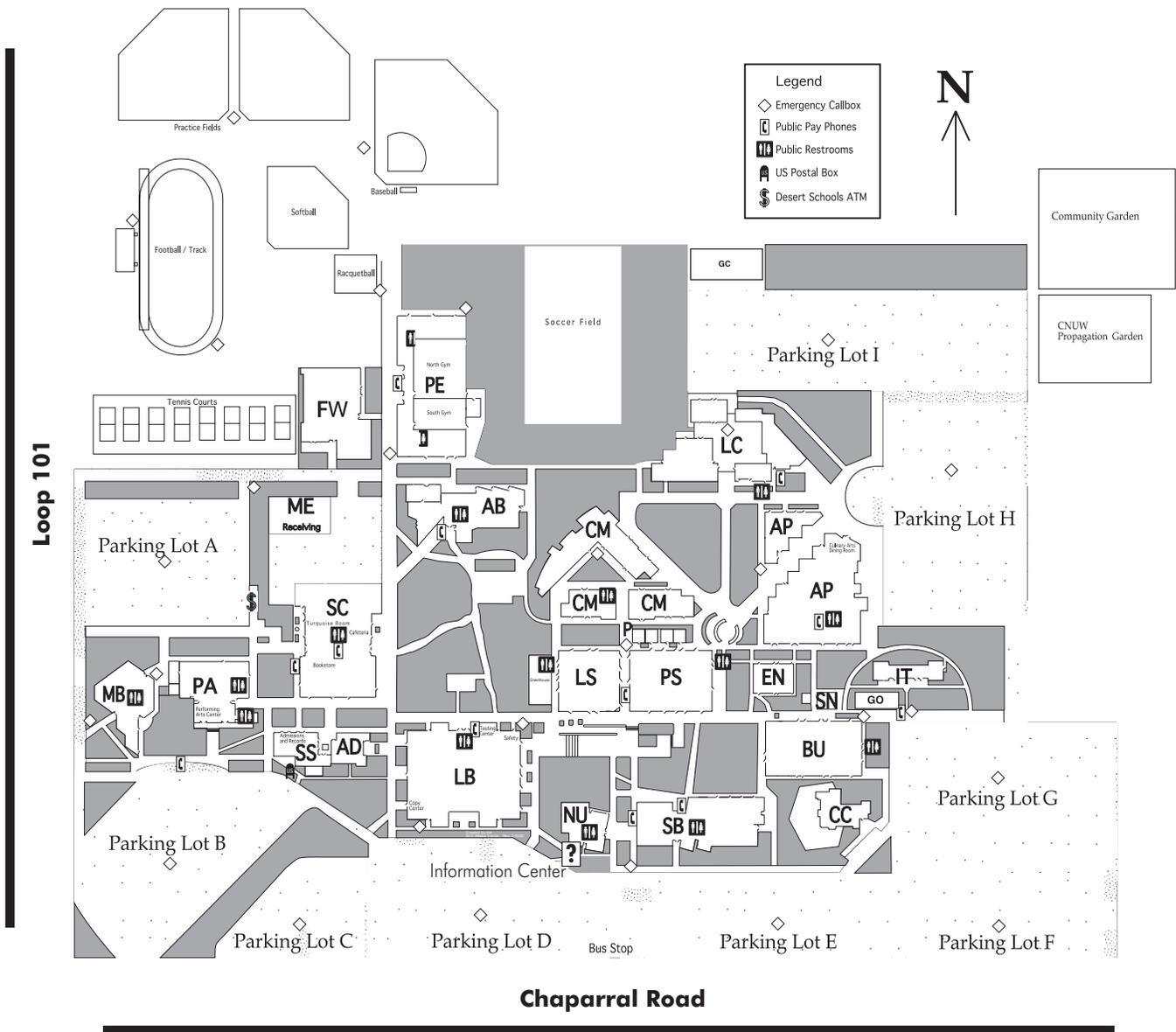
SCOTTSDALE COMMUNITY COLLEGE CAMPUS MAP

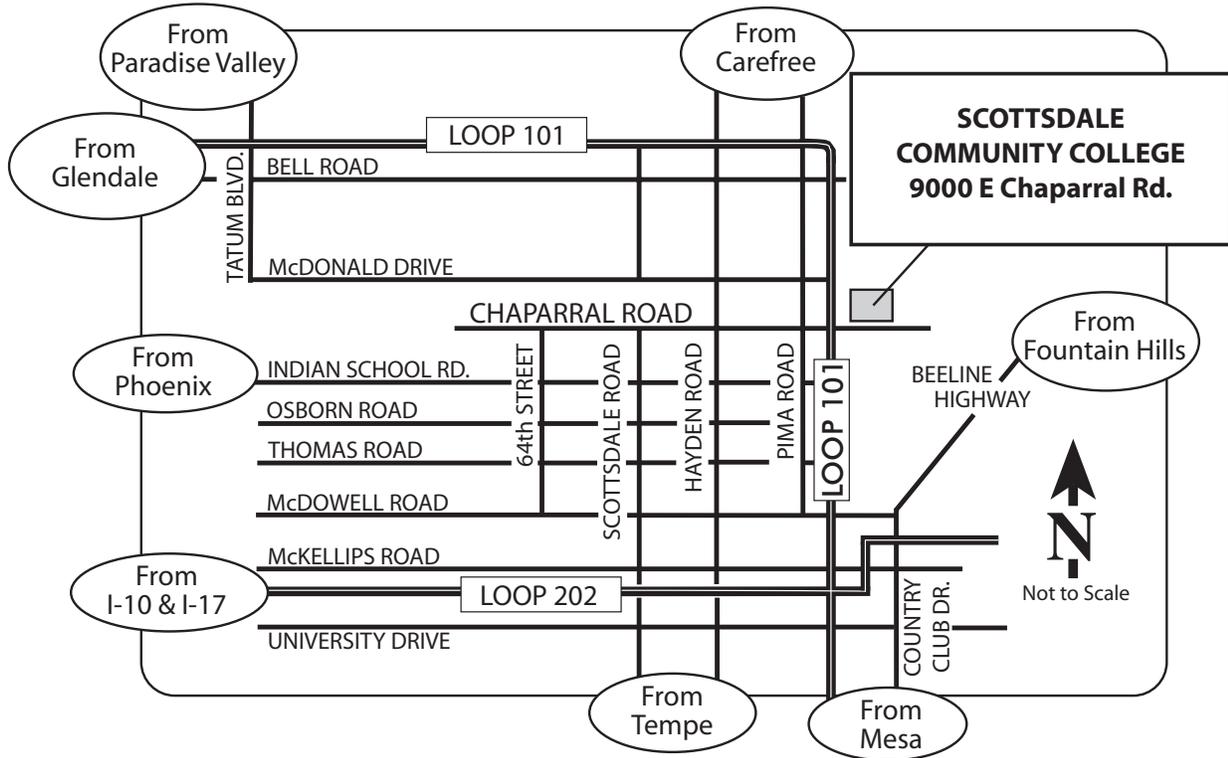
- ? Information Center**
- AB Art Building**
- AD Administration**
- AP Applied Sciences**
 - AVID Lab
 - Culinary Arts Dining Rooms
 - Film and Television Studios
- BU Business**
 - Computer Lab - BU 133
 - NAU Partnership Office
- CC Child Enrichment Center**
- CM Computer Technology and Mathematics**
 - Math/Science Center - CM 441
- EN English Classrooms**
- FW Fitness and Wellness Center**

- GC General Classrooms**
- GO General Offices**
- IT Instructional Technology**
- LB Library**
 - College Safety
 - Continuing Education
 - Institutional Research
 - Mail Room
 - Media Center
 - Public Relations/Marketing
 - Testing Center - LB 165
- LC Language and 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**
- 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 Services
 - Cooperative Education

- SN Snack Bar**
- SS Student Services**
 - Copper Meeting Room
 - Counseling Services
 - Disability Resources and Services
 - Financial Aid Office - SC 152
 - Food Services
 - Honors Program - SC 125
 - International Education
 - Periodot Meeting Room
 - Re-entry Services
 - Senior Adult Program
 - Student Life and Services
 - Turquoise Meeting Room - SC 164
 - Veterans Services Office
 - Admissions and Records Office
 - Bursar/Cashier's Office
 - Dean of Students' Office





REGISTER BY PHONE OR ONLINE
(480) 423-6100
www.sc.maricopa.edu



Scottsdale Community College

9000 East Chaparral Road, Scottsdale, AZ 85256-2626
(480) 423-6000/Registration (480) 423-6100

A MARICOPA COMMUNITY COLLEGE