SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

GENERAL CATALOG &
Student Handbook
2018/19

MARICOPA COMMUNITY COLLEGES

www.scottsdalecc.edu

WELCOME TO
SCOTTSDALE COMMUNITY COLLEGE!

Welcome to Scottsdale Community College. Your success is our highest priority. At SCC, we offer excellent instruction, affordable tuition, an engaged and vibrant college life, and a variety of student support services to help you succeed as an SCC Artichoke.

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

Scottsdale Community College is one of ten Maricopa Community Colleges located across the Valley of the Sun. We are honored to be the only public two-year college located on tribal land thanks to a long-time partnership with the Salt River Pima-Maricopa Indian Community. Together, we host a community of diverse learners from around the world, across Arizona, and throughout the larger Scottsdale community – all who have distinct and important goals for growth and success. If you, too, are seeking an enriching academic experience that will help you achieve your dreams, you'll know from your first step onto campus that SCC is the right choice for college success. Whether you seek the general education of a transfer pathway, or specialized instruction toward a high-demand career, a Maricopa Certificate of Completion or Associate degree is well respected and accepted by universities and employers throughout Arizona and beyond.

At SCC our goal is to make a difference every day in the lives of our students. Let's make a difference in yours!

Respectfully,

Chris Haines, M.Ed.
Interim President

SCOTTSDALE COMMUNITY COLLEGE

A **MARICOPA** COMMUNITY COLLEGE

VISION:

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

MISSION:

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

SCC fulfills this mission by:

- Delivering rigorous and relevant instruction

- Providing outstanding support to students, faculty, and staff

- Encouraging an open and dynamic exchange of learning among the college, tribal nations, and local and world communities

- Promoting civic responsibility, sustainability, and global engagement

- Fostering personal growth and connectedness

VALUES:

Excellence

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

Learning

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

Integrity

We value integrity because it leads to a culture of respect and trust, resulting in a supportive environment in which people can thrive. SCC strives for integrity through decision making which is ethical, data informed, fiscally sound, and strategic. We uphold academic freedom. We expect personal responsibility and accountability from all individuals.

Innovation

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

Inclusiveness

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

Connectedness

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

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MCCCD Graduation and Degree Information

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SCC PHONE NUMBERS

Phone Numbers Use Area Code 480.

THE MARICOPA COMMUNITY COLLEGES

Chandler-Gilbert Community College .... (480) 732-7000
2626 East Pecos Road, Chandler, AZ 85225
www.cgc.maricopa.edu

Estrella Mountain Community College....... (623) 935-8000
3000 North Dysart Road, Avondale, AZ 85392
www.estrellamountain.edu

GateWay Community College...................... (602) 286-8000
108 North 40th Street, Phoenix, AZ 85034
www.gatewaycc.edu

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

Mesa Community College .... (480) 461-7000
1833 West Southern Avenue, Mesa, AZ 85202
www.mesacc.edu

Paradise Valley Community College........... (602) 787-6500
18401 North 32nd Street, Phoenix, AZ 85032
www.paradisevalley.edu

Phoenix College.. (602) 285-7500
1202 West Thomas Road, Phoenix, AZ 85013
www.phoenixcollege.edu

Rio Salado College .... (480) 517-8000
2323 West 14th Street, Tempe, AZ 85281
www.riosalado.edu

Scottsdale Community College .... (480) 423-6000
9000 East Chaparral Road, Scottsdale, AZ 85256-2626
www.scottsdalecc.edu

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

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

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

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REGISTRATION — *Consult the Online Class Schedule or www.scottsdalecc.edu for registration and drop/add information.*

Summer Semester - 2018

Classes Begin ....Tuesday ......May 29
Schedule Adjustments ....Tuesday–Wednesday ......May 29-May 30
Observance of Independence Day *(campus closed)* ....Wednesday ......July 4
Summer Semester Ends ....Thursday ......August 2

Fall Semester - 2018

Classes Begin ....Saturday ......August 18
Observance of Labor Day *(campus closed)*..Monday ......September 3
Spring 2019 Priority Registration for Currently Enrolled Students.............................Monday ......October 1
Last Day to File Application for December 2018 Graduation..Friday ......October 5
Spring 2019 Open Registration Begins..Monday ......October 8
Last Day for Student Withdrawal **Without** Instructor's Signature ....+
Observance of Veterans' Day *(campus closed)*...Monday ......November 12
Thanksgiving Holiday Recess *(campus closed)*......................................Thursday–Sunday ......November 22-25
Last Day Student Initiated Withdrawal Accepted...++
Last Day of Classes ....Sunday ......December 9
*Final Exams ....Monday–Thursday ......December 10-13
Mid-Year Recess Begins for Students ....Friday ......December 14
Fall Semester Ends...Friday ......December 14
Mid-Year Recess *(campus closed)* ....December 25 through January 1

Spring Semester - 2019

Classes Begin ....Saturday ......January 12
Observance of Martin Luther King, Jr. Holiday *(campus closed)* ....Monday ......January 21
Observance of Presidents' Day *(campus closed)* ....Monday ......February 18
Last Day to File Application for May 2019 Graduation ....Friday ......March 1
Summer/Fall 2019 Priority Registration for Currently Enrolled Students...................Monday ......March 4
Last Day for Student Withdrawal **Without** Instructor's Signature ....+
Spring Break *(campus closed March 14-15)* ....Monday–Sunday ......March 11-17
Summer/Fall 2019 Open Registration Begins ....Monday ......March 18
Last Day Student Initiated Withdrawal Accepted...++
Last Day of Classes ....Sunday ......May 5
*Final Exams ....Monday–Thursday ......May 6-9
Commencement..Friday ......May 10
Spring Semester Ends ....Friday ......May 10
Observance of Memorial Day ....Monday ......May 27

Summer Semester - 2019

Classes Begin ....Tuesday ......May 28
Schedule Adjustments ....Tuesday–Wednesday ......May 28-29
Observance of Independence Day *(campus closed)* ....Thursday ......July 4
Summer Semester Ends ....Thursday ......August 1

Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.
+*See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for <u>each</u> class in which you are enrolled.*
++ *Refer to the Important Deadlines for Students section in this publication to determine the last day for student initiated withdrawal.*

Applied Sciences
CHAIR: Myron Brower/480.423.6229
AJS	Administration of Justice Studies
ARC	Architectural Technology
EQS	Equine Science
FOR	Forensic Science
INT	Interior Design
TCA	Tribal Court Advocacy

Business and Computer Information Systems
CHAIR: Susan Peterson/480.423.6289
ACC	Accounting
BPC	Business-Personal Computers
CIS	Computer Information Systems
GBS	Business
IBS	International Business
MGT	Management
MKT	Marketing
MST	Microsoft Networking Technology
OAS	Office Automation Systems
REA	Real Estate
SBU	Society and Business

Counseling
CHAIR: Ramona Santiesteban/480.423.6537
CPD	Counseling and Personal Development

English, World Languages & Journalism
CHAIR: Susan Moore/480.423.6426
CRE	Critical Reading
CRW	Creative Writing
ENG	English
ENH	English Humanities
ESL	English as a Second Language
HON	Honors
JRN	Journalism
MCO	Mass Communication
RDG	Reading

World Languages:
FRE	French
ITA	Italian
SLG	Sign Language
SPA	Spanish

Fine Arts
CHAIR: Lucas Messer/480.423.6230
ARH	Art Humanities
ART	Art (Computer, Photographic, Visual)
COM	Communication Arts
HUM	Humanities
LDR	Leadership
MHL	Music: History and Literature
MTC	Music: Theory and Composition
MUC	Music: Commercial and Business
MUP	Music: Performance and Private Instruction
TCM	Motion Picture/Television Production
THE	Theatre Arts
THF	Theatre and Film
THP	Theatre Performance and Production

Health, Physical Education, Recreation & Dance
CHAIR: Amy Goff/480.423.6685
DAH	Dance Humanities
DAN	Dance
EXS	Exercise Science
FON	Food and Nutrition
HES	Health Science
PED	Physical Education
REC	Recreation
WED	Wellness Education

SSH & SUS Sustainability

Health Sciences/Nursing
CHAIR: Nick DeFalco/480.423.6235
HCC	Health Core Curriculum
HCR	Health Care Related
NCE	Nursing: Continuing Education
NUR	Nursing Science

Hospitality, Tourism, and Culinary Arts
CHAIR: Gary Ward/480.423.6269
CUL	Culinary Arts
HRM	Hospitality & Tourism Management

Library Science
CHAIR: Danielle Carlock/480.425.6765
IFS	Information Studies

Mathematics
CHAIR: Donna Slaughter/480.423.6123
CSC	Computer Science
ECE	Engineering Science
EEE	Electrical Engineering
MAT	Mathematics

Natural Sciences
CHAIR: Merry Wilson/480.423.6392
AST	Astronomy
BIO	Biology
CHM	Chemistry
GLG	Geology
PHY	Physics

Social and Behavioral Sciences
CHAIR: Dilip Kumar/480.423.6209
AIS	American Indian Studies
ASB	Cultural Anthropology
ASM	Anthropology
ECH	Early Childhood Development
ECN	Economics
EDU	Education
EPD	Education Professional Development
GCU	Geography, Cultural
GPH	Geography, Physical
HIS	History
PHI	Philosophy
POS	Political Science
PSY	Psychology
REL	Religious Studies
SOC	Sociology

Instructional Divisions

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Instructional Divisions

LEARN. GROW. ACHIEVE.

0:15 / 5:26

Take a five-minute virtual tour of Scottsdale Community College.
Click on the picture to begin your tour.
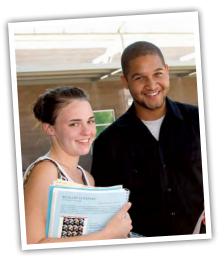
COURSES &
DEGREES

Scottsdale Community College has more than 1,500 courses and programs designed to help you earn an associate degree, certificate, or provide a strong foundation for university transfer.

Courses and Degrees

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THE ASSOCIATE IN ARTS, BUSINESS, ELEMENTARY EDUCATION, FINE ARTS, SCIENCE & TRANSFER (AA, ABUS, AAEE, AAFA, AS)
SCC offers several degrees in these categories. If you complete a transfer degree, you will be guaranteed to enter an Arizona university with Junior (3rd year) status.

THE ASSOCIATE IN GENERAL STUDIES (AGS)
A degree for students whose educational goals require flexibility. Any elective course numbered 100 and above qualifies for the AGS.

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

THE ARIZONA GENERAL EDUCATION CURRICULUM CERTIFICATE (AGEC)
A choice of three, 35-38 credit "blocks" that meet all lower-division university general education requirements.

CERTIFICATE OF COMPLETION (CCL)
Certificate coursework provides the specific skills necessary for success in a chosen occupation. Fewer credits are required than degree programs.

ACADEMIC CERTIFICATE (AC)
A certificate for students who wish to gain additional expertise in an academic area.

• Classes • Certificates • Associate Degrees

APPLIED SCIENCES

	Classes	Certificates	Associate Degrees
Administration of Justice Studies	o	•	●
Architectural Technology	o	•	●
Crime & Accident Scene Photography	o	•	
Crime Scene Investigation	o	•	
Crime Scene Technology	o	•	
Equine Science	o	•	●
Fingerprint Classification/Identification	o	•	
Forensic Science	o		
Forensic Science: Crime Lab	o		●
Interior Design	o		●
Police Academy Preparation, Level I	o	•	
Tribal Court Advocacy	o	•	

• Classes • Certificates • Associate Degrees

BUSINESS & INFORMATION SYSTEMS

	Classes	Certificates	Associate Degrees
Accounting	o		
Bookkeeping	o	•	
Business Administration Fastrack	o	•	●
Business-Personal Computers	o		
Computer Hardware & Network Support	o	•	
Computer Info Systems Technologies	o	•	●
Data Analytics	o	•	
Database Development	o	•	
General Business	o		●
International Business	o		
Management	o	•	
Marketing	o	•	
Network Administration	o	•	●
Programming and System Analysis	o	•	●
Real Estate	o		
Retail Management	o	•	●
Social Media Marketing	o	•	
Society and Business	o		
Software Development	o	•	
Web Design Technologies	o	•	●
Web Development	o	•	●

• Classes • Certificates • Associate Degrees

COUNSELING

	Classes	Certificates	Associate Degrees
Counseling and Personal Development	o		

ENGLISH, WORLD LANGUAGES AND JOURNALISM

	Classes	Certificates	Associate Degrees
Creative Writing	o	•	
Critical Reading	o		
English	o		
English as a Second Language	o		
Honors	o		
Humanities (English)	o		
Journalism	o		●
Mass Communication	o		
Reading	o		
World Languages			
American Sign Language	o		
French	o		
Italian	o		
Spanish	o		

UNDECIDED ABOUT
YOUR MAJOR?

The Academic and Career Advisement Center can help you discover your interests and strengths, setting you on a challenging and rewarding educational path.

https://www.scottsdalecc.edu/students/advisement

Complete list of Degrees & Certificates: www.scottsdalecc.edu

• Classes • Certificates • Associate Degrees

FINE ARTS

	Classes	Certificates	Associate Degrees
Art (Computer, Photographic, Visual)	o	•	●
Art Humanities	o		
Audio Production Technologies	o	•	●
Communication Arts	o		
Disc Jockey Techniques, Electronic Music	o	•	●
Graphic Design: Visual Communication	o	•	●
Humanities	o		
Motion Picture/Television Production (Tracks: Film and Television Production, Editing, Screenwriting)	o	•	●
Music (Commercial and Business, History and Literature, Performance, Private Instruction, Theory & Composition)	o		
Music Business	o	•	●
Theatre Arts/Technical Theatre	o	•	●
Theatre Performance and Production	o		●

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

	Classes	Certificates	Associate Degrees
Dance	o		●
Dance Humanities	o		
Dance Performance and Technology	o	•	●
Exercise Science and Personal Training	o	•	●
Health Science	o		
Nutrition	o	•	
Physical Education	o		
Recreation Management	o	•	●
Sustainability	o		
Wellness Education	o		
Yoga Instruction	o	•	
Yoga Therapy	o	•	

HEALTH SCIENCES

	Classes	Certificates	Associate Degrees
Health Care Related	o		
Health Core Curriculum	o		
Nursing (Continuing Education, Nursing Science)	o		●
Practical Nursing	o	•	

HOSPITALITY/TOURISM AND CULINARY ARTS

	Classes	Certificates	Associate Degrees
Commercial Bakery and Pastry Arts	o	•	●
Culinary Arts	o	•	●
Culinary Fundamentals	o	•	●
Hospitality & Tourism/Golf Management	o	•	●
Hospitality &Tourism/Hotel Management	o	•	●
Hospitality & Tourism/Restaurant Management	o	•	●
Hospitality and Tourism/Spa and Wellness Center Management	o	•	●
Hospitality and Tourism/Tourism Development and Management	o	•	●

LIBRARY SCIENCE

	Classes	Certificates	Associate Degrees
Information Studies	o		

MATHEMATICS

	Classes	Certificates	Associate Degrees
Computer Science	o		
Electrical Engineering	o		
Engineering Science	o		
Mathematics	o		

NATURAL SCIENCES

	Classes	Certificates	Associate Degrees
Astronomy	o		
Biology	o		
Chemistry	o		
Geology	o		
Physics	o		

SOCIAL AND BEHAVIORAL SCIENCES

	Classes	Certificates	Associate Degrees
American Indian Studies	o		
Anthropology	o		
Early Childhood Development	o		
Economics	o		
Education	o		
Education Professional Development	o		
Geography (Cultural, Physical)	o		
History	o		
Philosophy	o		
Political Science	o		
Psychology	o		
Religious Studies	o		
Sociology	o		
Tribal Development	o	•	●

How to Use Your Catalog

HOW TO USE YOUR
CATALOG

THIS CATALOG WAS DEVELOPED FOR YOU.

It includes important information to help you plan for college. The catalog includes information about courses, resources and services, program descriptions, degree requirements and college policies and procedures.

THE FOCUS OF THIS CATALOG IS ON YOUR SUCCESS.

It provides you with the information to be a successful student. It is your responsibility to review the information and use your catalog.

We recommend that you use your catalog in the following ways.

Learn about Courses and Degree Requirements

- Prior to selecting your courses, review the Academic Calendar, Graduation Requirements and SCC programs and make certain you have the time to meet the course requirements.

- Knowing what a course is about and how it fits into your program or academic goals is one of the main requirements for proper course selection.

  - Course Descriptions begin on page 123. Whether your goal is to complete one course or an Associate Degree, Course Descriptions will provide valuable information.

  - If you are working to complete an Associate Degree, you will need to become familiar with the General Education Degree Requirements. Degree information begins on page 25. Degree checksheets to help you keep track of your progress are available in the Advisement Center and on SCC's website at **https://www.scottsdalecc.edu/programs/degree-and-certificate.**

Learn Where and How to Get Things Done

- The catalog will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Academic Advisement, Admissions and Records, Counseling, Special Services, Financial Aid, and the Library. MCCCD Policies and Procedures begin on page 216, and Student Services and Support information on page 13.

- Use your catalog to explore educational and career options available to you. The Counseling faculty are here to help you learn more about your interests, skills, values and personal goals in order to identify a satisfying career.

Be sure to keep your address, telephone number, email address, and Academic Plan current in your MyMaricopa account.

STUDENT
SERVICES

Academic and Career Advisement

480.423.6539
https://www.scottsdalecc.edu/students/advisement

The mission of the Academic and Career Advisement is to assist students in the creation of education plans to achieve their academic, career and life goals. We promote a proactive approach that engages students in their development and success.

The Advisement Center provides academic information and advisement for all students. Assistance is available to aid the student in defining academic goals, choosing an educational program, selecting appropriate courses, learning about majors and degrees, exploring career possibilities, graduation, transferring to other colleges, and job search assistance.

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.

Academic and Career Advisement is open Monday through Thursday from 8:00 a.m. to 6:00 p.m; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

Admissions, Registration & Records

480.423.6100
https://www.scottsdalecc.edu/students/admissions

The SCC Admissions, Registration & Records Office is located in the Student Services Building. This office provides information and services concerning the following:

- Athletic Eligibility
- Class Schedules/Catalogs
- Grades/Grade Corrections
- Graduation
- Name/Address Change
- Registration

- Residency
- Schedule Changes
- Student Records
- Transcripts
- Verification Letters
- Withdrawal

Photo ID is required for all transactions.

See **My.maricopa.edu Online Student Center**, page 18, information on how to access many of these services.

The Admissions, Registration & Records Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

American Indian Program

480.423.6531
https://www.scottsdalecc.edu/academics/american-indian-program

The American Indian Program Office provides assistance to American Indian students enrolled at Scottsdale Community College through three program components which include Support Services, Curriculum Development and Indian Community Outreach.

Students can obtain special services such as college counseling, academic advisement, financial aid advisement and general assistance through the Support Services component. The Curriculum component provides the American Indian Program and Instructional Divisions the opportunity to develop transferable courses in American Indian Studies, Tribal Development and programs responsive to tribal education needs. The American Indian Program Office also provides academic outreach services to surrounding Indian communities and coordinates activities and events for the Junior ACE program. The American Indian Program sponsors the Sun Earth Alliance Indian Club and the American Indian Honor Society.

The American Indian Program Office is located in the Student Center, Room 123, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; closed on Friday.**

Bookstore/Follett

480.423.6554
http://www.bkstr.com/scottsdaleccstore/home

Textbooks can be rented or purchased online. Bookstore hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 8:00 a.m. to 2:00 p.m. Summer hours are Monday through Thursday from 9:00 a.m. to 4:00 p.m.; closed on Friday. Also see Bookstore Policies, page 23.

Student Services

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Student Services

Bursar's/Cashier's Office

480.423.6148 Phone
480.423.6189 Fax
bursar@scottsdalecc.edu
https://www.scottsdalecc.edu/students/cashiers-office

The Bursar/Cashier's Office provides students with a variety of payment options and can answer questions regarding payments, refunds, pay to print, financial aid disbursements, book advances, transcripts, and tuition/fee charges.

The payment methods accepted include:

• Cash
• Check, Money Order, Cashier's Check - Made payable to SCC
• Visa, MasterCard, American Express, Discover Card
• Tuition Waivers
• Fee Waivers
• Third Party Authorizations
• Military Tuition Authorizations
• Student Payment Plan

A picture ID is required for all transactions.

The Bursar/Cashier's Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

Campus Tours

480.423.6450
https://www.scottsdalecc.edu/students/visit-scc

Scottsdale Community College offers student-guided walking tours of campus for prospective students. Each campus tour includes a tour of the academic buildings and student service offices. Tours last approximately 75 minutes.

Campus tours are scheduled by appointment through the Outreach and Recruitment office. Walk-in tours are not available. We are happy to accommodate larger group tours at an alternate time. To view the tour calendar and schedule an appointment, submit a Campus Tour Request online at: www.scottsdalecc.edu/students/visit-scc.

A Self-Guided Tour packet is available at the Welcome Center (SC 118) for prospective students and their guests who are unable to schedule a Guided Campus Tour.

Contact Brenna Stein in Outreach and Recruitment if you have any questions regarding campus tours:

Call 480-423-6450, or outreach@scottsdalecc.edu.

Center for Civic & Global Engagement

480.423.6590
https://www.scottsdalecc.edu/students/civic-global-engagement

The Center for Civic & Global Engagement (CCGE) creates meaningful programs on campus to help SCC's students become civically-engaged and globally-aware citizens of the world.

CCGE oversees Council of Student Leaders, the formation of student clubs and organizations, voter registration, student IDs, transit passes and student accident insurance. The programs and special events for this year can be found on the website listed above.

STUDENT IDs: Student ID cards are available to students who have registered for a current or future course at SCC. Come by CCGE with a picture ID and your Student ID Number for a FREE ID card. Information is available on discounts available locally to SCC students with ID cards. Note that while your first ID card is FREE, replacement cards are $5. Please pay at the Cashier's Office and then bring your receipt to CCGE to obtain your replacement card.

Clubs/Organizations for Students

480.423.6590
https://www.scottsdalecc.edu/students/clubs

Participation in various clubs and organizations on campus provides students an opportunity to acquire leadership, planning and social skills that are important for successful living.

The Center for Civic & Global Engagement 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

Artie's Community for Service (ACeS)	SCC Christian Student Club
Artists Creating Theatre (ACT)	SCC Film Club
Collegiate DECA @ SCC	SCC Fitness & Nutrition Club
Council of Student Leaders	SCC Robotics Club
Creative Connect SCC	SCC Screenwriting Club
Equine Science Club	SCC Student Nurses' Assoc.
Geology of Earth & Ocean Science Club (GEOS)	SCC Veterans Association
Hospitality & Tourism Club	Sexuality & Gender Aliiance (SAGA)
Latino Student Association	Sonoran Desert Club
Male Empowerment Network (M.E.N.)	Sun Earth Alliance Indian Club
Music Industry Club	Sustainability Club
Outdoor Adventure Club	Triple Threat: The Musical Theatre Club @ SCC
Phi Theta Kappa	Turning Point USA @ SCC
SCC ASID (Interior Design)	Women Rising
SCC Chess Club	

Council of Student Leaders

480.423.6590
clubs.scottsdalecc.edu/csl

The Council of Student Leaders exists to preserve student rights, serve student needs, provide funding for student activities, and to serve as the official voice of the student body. It includes eight executive officers, 10 students-at-large and numerous club representatives. Recruitment occurs at the end of the Spring term and the start of the Fall term; interested students should stop by the Center for Civic & Global Engagement, SC-185, to pick up an application, or call (480) 423-6590.

As a student member of the Council, students learn valuable leadership skills, plan special projects, and serve as a representative of and to the SCC campus. They meet new people and gain new experiences. They work on committees and volunteer in our community. They not only change the lives of others but also their own. Most importantly, they do all this and more, and HAVE FUN doing it!

Counseling Services

480.423.6524
https://www.scottsdalecc.edu/students/counseling/counseling-services

The mission of Counseling Services is to support learning and retention by assisting students with identifying and achieving their diverse personal, educational, and career goals. Our mission is achieved through individual counseling, instruction, and crisis intervention, in addition to consultation and training for faculty and staff. Counseling Services is located in the Student Center (SC) 108, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; closed on Friday.** Services provided by the counseling faculty include:

Educational Counseling
Assist students by providing support and guidance in areas such as: balancing life, work and school demands; study strategies; coping with test and math anxiety; and setting meaningful educational and career goals.

Personal Counseling
Involves meeting with students from diverse backgrounds with a wide range of personal issues that affect student success.

Career Counseling
Assist students to explore their values, interests, skills, strengths and personality, in the development of the career decision-making process.

Assessment
Provide assessment inventories and interpretation to assist students with self-discovery and career exploration.

Referral
Provide information and referral to campus resources or outside agencies for assistance with personal concerns that may require long-term counseling or psychotherapy treatment options.

Consultation & Training
Counselors strive to promote student success and foster a positive learning environment by providing consultation and training for SCC faculty and staff.

Classroom Instruction
Each semester Counseling Faculty teach courses in personal, educational, and career development. They range from personal awareness to skill development. These one, two, and three credit courses are offered both day and evening.

Culinary Arts Dining Rooms

480.423.6284
https://www.scottsdalecc.edu/programs/culinary-arts

The Culinary Arts Department operates student-run dining facilities for both lunch and dinner during the fall and spring semesters. Located in the Applied Sciences Building on the northeast area of campus, the Artichoke Grill features an *à la carte* luncheon menu Wednesday through Friday from 11:30 a.m. to 1:00 p.m. with prices ranging from $3.50 to $7.95. The Desert Oasis is open Wednesday through Friday from 6:00 p.m. to 7:30 p.m. and serves a complete four-course menu ranging from $26-$30 plus beverage and tax.

Our menus, which change weekly, feature American Regional culinary creations. Menus for each week are available at:

https://www.scottsdalecc.edu/programs/culinary-arts/download-information

Both The Artichoke Grill and The Desert Oasis are available for individual dining as well as private group functions. Reservations are recommended and can be made by calling the phone number listed above or go to Open Table at:

www.opentable.com/the-desert-oasis-the-artichoke-grill-reservations-scottsdale

Disability Resources and Services

480.423-6517
https://www.scottsdalecc.edu/students/disability-services

Disability Resources and Services (DRS) provides information and services to students with any documented disability, who are attending classes at Scottsdale Community College. Disability Resources and Services strives to empower students, foster independence, and promote achievement of realistic career and educational goals.

Students who wish to receive academic accommodations are required to contact the DRS office and follow an intake eligibility process prior to receiving accommodations. Appropriate 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 125. Call (Voice) 480-423-6517 for more information. Office hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

Facility Scheduling Services

480.423.6506
https://www.scottsdalecc.edu/facility-rental

Facility Scheduling Services is responsible for coordinating the use of non-academic campus facilities, such as public conference rooms and outdoor spaces. Any individual or organization wishing to hold events on the SCC campus may begin by submitting a Reservation Request available at:

www.weba.scottsdalecc.edu/forms/facility/extevent.aspx
All requests must be received no later than fifteen (15) business days prior to the event.

Any student club wishing to schedule a meeting, event or fundraiser on the SCC campus should first consult with the Club Advisor, who can then submit an online Facility Reservation Request using the *25Live* Scheduling System available at:

https://www.scottsdalecc.edu/calendars > 25Live Event Portal

Events that raise money for a specific cause must also meet the college's requirements for fundraising (see "Fundraising Policy," page 24).

Additional information regarding scheduling and use of college facilities is available at:

https://www.scottsdalecc.edu/facility-rental

View the Campus Events Calendar at:

https://www.scottsdalecc.edu/calendars

Financial Aid

MCCCD Answer Center 1-855-622-2332
(toll-free day or night)
https://www.scottsdalecc.edu/students/financial-aid

The student financial aid program is designed to provide assistance to students from federal, state, institutional, and private funding sources. The program also provides information about sources of funding and application procedures to assist students and their families in meeting college expenses.

Student financial aid may be provided in the form of grants, scholarships, employment, and loans. The Financial Aid Office can provide complete scholarship and financial aid information, or information can be accessed online (see link above).

Financial aid applications are required to be submitted annually. The Free Application for Federal Student Aid covers the school year which includes the Fall Semester, Spring Semester, and Summer Sessions. The priority deadline is July 1 prior to the start of the Fall Semester in August, November 1 prior to the start of the Spring Semester in January, and April 1 prior to the start of Summer in June. Applications received after these dates will still be considered for aid, but funds may not actually be received until after the start of the semester.

Applications are available online (see link above).

The Financial Aid Office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

Food Services

480.423.6240
Scottsdale Community College contracts with Chartwells to provide food services on the campus. The SCC Cafeteria is located on the north side of the Student Center Building.

Fall and Spring semesters, the Cafeteria is open from 7:00 a.m. - 7:00 p.m. Monday through Thursday, and 7:00 a.m. - 1:00 p.m. on Friday. The Cafeteria is open 8:00 a.m. - 1:00 p.m. Monday through Thursday in the Summer and closed on Friday.

Vending Machines
Vending machines are available throughout the campus to provide soft drinks, snacks, sandwiches, salads, and candy. If money is lost in any of the machines, contact the Food Service Manager in the cafeteria.

Honors Program

Honors Program 480.423.6525
https://www.scottsdalecc.edu/academics/honors-program

SCC Honors offers motivated students a pathway to enhance their competitive advantage for future academic and professional goals. Through rigorous curriculum and quality co-curricular activities, SCC Honors promotes academic excellence and offers several scholarship opportunities. The program is for students who enjoy intellectual challenges and desire to become critical thinkers, effective communicators, and strong leaders.

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 online at www.scottsdalecc.edu/academics/honors-program.

Email honors@scottsdalecc.edu for office hours or consult with an academic advisor in Academic and Career Advisement (480) 423-6539.

Housing

480.423.6590
https://www.scottsdalecc.edu/students/civic-global-engagement

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 Center for Civic & Global Engagement.

Information Desk

480.423.6000

The Scottsdale Community College operator transfers calls campuswide to faculty and staff.

Intercollegiate Athletics

480.423.6285
www.gochokes.com

Scottsdale Community College is a member of the National Junior College Athletic Association and has men's and women's intercollegiate sports teams. Men may participate in basketball, golf, baseball, soccer and football. SCC men's teams have competed in national tournaments in baseball,

basketball, golf, tennis, cross country, and track. Women may participate in basketball, golf, soccer, softball, and volleyball. SCC women's teams have competed nationally in basketball, golf, soccer, volleyball, tennis, and track.

If you have an interest in participating in intercollegiate athletics, in a sport, either currently offered or not currently offered, please go to http://www.gochokes.com and click on **Sport(s) Interest Survey** on the left-hand side of the page.

Library Services

480.423.6651
http://library.scottsdalecc.edu/index

The SCC Library is the focal point for information services on the SCC campus. The collection includes books, periodicals, reference works, online databases, and DVDs to support campus instruction. The Library strives to facilitate quality library instruction and service focusing on student success, information literacy, and teaching and learning excellence.

The SCC Library's web site provides access to several resources, including the online catalog which contains the holdings of the Maricopa Community College Libraries. There is a large selection of proprietary databases of magazine and journals, and newspaper articles. Students may access all library databases from off-campus. Research assistance is available in person or by 24/7 chat through our webpage at http://library.scottsdalecc.edu

To check-out library materials, you must show a photo ID with a current address; or students may use an SCC student ID or a Fitness Center ID. The loan period for most materials is three weeks. Fines accrue for reserve materials and limited loan items.

Photocopiers are available. Study rooms can be reserved in advance.

Library hours are Monday through Thursday from 7:30 a.m. to 9:30 p.m.; Friday, 7:30 a.m. - 3:00 p.m.; and closed on weekend. Please note the Library may be closed on certain holidays. **Call or check the website for holiday, intersession and summer hours.**

Mailboxes

480.423.6645

Faculty and support staff mailboxes are located in the copy center in the southwest corner of the library building in Room LIB 482. Material to be mailed or distributed may be left with a copy center team member. Bins for intercampus mail, outgoing mail and district mail are located inside the center to the far right of the entrance. Individual stamps for personal mail may also be purchased on a convenience basis. Call the copy and mail center during its hours of operation: 6:30 a.m. until 6:00 p.m., Mondays through Thursdays, and until 5:00 p.m. on Fridays. **Call or check the website for holiday, intersession and summer hours.**

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Media Services

480.423.6652
https://www.scottsdalecc.edu/students/media-center

SCC's Media Services assists faculty, staff and students with services to enhance teaching and learning including calculators for rent, duplication and video transfer services for DVD's, CD's, and VHS tapes as well as scanning from print, overhead transparencies and 35mm slides. Color prints and large format poster printing are also available. Media Services is located in the IT building on the east side of campus, Room 120. Call (480) 423-6652 for more information, or visit the website.

My.maricopa.edu Online Student Center

At My.maricopa.edu students can do the following:

- Apply for admissions
- Register for courses
- Add/drop courses
- Check class schedule
- Check fee balance and pay fees
- Address verification/correction
- Request official transcripts
- View unofficial transcript
- Check holds
- View financial aid
- Check student grades
- Check course availability
- Track degree progress

If you need assistance with the My.maricopa website, contact the 24-hour technical support hotline at 1-888-994-4433 or visit SCC's Welcome Center. The Welcome Center is located in the Student Center Building (SC 118) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

mySCC   Any • Time • Place • Device

https://www.scottsdalecc.edu/students/myscc
mySCC allows any SCC student to access PC-based applications from almost any computing device.

- Mac users? No problem!
- Linux users? No problem!
- Old computer? No problem!
- Dial-up connection? No problem!

mySCC extends SCC's computer labs beyond the limitations of the physical buildings. All students have equal access to applications, data, and network resources. Currently, there are over 200 different software applications available via mySCC.

Besides applications, students also have access to data files in both their home directory and shared folders.

Call SCC Service Desk at 480-423-6274 (Option 3) if you have questions.

New Student Orientation Sessions (SOAR)

480.423.6961
https://www.scottsdalecc.edu/students/admissions/soar

New college students must attend SOAR (Student Orientation, Advisement and Registration) to get advised and register. For more information contact the Outreach and Recruitment Office.

Psi Gamma Chapter of Phi Theta Kappa

480.423.6525

Psi Gamma is the Scottsdale Community College chapter of Phi Theta Kappa, the honor society for two-year colleges. Phi Theta Kappa offers an exhilarating and inspiring atmosphere for educational enhancement. Active membership stimulates personal growth, provokes the mind and sets a standard for the student's future. Every other year Phi Theta Kappa selects a new study topic and expects its members to participate in related activities and explore them in depth.

An invitation to join is extended to currently enrolled students who have accumulated at least 12 credit hours of 100 or above level classes and have attained a grade point average of 3.5 or higher.

The standards of Phi Theta Kappa are set forth in the four hallmarks: scholarship, leadership, service and fellowship. Psi Gamma is pleased that its efforts in the four hallmarks have resulted in recognition at various regional and international conventions as one of the top chapters in the country.

Psi Gamma is active on the campus, in the community, in the Arizona region and at the international levels. Activities include conducting meetings twice a month, participating in the Honors Forum, as well as community service projects, blood drives and bone marrow testing. Psi Gamma members attend regional camping trips, leadership and regional conventions, the Honors Institutes and International Convention. There is something interesting for everyone, but most rewarding is the friendship that will be developed with other students. Contact the Honors Office for more information.

Service Desk

SCC IT

480.423.6274 (Option 3)
https://www.scottsdalecc.edu/students/scc-help-desk

The SCC IT HelpDesk provides faculty, staff, and students, (both on and off campus) a primary point of contact within SCC for college-supported technology services and technical assistance. HelpDesk personnel can be reached by phone or e-mail at helpdesk.its@scottsdalecc.edu.

Walk-ins are also welcome in the Information Technology Building, Room IT100 and IT123. For more information, visit our website.

Maricopa IT

1.888.994.4433
(If using an SCC campus phone, dial 9 first to access outside line.)
https://my.maricopa.edu/

Are you having trouble logging in or navigating your My.maricopa student center? Contact Maricopa's Help Desk by calling or submitting a help desk ticket. In order to better serve you, you will need to have the following ready: Your MEID (username), full name, phone number, e-mail address, campus, and description of the problem. Technical support is available 24 hours every day.

Service-learning & Leadership

480.423.6545
https://www.scottsdalecc.edu/students/service-learning-leadership

The Service-learning and Leadership Office was created to help students take their learning to the next level by facilitating opportunities to connect classroom instruction to real-world experience through two main methods: (1) service-learning; and (2) leadership lessons. In each of these venues, students will work to develop as more engaged and aware citizens by addressing needs within our local and global communities.

Student Accident Insurance

480.423.6590
https://www.scottsdalecc.edu/students/insurance
Each student is covered by a student accident insurance policy paid for by student activity fees. This policy provides for medical care and treatment in case of accident while on campus, while participating in athletic events, while riding in college vehicles en route to participate in intercollegiate competition, or while participating in any college-sponsored event, either on or off campus.

For information on student accident insurance plans, and/or student accident and sickness plans beyond the

above-mentioned circumstances, please visit the website listed above or the Center for Civic & Global Engagement in SC185.

Student TechCenter

480.423.6261
https://www.scottsdalecc.edu/students/student-techcenter
The Student TechCenter provides support for all currently enrolled students and has Windows 7, Windows XP and Apple computers, printers and scanners. Lab personnel are able to help with user accounts and passwords, accessing the SCC wireless network and MySCC, and general computer and application questions. Collaboration rooms can be reserved for group work. The lab is located in the Information Technology Building, Room IT100. The TechCenter is open Monday through Thursday from 7:00 a.m. to 9:00 p.m.; Friday and Saturday 8:00 a.m. to 4:00 p.m.; closed during intersessions. Summer hours are Monday through Thursday 7:00 a.m. to 9:00 p.m.; closed Friday and Saturday.

For more information, please call or visit the link above.

Testing Center

480.423.6433
https://www.scottsdalecc.edu/students/testing-center
The mission of Testing Services at Scottsdale Community College is to provide a quality environment where students are encouraged to achieve to the best of their abilities, facilitate accurate course placement and to assure that the highest level of testing standards are maintained.

The Testing Center is an integral part of services provided to incoming and enrolled students at Scottsdale Community College. Students come to the Testing Center for course placement (ACCUPLACER), English as a Second Language course placement (CELSA), and course makeup exams. There is no charge for taking these tests, and students must present photo identification and eight-digit Maricopa student ID number when they arrive.

Placement tests are administered Monday through Thursday from 8:00 a.m. to 3:30 p.m.; and Friday from 10:00 a.m. to 2:30 p.m. **Summer test times are Monday through Thursday 7:30 a.m. to 3:30 p.m. Results are provided after testing is completed.**

Other tests and services, such as the HESI A2, are also available. Fees are applicable for these services; please contact the Testing Center for more information.

The Testing Center is located in the Student Center Building (SC 150) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

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Transit Service

Students and visitors requiring public transportation to the campus can call (480) 312-7250 for current information on arrival and departure times for the free Scottsdale Trolley. Information on trolley and bus service is also available at the following websites:

www.scottsdaleaz.gov/trolley

www.valleymetro.org

Tutoring Services

https://www.scottsdalecc.edu/students/tutoring

Accounting/Statistics Learning Center (AP 292)
480.425.6717
https://www.scottsdalecc.edu/students/tutoring/accounting-statistics

The Accounting/Statistics Learning Center is located in the Applied Sciences Building, Room AP 292. Free tutoring services are available for students currently enrolled at SCC in the following courses:

- ACC111 Principles of Accounting I
- ACC112 Principles of Accounting II
- ACC211 Financial Accounting
- ACC212 Managerial Accounting
- GBS221 Business Statistics

Proof of current enrollment is required. The Center cannot accommodate students who are enrolled in other courses or who attend courses at other colleges.

The center's hours change periodically. For the most up-to-date hours, please visit our website.

Math Tutor Center (CM 441A)
480.423.6145
Center hours vary by semester. For the most up-to-date hours, please visit our website at:
https://www.scottsdalecc.edu/students/tutoring/math

Services offered:

- Drop-in tutoring for math and physics in an open study lab with Math help always available; check tutor schedule for Physics
- Computers/software/printing
- Calculator assistance/programs/check out for hourly use in the center only
- Math DVD/video tutorials

- Text, solution manuals, and study guides available for use in the center only.

Please Note:

SCC Student ID is required to check out resources for use in the Math Tutor Center.

Natural Sciences Center (NS 107)
480.425.6726
Center hours vary by semester. For the most up-to-date hours, please visit our website at:
https://www.scottsdalecc.edu/students/tutoring/natural-science

Services offered:

- Drop-in tutoring for Astronomy, Biology, Chemistry, Geology, and Physics; check tutor schedule for availability
- Computers/software/printing
- Science DVD tutorials/molecular model structure kits
- Textbooks, solution manuals, and study guides available for use in the center.

Please Note:

SCC Student ID is required to check out resources for use in the NS Tutor Center.

Social/Behavioral Sciences Learning Center (SBE 158)
480-382-6239 (call/text) or

480.423.6223 (call/voice message)
https://www.scottsdalecc.edu/students/tutoring/social-behavioral-science

The primary focus of the Social/Behavioral Sciences Learning Center is to help students develop the skills to become independent, effective, and efficient learners. Tutoring is available for American Indian Studies, Anthropology, Climatology, Economics (Micro and Macro), Education, Geography (Physical and Cultural), Meteorology, Philosophy (Logic), Psychology, Religion, and Sociology.

These **services and resources** are free to all SCC students in a welcoming, supportive environment, which encourages student learning and success. See below for the link to our Tutoring Calendar:

- Individual and group tutoring, including online and phone tutoring for select classes
- Two reservable study rooms with laptops and 55" monitors
- Assistance with homework, labs, test preparation, essays, research papers, and APA documentation
- Guidance for computer-based assignments and tutorials (Canvas, NCSS/SPSS, WebAssign)

- 17 PC computers – updated and fast internet access with laser printer
- Makeup exams/quizzes for SB courses
- Secure lockers for personal items
- Textbooks and digital media available for most SB courses (use in the SBLC only)

SBLC Hours of Operation & Tutoring Calendar
 http://alturl.com/zxbt7

SBLC Tutor Request Form
 http://alturl.com/y2ixw

The SBLC is located off the center hall in the Social/ Behavioral Science Building, Room SBE-158. Fall and spring semester hours are Monday through Thursday from 8:00 a.m. to 8:00 p.m.; and 10:00 a.m. to 3:00 p.m. on Fridays. Please call/text/leave message to verify summer and intersession hours.

Writing Center (LC 379)

480.423.6416
http://showcase.scottsdalecc.edu/writingcenter/

The Writing Center's services are free to all currently enrolled SCC students and include the following:

In-Person Tutoring

- English, ESL, and Reading tutors to assist with all SCC writing assignments for any SCC class
- Communications tutors to assist with presentations and other COM assignments
- Foreign language tutors to help students develop grammar, pronunciation, and conversation skills
- Group conversation practice for ESL and foreign language students

Online Assistance

- One-to-one, real-time English tutoring
- Essay review by e-mail (for essays in English)
- Grammar, writing and citation guides

Computer Lab

- Computers, printers, and scanner available to all students
- Techs on-site to provide help with Canvas, My Maricopa, student e-mail, Turnitin, etc.
- Private rooms for recording video/audio assignments
- Grammar and reading drills and placement test prep
- ESL and foreign language grammar and pronunciation drills

Other Services

- Reference materials for help with research papers and other writing assignments
- Group meeting rooms

The Writing Center is located in the Language and Communication Building, Room LC 379. During the fall and spring semesters, the Center is open for computer use Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 7:30 a.m. to 3:00 p.m. **Summer hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m.**

A student may receive tutoring for the SCC class or classes in which he/she is currently enrolled. A student may not receive tutoring for any class taken at another college or university regardless of concurrent enrollment at SCC. Students are strongly encouraged to schedule tutoring appointments in advance. For information about English, ESL, Reading, Communications, and foreign language tutoring hours, please call the Writing Center at the number listed above or visit the website.

Veterans Services

480.423.6562
https://www.scottsdalecc.edu/students/veteran-services

Scottsdale Community College is certified by the Arizona Department of Veterans' Services (ADVS) as a ***Veteran Supportive Campus*** and strongly supports Veterans Services on campus through orientations, peer mentoring and other programs designed for student veterans. As a Veteran you are invited to avail yourself of these services as the first step in achieving your college objectives.

Veterans Services provides the appropriate certification and referrals for all necessary SCC and community services. Veterans are provided an essential line of communication for Department of Veterans Affairs/Veterans Administration inquiries, educational benefit information, pertinent legislative news and the necessary advising to ensure a smooth transition to the college environment for all veterans and dependents.

RECIPIENTS SHOULD NOTE: "Campus Policy and VA Compliance Regulations" will differ regarding Academic Standards, Enrollment Restrictions, Residency Status, etc.

All G.I.Bill® Educational Benefits recipients must report to SCC's Veterans Office on a semester basis for V.A. benefits certification. The office is located in the Student Services Building, and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; and Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

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Volunteerism and Community Service

480.423.6545
https://www.scottsdalecc.edu/students/service-learning-leadership

Volunteerism gives students valuable knowledge while providing community organizations with needed human resources. SCC's Service-learning and Leadership Office makes these experiences available for the individual, a group and the entire college. For students, volunteering is an important way to distinguish themselves from other job, scholarship and university applicants. Many of these entities now require volunteerism in order to be eligible for consideration, and almost all see volunteerism as evidence that applicants are able to apply learning and give back to their communities. A complete list for the upcoming academic year can be found by visiting the office or its website.

For students who want to try their own hands at planning and facilitating a volunteer experience, the Service-learning and Leadership Office works with faculty to coordinate courses with related opportunities embedded in them and advises a student club, *Artie's Community for Service (ACeS)*. Or, if students would like to learn more about leadership and social change in an academic setting, the office offers a three-credit hour course, *HON201 Leadership Development: Historical and Contemporary Perspectives*. The class is scheduled for 14 weeks in both the fall and spring terms. To participate or learn more about volunteerism at SCC, contact the Service-learning and Leadership Office in the Student Center Building, Room 100, or call.

Voter Registration

scc.buzz/sccvotes

Mail-in applications are available from the Admissions (SS136), Academic and Career Advisement (SC130), and the Center for Civic & Global Engagement (SC185) offices, in both English and Spanish. Registration is also available at the above web address.

Welcome Center

480.423.6700
https://www.scottsdalecc.edu/students/welcome-center

The SCC Welcome Center staff provides general information and assists new students in getting started successfully at SCC.

Our staff can help students…

- Get started at SCC and understand the New Student Registration Steps at SCC
- Set up or re-set their Student ID Number, Maricopa Enterprise ID (MEID) and Password
- Navigate through the My.maricopa.edu website
- Apply for Financial Aid
- Utilize online services to adjust class schedule
- Check and/or forward Maricopa Email account
- Review tuition summary and payment deadlines
- Apply for Payment Plan
- Understand the **Student Center** page and To-Do lists/Message Center
- Send Transcripts

…and more!

The Welcome Center also offers a computer lab for designated enrollment activities, and we are here to assist new and continuing students with using the online enrollment resources to get started and register for classes. The Welcome Center is located in the Student Center Building (SC 118) and is open Monday through Thursday from 8:00 a.m. to 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. **Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday.**

CAMPUS
POLICIES

Bookstore Policies

Check Writing

1. The check must be written for the exact amount of the purchase payable to the SCC Bookstore, and only in-state checks are accepted.

2. A current Arizona driver's license must be presented with your bank's imprinted personal check.

3. Your current street address and telephone number must be printed on the check.

4. When using a parent's check, the account holder's driver license number and expiration date must be written across the top of check.

5. Returned checks are sent to FedChex for collection.

6. In addition, the Bookstore accepts cash, MasterCard, Visa, American Express and Discover Card.

Bookstore Refund Policy

1. All refunds must be accompanied by the original sales receipt.

2. New and used textbooks may be returned for full refund within seven (7) days from the start of the fall and spring semesters.

3. After the seven-day period, textbooks may be returned for a full refund within two (2) days of purchase.

4. Textbooks may be returned for the full refund seven (7) days from and including the official start of each summer session.

5. No refunds are allowed on new or used textbooks purchased within the last two (2) weeks of classes and the week of finals during any semester or summer session.

Buyback Policy

Bookstore will not buy back books if:

1. Instructor has not authorized re-use of book or has not indicated it will be used next term.

2. Bookstore is overstocked.

3. Publisher has a new edition and prior edition has no value.

4. Book is too ragged and in an unsalable condition.

5. Book has a limited nationwide demand.

Bookstore Hours

Monday through Thursday from 8:00 a.m. to 5:00 p.m.; Friday from 8:00 a.m. to 2:00 p.m. Summer hours are Monday through Thursday from 8:00 a.m. to 4:00 p.m.; closed on Friday.

The bookstore has extended hours during the first week of classes and the week of final exams. The bookstore is closed when the college is closed. Textbooks can be rented and purchased online at:

http://www.bkstr.com/scottsdaleccstore/home

Bulletin Board Policy

All materials posted on college bulletin boards and kiosks must be stamped for approval by the Center for Civic & Global Engagement (SC 185). Materials that have not been approved will be removed.

College Police Policies

The SCC Police Department is a law enforcement agency that operates onsite 24 hours a day, 7 days a week, 365 days a year. Police officers or civilian police personnel assigned to Scottsdale Community College (SCC) are available on campus every day to provide assistance or information, either in person or by phone. The SCC Police office is located at the northeast corner of the Library building in LIB-450 and the phone number is (480) 423-6175. The MCCCD Central Dispatch Center phone number is (480) 784-0900, and the emergency phone number is (480) 784-0911.

Visit the College Police website at www.scottsdalecc.edu for more information on SCC campus and MCCCD safety policies including: parking procedures, access to campus facilities, crime reporting, and contact information. The College Police office is open 24 hours, seven days a week.

Accidents on Campus

It is important that the College Police Department 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 Police. The situation will also be assessed with the intent of referring students/staff for further medical attention.

Most students are covered by MCCCD student insurance. The insurance forms are processed through the Center for Civic & Global Engagement.

Campus Policies

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Campus Policies

After Hours

Students are not allowed inside College buildings after normal classroom hours without a staff person present.

Campus Hours

The SCC campus opens every day at 6:00 a.m. and closes at 11:00 p.m.

Emergency Evacuation Procedures

When a building fire alarm sounds, or another emergency exists requiring the evacuation of a building, all persons must immediately exit the building in an orderly manner.

Contact College Police by dialing (480) 784-0911 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 Police Department will assist persons with vehicles requiring "jump starts." Contact College Police at (480) 423-6175.

Lost and Found

The College Police Department is responsible for lost and found property on the SCC campus. If you have lost or found an item, please contact College Police in Room LIB-450, northeast corner of the Library Building, or call (480) 423-6175.

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 Police Department or the Dean of Student Services office.

1. Parking is permitted within designated parking areas. Student parking permits are not required.

2. Parking is not permitted on grass, unpaved areas or on sidewalks.

3. Vehicles parking in STAFF parking spaces must display a valid permit.

4. Parking in HANDICAPPED parking spaces is reserved for vehicles displaying valid permits or license plates.

5. The maximum speed limit in parking lots is 15 MPH.

6. Parking or leaving a vehicle unattended in a red curb fire lane is prohibited.

7. Pull-through or back-in parking is prohibited.

Students who violate the Traffic and Parking Regulations may be fined and/or disciplined in accordance with the guidelines established by the MCCCD Governing Board. See the Tuition and Fee Schedule (Appendix S-4) for the list of parking violations and fines at:

https://district.maricopa.edu/regulations/admin-regs/section-2/2-10

Campus Crime Statistics

The Annual Safety and Crime Report is prepared to inform you of Scottsdale Community College's campus crime statistics for the three previous years as well security policies and steps you can take to enhance your personal safety. The report may be accessed from the College Police section of the SCC website.

https://www.scottsdalecc.edu/public-safety

Fundraising Policy

All clubs/organizations planning fundraising events on campus must complete and submit an Event Registration Form. The form is available in the Center for Civic & Global Engagement and must be submitted along with the Facility Request Form no later than two weeks before the event is to take place. **No project or event may take place until the Event Registration Form has been approved.**

The Center for Civic & Global Engagement 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 6:00 p.m.; Friday from 10:00 a.m. to 5:00 p.m. Summer hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m.; closed on Friday. Please call (480) 423-6590 for additional information.

Weapons on Campus

With the exception of campus police officers and other state certified police officers, the possession or use of a firearm on campus is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS §13-2911 C. Anyone violating the policy is subject to arrest under ARS §13-2911 and/or subject to applicable college disciplinary procedures.

Scottsdale Community College is located on the Salt River Pima-Maricopa Indian Community reservation. SRPMIC ordinance prohibits firearms on the reservation, except those owned by community members and Arizona State Certified Law Enforcement Officers.

GENERAL GRADUATION
REQUIREMENTS

2.3.9 General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

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

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

   Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula must be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six (6) credit units must be completed at the college awarding the certificate. The minimum of six (6) credit hours in the certificate or degree curricula must be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded.

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

   A shared program requires a minimum of six (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 minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. *(The exception is the Nursing program; Nursing students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.)* Courses from the General Education Core and Distribution areas are excluded. 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.

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

4. Have a minimum cumulative grade point average (GPA) of 2.000 at the college granting the degree.

5. Have a minimum cumulative grade point average (GPA) of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. Have removed any indebtedness to any MCCCD college/center.

8. Have paid graduation ceremony fee, if participating in ceremony.

See fee schedule for charges.

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 distinctions:

• 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, which are conferred on students who have completed a program of study. These certificates and degrees are as follows:

1. Certificate of Completion (Career Program Specified);

2. Academic Certificate;

3. General Education Certificate;

4. Associate in Arts;

5. Associate in Science;

6. Associate in Business;

7. Associate in General Studies;

8. Associate in Applied Science (Career Program Specified).

General Graduation Requirements

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

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

Licensure Disclaimer

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

MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

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

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

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

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

2.3.10 Transcripts for Transfer

An official student transcript is a permanent academic record issued by the college registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the college registrar and displays the college seal of the Maricopa college issuing the official transcript.

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

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

2.2.5 Catalog Under Which a Student Graduates

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

Continuous Enrollment

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

    EXAMPLE A:

Admitted and earned course credit at a public community college or university	Fall '15 (Active)
Continued at a public community college	Spring '16, Fall '16 (Active)
Transferred to a university	Spring '17 (2015 or any subsequent catalog)

    EXAMPLE B:

Admitted and earned course credit at a public community college or university	Fall '12 (Active)
Enrolled but earned all W, Z or F grades	Spring '13 (Inactive)
Enrolled in audit courses only	Fall '13 (Inactive)
Nonattendance	Spring '14 (Inactive)
Transferred to a university	Fall '14 (2014 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/fall or spring/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	Fall '12 (Active)
Nonattendance	Spring '13, Fall '13, Spring '14 (Inactive)
Readmitted and earned course credit at a public community college	Fall '14 (Active)
Transferred to a university	Spring '15 (2014 or any subsequent catalog)

    EXAMPLE B:

Admitted and earned course credit at a public community college or university	Fall '12 (Active)
Nonattendance	Spring '13 (Inactive)
Readmitted and earned course credit at a public community college	Summer '13 (Active)
Nonattendance	Fall '13, Spring '14 (Inactive)
Transferred to a university	Fall '14 (2012 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	Summer '14 (Active)
Continued at a public community college	Fall '14, Spring '15 (Active)
Nonattendance	Fall '15 (Inactive)
Readmitted and earned course credit at a public community college	Spring '16 (Active)
Transferred to a university	Summer '16 (2014 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.

NOTE: Time Limit for Transfer Coursework

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

Shared Unique Number (SUN) System

Shared Unique Number (SUN) System

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SHARED UNIQUE NUMBER
SYSTEM OF ARIZONA

Based on the requirements of Senate Bill 1186, the Shared Unique Number (SUN) System was created to help students identify and enroll in courses that transfer as direct equivalents throughout the Arizona public community colleges and state universities. The first phase of the SUN project includes 71 Arizona General Education Curriculum (AGEC) and common major courses.
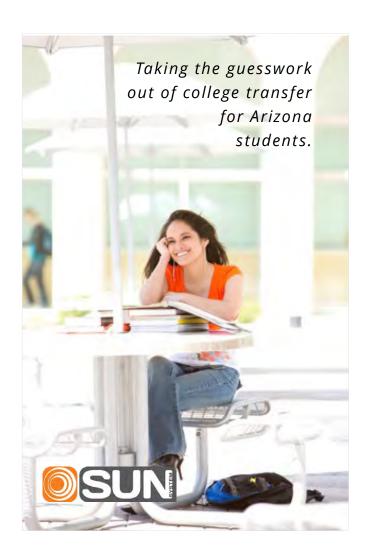
Courses in the SUN System have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities. Each institution retains its original course numbers but uses the SUN to indicate commonality.

For example, financial accounting has several different prefixes and numbers at Arizona community colleges and universities (see the table below).

Taking the guesswork out of college transfer for Arizona students.

SUN# ACC 2201

Arizona State University	**ACC 231**
Arizona Western College	**ACC 211**
Central Arizona College	**ACC 201**
Chandler-Gilbert Community College	**ACC 211**
Cochise College	**BUS 201**
Coconino Community College	**ACC 255**
Eastern Arizona College	**BUA 233**
Estrella Mountain Community College	**ACC 211**
GateWay Community College	**ACC 211**
Glendale Community College	**ACC 211**
Mesa Community College	**ACC 211**
Mohave Community College	**BUS 221**
Northern Arizona University	**ACC 255**
Northland Pioneer College	**BUS 120**
Paradise Valley Community College	**ACC 211**
Phoenix College	**ACC 211**
Pima Community College	**ACC 101**
Rio Salado College	**ACC 211**
Scottsdale Community College	**ACC 211**
South Mountain Community College	**ACC 211**
University of Arizona	**ACCT 200**
Yavapai College	**ACC 131**

In the SUN System, all of the courses share a unique number and a single prefix: SUN# ACC 2201. This unique number/prefix indicates course equivalency at all institutions! When you enroll in a SUN course you know that your credit will be accepted at any Arizona college.

Look for the SUN icon (SUN#) and four digit SUN course numbers in Scottsdale Community College's class schedules and catalogs!

Go to www.azsunsystem.com for additional information on the SUN System.

MCCCD ARIZONA GENERAL EDUCATION
CURRICULUM (AGEC)

TOTAL CREDITS: 35-48

Description

The Maricopa County Community College District (MCCCD) Arizona General Education Curriculum (AGEC) is a 35-48 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit.

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

There are three types of AGECs in MCCCD. They are the AGEC-A, the AGEC-B, and the AGEC-S. As described below, these AGECs are also a component of most MCCCD Associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A is the general education block of the five different MCCCD Associate in Arts (AA) degrees, the AGEC-B is part of the two MCCCD Associate in Business (ABUS) degrees, and the AGEC-S defines the general education requirements in MCCCD Associate in Science (AS) degree.

As described in more detail below, all AGECs require designated Core Area courses in First-Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA/CS] (Exception: the AGEC-S does not require CS.), Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two (2) Awareness Areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness.

Purpose of the AGECs

AGECs were designed to articulate with different academic majors, and their particular requirements vary accordingly. In some majors, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements; for others, the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

1. The AGEC-A is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.

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

3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences,

technology, engineering, and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement and a minimum of eight (8) credits of either university chemistry, university physics, or general biology for majors to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six (6) to eight (8) additional credits of math and/or science appropriate to their major.

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

*   Requires completion of 35-48 credit hours in courses numbered 100 and above and that a minimum of 12 of those credits be taken at one or any combination of the MCCCD colleges.

*   All courses applied to the AGEC must be completed with a grade of "C" or better.

*   A single course can simultaneously count toward a Core Area and one or more Awareness Areas. For example, a course in world geography can be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC Core Area.

*   The General Education Requirements for these certificates may be completed in as few as 35 credits provided that courses selected for the Awareness Areas can also be counted toward Core Areas.

Transfer Credit from Institutions Outside of MCCCD

*   Credits transferred from outside of MCCCD must be a grade of "C" (2.0 on a 4.0 scale) or better.

*   External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.

*   Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.

*   The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree

requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.

- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.

- Credit awarded at a Maricopa Community College for prior learning in non-traditional setting is transferable to the other colleges in the MCCC district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

- Completion of the AGEC with a minimum grade point average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

- Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the AZTransfer website can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

The 35-38 semester credits required for each of the three AGECs follow. Descriptions and definitions of each requirement area follow. View specific course information via the following website:

http://aztransfer.com/generaleducation/

The lists provided for AGEC-A, -B, -S and AGEC Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and/or Awareness Areas where each course will apply.

AGEC-A Requirements   Credits

(Note that for students pursuing majors in the Fine Arts (Art, Theatre, Dance) or Elementary Education the required courses for some of the Core and/or Awareness Areas are much more prescriptive. Students in these majors should consult corresponding specialized Associate in Arts degree requirements and/or an academic advisor for guidance in the selection of their general education coursework to minimize loss of credits.)

1. Core Areas   35

Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G], and / or [H] requirement(s) as well as their respective Core Area. (See AGEC Matrix for current course values.)

a. First-Year Composition (FYC)   6

b. Literacy and Critical Inquiry [L]   3

c. Mathematical Applications [MA]   3-5

Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other mathematics course designated with the [MA] general education value and for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS]   3

e. Humanities, Arts and Design [HU]   6

Students are encouraged to choose courses from more than one (1) discipline.

f. Social-Behavioral Sciences [SB]   6

Students are encouraged to choose courses from more than one (1) discipline.

g. Natural Sciences [SQ/SG]   8

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas   0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC Matrix for current course values.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H]   0-3

AGEC-B Requirements   Credits

1. Core Areas   35

Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G], and/or [H] requirement(s) as well as their respective Core Area. (See AGEC Matrix for current course values.)

a First-Year Composition [FYC]   6

b. Literacy and Critical Inquiry [L]   3

c. Mathematics [MA]   3-5

Requires a course in brief precalculus (MAT212) or a higher level mathematics course such as MAT220 or MAT221 or any course for which these courses are prerequisites.

d. Computer/Statistics/Quantitative Applications [CS] 3

CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU]   6

Students are encouraged to choose courses from more than one (1) discipline.

f. Social-Behavioral Sciences [SB]   6

Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG]   8

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas   0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC Matrix for current course values.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H]   0-3

AGEC-S Requirements   Credits

1. Core Areas   38

Some of these courses also have Awareness Area designations and can be used to satisfy [C], [G], and/or [H] requirement(s) as well as their respective Core Area(s). (See AGEC Matrix for current course values.)

a. First-Year Composition (FYC)   6

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

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (See AGEC Matrix for current course values.)

c. Mathematical Applications [MA]   3-5

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

d. Humanities, Arts and Design [HU]   6

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. (See AGEC Matrix for current course values.)

e. Social-Behavioral Sciences [SB]   6

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. (See AGEC Matrix for current course values.)

f. Natural Sciences [SQ/SG]   8

Students must complete eight (8) credits of General Chemistry, University Physics, or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

(CHM150 or CHM151) & CHM151LL General Chemistry I and CHM152 & CHM152LL General Chemistry II **OR**

PHY115 & PHY116 University Physics I and II **OR**

PHY121 & PHY131 University Physics I: Mechanics and II: Electricity and Magnetism **OR**

BIO181 & BIO182 General Biology (Majors) I and II

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

Use a transfer guide to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science course(s) from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, EEE, ECE, ENV, GLG, GPH, and/or PHY).

2. Awareness Areas   0-6

Some course may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC Matrix for current course values.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H]   0-3

AGEC Area Requirements Descriptions/Definitions
CORE AREAS

First-Year Composition (FYC)

First-Year Composition courses emphasize skills necessary for college-level expository writing, including correct grammar and punctuation, logical organization of ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]

In the [L] course students, typically at the sophomore level, 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 [L] requirement sustains and extends students' ability to thoughtfully use and critically analyze written and/or spoken language.

Mathematical Applications [MA]

The Mathematical Applications requirement is intended to ensure that students have requisite skill in mathematics appropriate for their discipline and can apply mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]

AGEC-A and AGEC-B require a course that emphasizes the use of statistics, other mathematical methods, computer programming languages and/or software in the interpretation of data and in describing and analyzing quantitative relationships**.**

(AGEC)

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Arizona General Education Curriculum

Humanities, Arts and Design [HU]

The study of the humanities and the disciplines of art and design deepen awareness of the complexities of the human condition and its diverse histories and cultures. Courses in the humanities are devoted to the production of human thought and imagination, particularly in philosophical, historical, religious and artistic traditions. Courses with an emphasis in fine arts and design are devoted to the study of aesthetic experiences and the processes of artistic creation. They may also feature a design emphasis in which material culture is studied as a product of human thought and imagination.

Social-Behavioral Sciences [SB]

The Social-Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. This area of emphasis in general education curriculum may include study of such disciplines as anthropology, economics, history, political science, psychology, or sociology. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a complex and evolving world.

Natural Sciences [SQ/SG]

In addition to an understanding of basic scientific principles and concepts, courses in the Natural Sciences Core Area are designed to help students appreciate, from firsthand laboratory and/or field research experience, the nature of science as a process that embraces curiosity, inquiry, testing, and communication to better understand natural phenomena. At least one of the two natural science courses must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

AWARENESS AREAS

Students must satisfy two (2) Awareness Areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core Area and one (1) or two (2) Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two (2) 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 one. 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.

GENERAL ACADEMIC POLICIES FOR
ASSOCIATE DEGREES DESIGNED FOR UNIVERSITY TRANSFER

Maricopa Community Colleges' Associate Degrees designed for University Transfer include the following:

- Associate in Arts (AA);
- Associate in Science (AS);
- Associate in Arts Elementary Education (AA-EE);
- Associate in Fine Arts (AA-FA) for Dance,Theatre or Arts; and
- Associate in Business General Requirements or Special Requirements (ABUS-GR, ABUS-SR).

Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9).
- Minimum semester credits for completion vary slightly by degree: 60 credits for AA, AS, AA-EE, AA-FA-Theatre, and AA-FA-Art; 62 credits for ABUS-GR and SR; 65 credits for AA-FA-Dance.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of "C" or better. These credits must include a minimum of 35 in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD's Additional Requirements.

General Education Requirements
- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - ○ CORE AREAS
    - ▪ First-Year Composition (FYC)
    - ▪ Mathematical Applications [MA]
    - ▪ Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
    - ▪ Literacy and Critical Inquiry [L]
    - ▪ Humanities, Arts and Design [HU]
    - ▪ Social-Behavioral Sciences [SB]
    - ▪ Natural Sciences (Science Quantitative [SQ], Science-General [SG])

  - ○ AWARENESS AREAS
    - ▪ Cultural [C]
    - ▪ Global [G] or Historical [H]
- MCCCD's Additional Requirements are as follows:
  - ○ ORAL COMMUNICATION
  - ○ CRITICAL READING

Note that there are three (3) different AGECs each aligning with a different subset of Associate degrees (AGEC-A for all Associate in Arts degrees, AGEC-B for all Associate in Business degrees, and AGEC-S for the Associate in Science degree). For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified. Checksheets for each type of Associate degree indicate these details, the number of credits required in each area, and any exceptions. Refer to: https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-as-abus-ags

- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.

- Except for the Associate in Science degree, a single course cannot be used to satisfy more than one AGEC Core Area.

- The General Education Requirements for these degrees may be completed in as few as 35 credits provided that courses selected for the Awareness Areas and MCCCD's Additional Requirements can also be counted toward Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

General Electives and Other Coursework beyond General Education
- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more

complete description. Consultation with an academic advisor about course selection is always recommended.

- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language.

- Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, curriculum.maricopa.edu/transfer-partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCD

- Credits transferred from outside of MCCCD must be a grade of "C" (2.0 on a 4.0 scale) or better.

- External courses evaluated either as equivalent to an MCCCD course or as elective credit may be applied toward the minimum credits for degree completion.

- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better.

- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCD direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.

- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses' evaluated MCCCD equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.

- Credit awarded at a Maricopa Community College for prior learning is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.

- While MCCCD's Associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix, AZTransfer Major Guides and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

ASSOCIATE IN
ARTS

TOTAL CREDITS: 60-64

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:

I. General Education:
    Arizona General Education Curriculum for Arts (AGEC-A)
    MCCCD Additional Requirements
II. General Electives

The Associate in Arts (AA) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to general university graduation requirements of the majors that align with the Associate in Arts degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. **MCCCD General Education**	**35-47**
AGEC-A	**35-41**
1. Core Areas	**35**

Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective

Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. First-Year Composition (FYC)	6

ENG101 **OR** ENG107 **AND**
ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L]	3
c. Mathematical Applications [MA]	3

Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS]	3
e. Humanities, Arts and Design [HU]	6

Students are encouraged to choose coursework from more than one (1) discipline.

f. Social-Behavioral Sciences [SB]	6

Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG]	8

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas   **0-6**

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (See AGEC Matrix for current course values.)

a. Cultural Diversity in the United States [C]	0-3
b. Global Awareness [G] **OR** Historical Awareness [H]	0-3

MCCCD Additional Requirements   0-6

As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

1. Oral Communication   0-3

COM100 [SB] Introduction to Human Communication **OR**

COM110 [SB] Interpersonal Communication **OR**

COM225 [L] Public Speaking **OR**

COM230 [SB] Small Group Communication (3 credits) **OR**

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

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

2. Critical Reading   0-3

Students may demonstrate proficiency through assessment.

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

II. General Electives

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, curriculum.maricopa.edu/transfer-partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

(AA)

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Associate in Arts

ASSOCIATE IN ARTS IN
ELEMENTARY EDUCATION

TOTAL CREDITS: 60-66

Description

The Maricopa County Community College District (MCCCD) Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-66 semester credits in the program of study. The degree has two major components:

I. General Education
   Arizona General Education Curriculum for Arts (AGEC-A)
   MCCCD Additional Requirements
II. Elementary Education Requirements
   Education Foundations
   Restricted Electives

The Associate in Arts in Elementary Education (AAEE) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. Generally, the degree transfers as a block without loss of credit to Arizona's public universities, and in most cases, its required courses apply to graduation requirements for these Education majors.

Degree Requirements

	Credits
I. **MCCCD General Education**	**35-41**
AGEC-A	**35-38**
1. Core Areas	**35**

a. First-Year Composition (FYC) 6

ENG101 **OR** ENG107 **AND**
ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L] 3

COM225 Public Speaking

c. Mathematical Applications [MA] 3

Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite. (Note that MAT256, MAT257, MAT182, and MAT206 are excluded.)

d. Computer/Statistics/Quantitative Applications [CS] 3

BPC110 Computer Usage and Applications **OR**
CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU] 6

Note that some of these courses also have Awareness Area designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [HU]. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

1) Select one (1) of the following ARH, DAH, MHL or THE courses:

ARH100 Introduction to Art OR
ARH101 Prehistoric through Gothic Art OR
ARH102 Renaissance through Contemporary Art OR
DAH100 Introduction to Dance OR
DAH201 World Dance Studies **OR**
DAH250 Dance in Popular Culture **OR**
MHL140 Survey of Music History **OR**
MHL145 American Jazz and Popular Music **OR**
MHL146 Survey of Broadway Musicals **OR**
MHL153 Rock Music and Culture **OR**
THE111 Introduction to Theatre **OR**
THE220 Modern Drama

AND

2) Select one (1) of the following EDU, ENH or HUM courses:

EDU/ENH291 Children's Literature **OR**
ENH110 Introduction to Literature **OR**
ENH241 American Literature Before 1860 **OR**
ENH242 American Literature After 1860 OR
HUM250 OR HUM251 Ideas and Values in the Humanities

f. Social-Behavioral Sciences [SB] 6

Note that some of these courses also have Awareness Area designations (see section 2 below) and can be used to satisfy [G] and/or [H] requirement as well as [SB]. (AGEC designations are subject to change. See AGEC Matrix for course's value(s) in the semester it is taken.)

1) Select one (1) of the following US History/ Government courses. These courses satisfy the United States Constitution requirement for state teacher certification.

HIS103 United States History to 1865 **OR**
POS110 American National Government **OR**
GCU/POS113 United States and Arizona Social Studies

AND

2) Select one (1) of the following CFS, ECH, GCU, ECN, HIS or PSY courses:

CFS205 Human Development OR

ECH/CFS176 Child Development OR

GCU121 World Geography I: Eastern Hemisphere OR

GCU122 World Geography II: Western Hemisphere OR

ECN211 Macroeconomic Principles OR

ECN212 Microeconomic Principles OR

HIS104 United States History 1865 to Present OR

PSY101 Introduction to Psychology

g. Natural Sciences [SQ/SG]   8

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

1) Life Sciences: Select four (4) credits of SQ or SG in Biology (BIO)

AND

2) Physical Sciences or Earth/Space Sciences: Select four (4) credits of SQ or SG from one of the following prefixes: AGS, ASM, AST, CHM, GPH, GLG, PHS, or PHY

Note: Students are advised to check with the university they plan to attend as specific requirements for lab sciences may vary.

2. Awareness Areas   0-3

a. Cultural Diversity in the United States [C]   0

Met by Elementary Education Requirements below. No additional coursework required.

b. Global Awareness [G] **OR** Historical Awareness [H] 0-3

May be met by [HU] and/or [SB] course depending on specific courses selected. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

MCCCD Additional Requirements   0-3

1. Oral Communication   0

Met by COM225 required as part of AGEC Core. No additional coursework required.

2. Critical Reading   0-3

Students may demonstrate proficiency through assessment. CRE101 Critical Reading **OR** equivalent as indicated by assessment
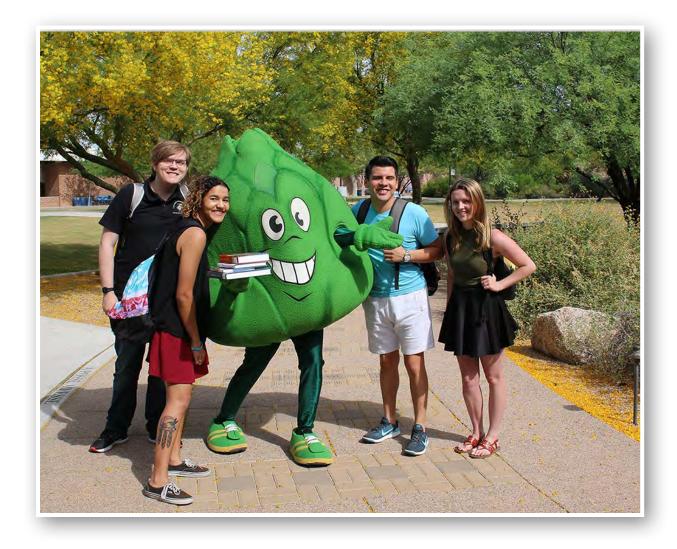
II. Elementary Education Requirements   25

A. Education Foundations   17

Complete all of the following:

EDU221 Introduction to Education

EDU222 Introduction to the Exceptional Learner

EDU230 Cultural Diversity in Education

MAT256 Investigating Quantity: Number, Operations and Numeration Systems

MAT257 Investigating Geometry, Probability and Statistics

B. Electives for Arizona Professional Teacher Standards   8

A total of eight (8) semester credits are required to satisfy the Electives for Arizona Professinal Teacher Standards: three (3) credits in an additional Education course and five (5) 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   3

Select any EDU course(s) (**EXCEPT** EDU221, EDU222, EDU230 and EDU250) to satisfy this requirement:

2. Content Area Electives   5

Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a univeristy course as indicated in the Arizona Course Equivalency Guide 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.

Choose any combination from the following list of courses and prefixes to total five (5) credits of additional coursework. Course(s) selected must be different from those counted toward AGEC-A or Education Foundations requirements.

See note below regarding Arizona Constitution requirement for state certification.

Any ARH, ART, BPC, CIS, ECN, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THF, THP prefixed course(s)

Any EDU course(s) (**EXCEPT** EDU221, EDU222, EDU230 and EDU250)

Any MAT (courses numbered higher than MAT142 **EXCEPT** MAT256 and MAT257)

Any Foreign Language course(s)

Any Natural Science course(s)

CFS/ECH176 Child Development

CFS205 Human Development

EED215 Early Learning: Health, Safety, Nutrition and Fitness

AAA/CPD115 Creating College Success

NOTE: State certification requirements include courses on the constitutions of US and Arizona. Taking GCU/POS113 for [SB] fulfills this requirement completely. Students who instead take HIS103 or POS110 for [SB] should consider taking POS221 as a Content Area Elective so they have completed study of both constitutions. POS220 meets state certification requirements for both constitutions but does not meet [SB].

ASSOCIATE IN ARTS,
FINE ARTS–DANCE

TOTAL CREDITS: 65-74

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts–Dance (AAFA-Dance) degree requires a minimum of 65 semester credits for the program of study. The degree includes the following components:

I. General Education:
    Arizona General Education Curriculum for Arts (AGEC-A)
    MCCCD Additional Requirements
II. Fine Arts Requirements–Dance

The Associate in Arts, Fine Arts–Dance (AAFA-Dance) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts–Dance will apply to general university graduation requirements of the majors that align with AAFA-Dance degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA-Dance degree with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Degree Requirements

The 65-74 semester credits required for the Associate in Arts, Fine Arts–Dance degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. MCCCD General Education	**35-44**
AGEC-A	**35-38**
1. Core Areas	**35**

Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. First-Year Composition (FYC) 6

   ENG101 **OR** ENG107 **AND**
   ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L] 3

c. Mathematical Applications [MA] 3

   Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS] 3

e. Humanities, Arts and Design [HU] 6

   DAH100 Introduction to Dance **AND**
   Any additional Humanities, Art and Design course [HU]

   The following options are recommended:

   DAH201 [G] World Dance Studies **OR**

   DAH250 [C] Dance in Popular Culture **OR**

   DAH255 [C, L] Hip Hop: Arts, Aesthetic and Culture

f. Social-Behavioral Sciences [SB] 6

   Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG] 8

   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

   BIO160 [SG] Intro to Human Anatomy and Physiology **OR**

   BIO201 [SG] Human Anatomy and Physiology I **AND**

   Any [SQ] course

2. Awareness Areas **0-3**

a. Cultural Diversity in the United States [C] 0-3

   May be met by [HU] or [SB] course depending on specific courses selected.

b. Global Awareness [G] or Historical Awareness [H]. 0-3

MCCCD Additional Requirements   0-6

As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

1. Oral Communication   0-3

COM100 [SB] Intro to Human Communication **OR**

COM110 [SB] Interpersonal Communication **OR**

COM225 [L] Public Speaking **OR**

COM230 [SB] Small Group Communication (3 credits) **OR**

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

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

2. Critical Reading   0-3

Students may demonstrate proficiency through assessment.

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

II. Fine Arts Requirements–Dance   30

Part I: Foundation   12

Complete all of the following:

DAN150	Dance Performance I (1)	
DAN210	Dance Production I (3)	
DAN221	Rhythmic Awareness I (3)	
DAN264	Choreography I (3)	
DAN280	Dance Practicum (2)	

Part II: Technique Requirements   9

Select from the following options to complete a minimum of nine (9) semester credits. Students must attain Level III competency in ballet and modern dance courses. Courses listed may be repeated for credit:

Ballet I-IV: DAN131 (1), DAN134 (1), 231 (1), 234 (1)
Ballet III and IV [Intensive]: DAN231AA (2), DAN234AA (2)
Ballet Pointe: DAN237 (1)

Modern I-IV: DAN132 (1), DAN135 (1), DAN232 (1), DAN235 (1)
Modern III and IV [Intensive]: DAN232AA (2), DAN235AA (2)

Jazz I-IV: DAN133 (1), DAN136 (1), DAN233 (1), DAN236 (1)
Jazz III and IV [Intensive]: DAN233AA (2), DAN236AA (2)

Dance Conservatory I-III: DAN290++, DAN291++, DAN292++ (1-3)

Part III: Restricted Electives: 0-3

Students can choose to complete a combination of up to three (3) credits in Part III and the remaining credits in Part IV; or students can opt to complete all Elective credits in Part IV. No more than three (3) credits may be selected from the following DAN prefixed courses. Courses may be repeated for credit:

Hip Hop (1): DAN102++, 202++
Break Dancing (1): DAN103++, 203++
Ballroom (1): DAN104++, 204++

Swing (1): DAN105++, 205++
Latin (1): DAN106++, 206++
Country (1): DAN107++, 207++
Tango (1): DAN108++, 208++
Contemporary (1): DAN115
World (1): DAN120++
Musical Theatre Dance I-IV: DAN129 (1), 130 (1), 229 (1), 230 (1)

Ballet I-IV: DAN131 (1), 134 (1), 231 (1), 234 (1)
Ballet III and IV [Intensive]: DAN231AA (2), 234AA (2)
Ballet Pointe: DAN237 (1)

Modern I-IV: DAN132 (1), 135 (1), 232 (1), 235 (1)
Modern III and IV [Intensive]: DAN232AA (2), 235AA (2)

Jazz I-IV: DAN133 (1), 136 (1), 233 (1), 236 (1)
Jazz III and IV [Intensive]: DAN233AA (2), 236AA (2)

Tap I-IV: DAN140(1), 145 (1), 240 (1), 245 (1)
Tap III and IV [Intensive]: DAN233AA (2), 236AA (2)
Tap Ensemble: DAN146 (1)

Improvisation: DAN164 (1)

Dance Workshop: DAN141 (1)
Dance Performance I-IV: DAN150 (1), 155 (1), 250 (1), 255 (1)
Multimedia Performance Ensemble: DAN/MUP285AA (1)
Dance Conservatory I-IV: DAN290++, DAN291++, DAN292++ (1-3)

*Special Projects: DAN298++ (1-3)

Part IV: Restricted Electives - Dance Theory Electives   6-9

Students can choose to complete a combination of up to three (3) credits in Part III and the remaining credits in Part IV; or students can opt to complete all nine (9) Elective credits in Part IV.

DAH classes cannot be used as an AGEC-A Core Area requirement and as a Dance Theory Elective (Part IV). They may be counted toward designated [G], [H] and/or [C] Awareness Area(s).

DAH110 (3)	Dance in Film
DAH190 (1)	Discovering Dance Careers
DAH201 (3)	World Dance Studies
DAH210 (3)	History of Ballet and Modern Dance
DAH250 (3)	Dance in Popular Culture
DAH255 (3)	Hip Hop Arts, Aesthetic and Culture
DAN138 (1)	Dance Seminar I
DAN170 (3)	Dance Kinesiology
DAN201++ (1-3)	Special Topics: Dance (any)

DAN211 (3)   Dance Production II
DAN220 (3)   Dance Career Preparation
DAN222 (3)   Rhythmic Awareness II
DAN238 (1)   Dance Seminar II
DAN241 (3)   Dance Notation I
DAN265 (3)   Choreography II
DAN272 (3)   Dance Technology
DAN275 (3)   Choreography for Film and Video
DAN282++ (1-3) Service-Learning Experience in Dance (any)
DAN293 (3)   Teaching Dance in Elementary Education
DAN294 (3)   Teaching Dance in Secondary Education
DAN295 (3)   Teaching and Management of Studio Dance
*DAN296++ (1-4) Cooperative Education (any)
*DAN298++ (1-4) Special Projects (any)

Selection of DAN296 or DAN298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three (3) Arizona state public universities.

Associate in Arts, Fine Arts

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Dance (AAFA - Dance)

ASSOCIATE IN ARTS,
FINE ARTS–ART

TOTAL CREDITS: 60-69

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts–Art (AAFA-Art) degree requires a minimum of 60 semester credits for the program of study. The degree includes the following components:

I.   General Education:
      Arizona General Education Curriculum for Arts (AGEC-A)
      MCCCD Additional Requirements
II.   Fine Arts Requirements–Art

The Associate in Arts, Fine Arts–Art (AAFA-Art) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts–Art will apply to general university graduation requirements of the majors that align with AAFA-Art degree; however, students need to be aware of any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA-Art degree with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Degree Requirements

The 60-69 semester credits required for the Associate in Arts, Fine Arts-Art degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" website at each MCCCD college.

	Credits
I. **MCCCD General Education**	**35-44**
AGEC-A	**35-38**
1. Core Areas	35

Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. First-Year Composition (FYC)	6

   ENG101 **OR** ENG107 **AND**
   ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L]	3
c. Mathematical Applications [MA]	3

   Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite.

d. Computer/Statistics/Quantitative Applications [CS]	3
e. Humanities, Arts and Design [HU]	6

   ARH101 [H] Prehistoric Through Gothic Art **AND**
   ARH102 [H] Renaissance Through Contemporary Art

f. Social-Behavioral Sciences [SB]	6

   Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG]	8

   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

   At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas	**0-6**
a. Cultural Diversity in the United States [C]	0-3

   May be met by [HU] or [SB] course depending on specific courses selected. (See AGEC Matrix for current course values.)

b. Global Awareness [G] **OR** Historical Awareness [H].	0

   Met by ARH101 and ARH102 required as part of AGEC-Core. No additional coursework required.

MCCCD Additional Requirements	**0-6**

   As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

1. Oral Communication	**0-3**

   COM100 [SB] Introduction to Human Communication **OR**

COM110 [SB] Interpersonal Communication **OR**

COM225 [L] Public Speaking **OR**

COM230 [SB] Small Group Communication (3 credits) **OR**

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

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

2. Critical Reading   0-3

Students may demonstrate proficiency through assessment.

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

II. Fine Arts Requirements–Art   25

1. Fine Art Foundations   13

Complete all of the following:

ART111   Drawing I

ART112   Two-Dimensional Design

ART113	Color
ART115	Three-Dimensional Design
ART255AB	The Portfolio

2. Fine Art Electives   12

Choose any combination from the following list of courses totaling a minimum of twelve (12) credits of additional coursework.

ART116	Life Drawing I
ART122	Drawing and Composition II
ART131	Photography I
ART151	Sculpture I
ART161	Ceramics I
ART165	Watercolor Painting I
ART167	Painting I
ART250	Introduction to Printmaking

Associate in Arts, Fine Arts

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Art (AAFA - Art)

Associate in Arts, Fine Arts

ASSOCIATE IN ARTS,
FINE ARTS–THEATRE

TOTAL CREDITS: 60-64

Description

The Maricopa County Community College District (MCCCD) Associate in Arts, Fine Arts–Theatre (AAFA-Theatre) degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

  I. General Education:
      Arizona General Education Curriculum for Arts (AGEC-A)
      MCCCD Additional Requirements
  II. Fine Arts Requirements–Theatre

The Associate in Arts, Fine Arts–Theatre (AAFA-Theatre) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Arts, Fine Arts–Theatre will apply to general university graduation requirements of the majors that align with AAFA-Theatre degree; however, students need to pay attendion to any specific requirements of their intended focus at the university to be sure they select courses that will meet them. Information regarding the articulation of the AAFA-Theatre degree with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

Degree Requirements

The 60-64 semester credits required for the Associate in Arts, Fine Arts–Theatre degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-A and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. MCCCD General Education	**35-44**
AGEC-A	**35-41**

1. Core Areas   35

  Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/ or [H] requirement(s) as well as their respective Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

  a. First-Year Composition (FYC)   6
      ENG101 **OR** ENG107 **AND**
      ENG102 **OR** ENG108

  b. Literacy and Critical Inquiry [L]   3
      THE220 Modern Drama

  c. Mathematical Applications [MA]   3

      Requires a course in college mathematics (MAT140, MAT141, MAT142) or college algebra (MAT150, MAT151, MAT152) or precalculus (MAT187) or any other [MA] designated course for which college algebra is a prerequisite.

  d. Computer/Statistics/Quantitative Applications [CS]   3

  e. Humanities, Arts and Design [HU]   6
      THF/HUM205 Introduction to Cinema **OR**
      THF/HUM210 Contemporary Cinema **AND**
      THE111 Introduction to Theatre   3

  f. Social-Behavioral Sciences [SB]   6
      COM100, COM100AA-AC, COM110AA-AC or COM230

  g. Natural Sciences [SQ/SG]   8

      The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

      At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas   0-6
  a. Cultural Diversity in the United States [C]   0-3

      May be met by [SB] course depending on specific courses selected.

  b. Global Awareness [G] **OR** Historical Awareness [H]. 0-3

      May be met by [SB] and/or [SQ/SG] course depending on specific courses selected.

MCCCD Additional Requirements   0-3

  As noted below, courses in this area may also be applied towards AGEC-A Core Area requirements.

1. Oral Communication (met by [SB])   0
  COM100 [SB] Intro to Human Communication (3) **OR**

COM110 [SB] Interpersonal Communication (3) **OR**

COM230 [SB] Small Group Communication (3) **OR**

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

COM110AA & COM110AB & COM110AC [SB] (3)

2. Critical Reading: Credits   0-3

Students may demonstrate proficiency through assessment.

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

II. Fine Arts Requirements–Theatre: 25-29

1. Theatre Foundations   16-17

Complete all of the following:

THF115	Makeup for Stage and Screen	3
THP112	Acting I	3
THP213	Introduction to Technical Theatre	3
THP214	Directing Techniques	3
THP217	Introduction to Design Scenography	3
THP201AA	Theatre Production I (1) **OR**	
THP201AB	Theatre Production II (2)	1-2

2. Theatre Electives   9-12

Choose any combination from the following list of courses totaling a minimum of nine (9) credits of additional coursework. Students may take a variety of courses, or they may choose to emphasize a particular aspect of theatre, such as acting, technical theatre, cinema, theatre education, directing, movement, musical theatre, etc. Students should consult with their campus theatre advisor for the restricted electives recommended to attain each area of emphasis.

THE118	Playwriting	3
THF120AA	Audition Techniques for Stage and Screen: Prepared Monologue	1

THF120AB	Audition Techniques for Stage and Screen: Cold Readings	1
THF130	Combat for Stage and Screen	3
THF/HUM205	Introduction to Cinema (3) **OR**	
THF/HUM210	Contemporary Cinema (3)	3
THF/HUM206	Introduction to Television Arts	3
THF209	Acting for the Camera	3
THF219	Advanced Acting for the Camera	3
THP131	Stage Movement	3
THP151	Theatre for Youth	3
THP203	Technical Theatre Production	3
THP211	Creative Drama	3
THP212	Acting II	3
THP216	Beginning Stage Lighting	3
THP219	Introduction to Puppetry	3
THP226	Theatrical Design: Costuming	3
THP/COM241	Oral Interpretation of Literature	3
THP262	Entertainment Industry Design Drafting	3
THP267	Painting Techniques for Film, TV and Theatre	3
THP268	Opportunities in Production	3
THP269	Technical Theatre Portfolio Development	1
THP/MUP270	Musical Theatre Workshop	2
THP/COM271	Voice and Diction	3
THP281	Production and Acting I	3
THP282	Production and Acting II	3
THP285	Solo and Collaborative Works	3
THP298AA-AC	Special Projects	1-3

ASSOCIATE IN
SCIENCE

TOTAL CREDITS: 60-64

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:

I. General Education:
   Arizona General Education Curriculum for Science (AGEC-S)
   MCCCD Additional Requirements
II. General Electives

The Associate in Science (AS) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

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

In most cases, courses used to satisfy the MCCCD Associate in Science degree will apply to general university graduation requirements of the majors that align with Associate in Science degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the Associate in Science degree with majors at the Arizona public universities can be accessed via the following website:

http://www.aztransfer.com

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of his/her Associate in Science degree.

Special Academic Policies that Govern the Associate in Science Degree

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.

- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU] or [L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree.

Degree Requirements

The 60-64 semester credits required for the Associate in Science degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-S and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. MCCCD General Education	**36-56**

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

AGEC-S
36-50

1. Core Areas	**36-44**
a. First-Year Composition (FYC)	6

ENG101 **OR** ENG107 **AND**
ENG102 **OR** ENG108

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

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

c. Mathematical Applications [MA]	4-5

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which college Calculus I is a prerequisite.

d. Humanities, Arts and Design [HU]	6

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G], and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

e. Social-Behavioral Sciences [SB]   6

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

f. Natural Sciences [SQ/SG]   8

Students must complete eight (8) credits of General Chemistry, University Physics or General Biology for Majors. Consult specific requirements of university transfer major for guidance.

(CHM150 or CHM151) & CHM151LL General Chemistry I **or**
(CHM150AA or CHM151AA) and

CHM152 & CHM152LL General Chemistry II **or** CHM152AA

OR

PHY115 & PHY116 University Physics I and II

OR

PHY121 & PHY131 University Physics I: Mechanics I and II: Electricity and Magnetism

OR

BIO181 & BIO182 General Biology (Majors) I and II

g. Subject Options - Math/Science   6-10

Refer to transfer resources, including academic advisement and transfer guides, to select six (6) to ten (10) additional math and/or science credits that meet requirements for selected major.

Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY).

2. Awareness Areas   0-6

Some course may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H] 0-3

MCCCD Additional Requirements   0-6

As noted below, individual courses in this area may be used to satisfy both an MCCCD requirement and an AGEC-S Core Area requirement.

1. Oral Communication   0-3

COM100 [SB] Introduction to Human Communication
OR

COM110 [SB] Interpersonal Communication **OR**

COM225 [L] Public Speaking **OR**

COM230 [SB] Small Group Communication (3 credits)
OR

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

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

2. Critical Reading   0-3

Students may demonstrate proficiency through assessment.

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

II. General Electives   4-28

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, curriculum.maricopa.edu/transfer-partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

Associate in Science

47

(AS)

ASSOCIATE IN BUSINESS
GENERAL REQUIREMENTS

TOTAL CREDITS: 62-72

Description

The Maricopa County Community College District (MCCCD) Associate in Business General Requirements (ABUS-GR) degree requires a total of 62-72 semester credits for the program of study. The degree has three major components:

I. General Education:
  Arizona General Education Curriculum for Business (AGEC-B)
II. Common Lower Division Program Requirements
III. General Electives

The Associate in Business General Requirements (ABUS-GR) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

The Associate in Business General Requirements (ABUS-GR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for the various business majors (except Computer Information Systems) at Arizona's public universities. Computer Information Systems majors should follow the Associate in Business Special Requirements (ABUS-SR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-GR Degree

- The ABUS-GR degree does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your advisor or transfer guide to verify the specifics for your program.)

- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s) and/or Common Lower Division Program Requirements).

Degree Requirements

The 62-72 semester credits required for the Associate in Business General Requirements degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. MCCCD General Education	**35-41**
AGEC-B	**35-41**
1. Core Areas	**35**

Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

	Credits
a. First-Year Composition (FYC)	6

ENG101 **OR** ENG107 **AND** ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L]	3

(Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)

c. Mathematical Applications [MA]	3

MAT212 Brief Calculus, or higher mathematics course

d. Computer/Statistics/Quantitative Applications [CS]	3

CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU]	6

Students are encouraged to choose coursework from more than one (1) discipline.

f. Social-Behavioral Sciences [SB]	6

Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG]	8

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

Note: Students transferring to ASU in Accountancy should take two (2) of the following courses in meeting the general education

requirements: a transfer course in Sociology; Psychology; COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU graduation requirements.

2. Awareness Areas   0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H]0-3

II. Common Lower Division Program Requirements   15-31

Accounting   6-9

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

OR

ACC211	Financial Accounting **AND**	
ACC212	Managerial Accounting	

OR

ACC111	Accounting Principles I **AND**	
ACC112	Accounting Principles II **AND**	
ACC212	Managerial Accounting	

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

ECN211 [SB]	Macroeconomic Principles	0-3
ECN212 [SB]	Microeconomic Principles	0-3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS221 [CS]	Business Statistics	3

Quantitative Methods   3-4

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

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

Business Electives   0-6

Select from the following options:

Some courses may be used to satisfy both Business Elective and Core Area requirements, as indicated in the AGEC Matrix. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

CIS114DE	Excel Spreadsheet
CIS133DA	Internet/Web Development Level I
CIS162AD	C#: Level I
GBS110	Human Relations in Business and Industry **OR**
MGT251	Human Relations in Business
GBS151	Introduction to Business
GBS220**	Quantitative Methods in Business
GBS233 [L]	Business Communication
IBS101	Introduction to International Business
MGT253	Owning and Operating a Small Business
MKT271	Principles of Marketing
PAD100	21st Century Public Policy and Service
REA179	Real Estate Principles I
REA180	Real Estate Principles II
SBU200	Society and Business

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

III. General Electives   0-12

Select courses 100-level or higher as needed to complete a minimum of 62 semester credits but no more than a total of 72 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. For appropriate course selection, students should consult with an academic advisor. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, curriculum.maricopa.edu/transfer-partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

8/8/18 Common Lower Division Program Requirements: Credit total corrected from 18-30 to 15-31.

8/8/18 General Electives: Credit total corrected from 0-9 to 0-12 and maximum credits corrected from 71 to 72.

ASSOCIATE IN BUSINESS
SPECIAL REQUIREMENTS
TOTAL CREDITS: 62-71

Description

The Maricopa County Community College District (MCCCD) Associate in Business Special Requirements (ABUS-SR) degree requires a total of 62-71 semester credits for the program of study. The degree has three (3) major components:

  I. General Education:
      Arizona General Education Curriculum for Business (AGEC-B)
  II. Common Lower Division Program Requirements
  III. General Electives

The Associate in Business Special Requirements (ABUS-SR) degree is governed by the MCCCD General Academic Policies for Transfer Degrees.

Purpose of the Degree

The Associate in Business Special Requirements (ABUS-SR) degree is designed for students who plan to transfer to four-year colleges and universities. In general, the components of this degree meet requirements for Business Computer Information Systems majors at Arizona's public universities. Other Business majors should follow the Associate in Business General Requirements (ABUS-GR) pathway instead. Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

Special Academic Policies that Govern the ABUS-SR Degree

- The ABUS-SR degree does not include any MCCCD Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your advisor or transfer guide to verify the specifics for your program.)

- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s) and/or Common Lower Division Program Requirements).

Degree Requirements

The 62-71 semester credits required for the Associate in Business Special Requirements degree follow. The following websites identify the courses that apply to the different General Education Core and Awareness Areas: AGEC-B and the AGEC Matrix. Courses available for both Areas during a current or upcoming semester can also be found using the "Find A Class" tool on each MCCCD college's website.

	Credits
I. MCCCD General Education	**35-41**
AGEC-B	**35-41**
1. Core Areas	**35**

Note that some of these courses also have Awareness Area designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

	Credits
a. First-Year Composition (FYC)	6

    ENG101 **OR** ENG107 **AND**
    ENG102 **OR** ENG108

b. Literacy and Critical Inquiry [L]	3

    (Note: Students planning to attend ASU W.P. Carey will be required to take COM225.)

c. Mathematical Applications [MA]	3

    MAT212 Brief Calculus, or higher mathematics course

d. Computer/Statistics/Quantitative Applications [CS]	3

    CIS105 Survey of Computer Information Systems

e. Humanities, Arts and Design [HU]	6

    Students are encouraged to choose coursework from more than one (1) discipline.

f. Social-Behavioral Sciences [SB]	6

    Students are encouraged to choose coursework from more than one (1) discipline.

g. Natural Sciences [SQ/SG]	8

    The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course for a total of four (4) credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

    At least four (4) credits must be designated as SQ. Eight (8) credits of SG will not satisfy this requirement.

2. Awareness Areas   0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s). (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

a. Cultural Diversity in the United States [C]   0-3

b. Global Awareness [G] **OR** Historical Awareness [H]   0-3

II. Common Lower Division Program Requirements   21-30

Accounting   6-9

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

OR

ACC211	Financial Accounting **AND**	
ACC212	Managerial Accounting	

OR

ACC111	Accounting Principles I **AND**	
ACC112	Accounting Principles II **AND**	
ACC212	Managerial Accounting	

Some of the following courses can be used to satisfy both this requirement and an AGEC-B Core Area. (AGEC designations are subject to change. See AGEC Matrix for each course's value(s) in the semester it is taken.)

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

Programming I   3
CIS162AD   C#: Level I

Programming II   3
CIS250   Management of Information Systems

Quantitative Methods   3

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

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

III. General Electives   0-6

Select courses 100-level or higher as needed to complete a minimum of 62 semester credits but no more than a total of 71 semester credits. Ideally students should select courses that meet requirements for their major/area of interest and transfer institution. For appropriate course selection, students should consult with an academic advisor. See General Associate Degree Academic Policies for further details, limitations and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: aztransfer.com, curriculum.maricopa. edu/transfer-partners, as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

ASSOCIATE IN
GENERAL STUDIES

TOTAL CREDITS: 60-64

Description

The Maricopa County Community College District (MCCCD) Associate in General Studies (AGS) degree requires 60-64 semester credits in courses numbered 100 and above. The degree includes the following components:

I.   General Education (minimum of 38 credits)
     Core curriculum (requires a grade of "C" or better)
     Distribution courses (requires a grade of "D" or better)
II. General Electives (enough additional courses numbered 100 or above, passed with a grade of "D" or better to bring total credits to at least 60)

Purpose of the Degree

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS degree allows students to apply any course numbered 100 or above, including some that are not transferable to a state university, toward the credits required for the degree. Therefore, for students who intend to transfer to another college or university in the future to pursue a bachelor's degree, this degree may be less appropriate than other Associate degrees offered (Associate in Arts (AA, AAEE, AAFA), Associate in Business (ABUS-GR, ABUS-SR) or Associate in Science (AS)) by the Maricopa Community Colleges.

Academic Policies that Govern the Associate in General Studies Degree

- The graduation policies within the general catalog must be satisfied.

- A single course can simultaneously count towards a Core Area and a Distribution requirement. Courses that meet this criterion are **bold print and <u>underscored</u>** in the Core areas and Distribution areas (on the course list at the conclusion of this document). For example, CRE101 may be used to satisfy both the Literacy and Critical Inquiry requirement [L] of Distribution area and the Core Curriculum's Critical Reading area. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.

- Credits transferred from outside of MCCCD must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be transferred if documentation collected by the community college indicates that this was the only grading option available to the student and that the Pass grade ("P") is equivalent to a "C" or better.

- Completion of the AGS degree with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. However, meeting all AGS degree minimums does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Furthermore, because the AGS degree is not designed to align with the requirements for bachelor's degrees, not all credits may be transferable and students may have deficiencies in lower division (100- and 200-level) courses for a particular major.

Summary of Degree Requirements

Details on how to identify courses approved for each of the different categories is described following the outline.

		Credits
I. MCCCD General Education		**34-47**
1. Core Areas		**12-18**
a. First-Year Composition (FYC)		6

ENG101 **OR** ENG107 **AND** ENG102 **OR** ENG108

b. Mathematics [MA]		3-5
c. Computer Usage		1
d. Oral Communication		3

COM100 Introduction to Human Communication **OR**

COM110 Interpersonal Communication **OR**

COM225 Public Speaking **OR**

COM230 Small Group Communication (3 credits) **OR**

COM100AA & COM100AB & COM100AC (3 credits) **OR**

COM110AA & COM110AB & COM110AC (3 credits)

e. Critical Reading		0-3

Students may demonstrate proficiency through assessment.

CRE101 Critical Reading **OR** equivalent as indicated by assessment

2. Distribution Areas		**22-29**
a. Humanities, Arts and Design		9

Students are encouraged to choose coursework from more than one (1) discipline.

b. Social-Behavioral Sciences   6-9

Students are encouraged to choose coursework from more than one (1) discipline.

Social-Behavioral Sciences requirements may be met with six (6) credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

c. Natural Sciences   7-8

Two (2) lecture courses and one (1) corresponding laboratory course are to be selected. Credits for lecture and lab components may be combined or each may carry separate credit. For appropriate course selection students should consult with an advisor.

d. Literacy and Critical Inquiry   0-3

Literacy requirement may be met with zero (0) credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section on prior page). The credits are only counted once, but may be applied to meet [Oral Communication and Literacy] or [Critical Reading and Literacy and Critical Inquiry] requirements.

II. General Electives   13-26

Select additional courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

Degree Requirements

All courses listed meet AGS requirements as specified. Courses in *Purple Italic Underline* **also** meet Arizona General Education Curriculum AGEC requirements.

Courses in **bold print and underscored** simultaneously count towards a Core Area and a Distribution requirement.

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** or

Equivalent as indicated by assessment

Mathematics: 3 credits
MAT   Mathematics 112, 120, 121, 122, 122AA, 122AB &122AC, *140, 141, 142, 150, 151, 151AA & 151AB & 151AC & 151AD, 152, 172*, 182, *187*, 206, *212, 213, 220, 221, 230, 231, 240, 241, 256, 257, 261, 262, 276, 277*, Equivalent course/Satisfactory completion of a higher level Mathematics course

Computer Usage: 1 credit
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement

ACC   Accounting 115

ADA   Advertising Arts 169, 175, 177, 183, 283, 283AA, 289

AJS   Administration of Justice Studies 205

AMS   Automated Manufacturing System *150*

ARC   Architecture 243, 244, 245

ART   Art 100, 169, 170, 173, 175, 177, 179, any 180++ course, 183, 283, 289

BIO   Biology *283*

BPC   Business-Personal Computers Any BPC Course(s) including **110**

CIS   Computer Information Systems Any CIS Course(s) including *105, 162AB, 162AD, 163AA* (and EXCEPT 159, 162, 162AC, 169, 183AA, 217AM, 259, 262)

CSC   Computer Science Any CSC Course(s) including *100AA, 100AB, 110, 110AA, 110AB, 120, 150, 150AA, 180, 180AA, 180AB, 181, 181AA, 181AB, 182, 182AA, 205, 205AA, 205AB, 205AC, 205AD, 283* (and except 200, 200AA, 200AB, 210, 210AA, 210AB)

CTR   Court Reporting 101, 102

DFT   Drafting Technology *105AA***, 251, 254AA, 256AA ***Must be taken with CSC100AA or AB to meet AGEC value*

ECH   Early Childhood Education 238

EEE   Electrical Engineering *120*

ELE   Electronic 131, 181, 241, 243, 245

ELT   Electronic Technology 131, *241*, 243

ENG   English 100AE

FON   Food and Nutrition 100

GBS   General Business *221*

GIS   Geographic Information Science *205, 211*

GPH   Physical Geography *220*

HRM   Hotel Restaurant Management 126

JRN   Journalism 133

LAS   Paralegal Studies 229

MAT   Mathematics *206*

Associate in General Studies

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(AGS)

MET	Manufacturing Technology 264
MTC	Music Theory, Composition *180,* 191
NET	Networking Technology 181
OAS	Office Automation Systems 111AA/111AB/113/119/130DK
PSY	Psychology *230*
SBS	Small Business 211
SWU	Social Work *225*
TVL	Travel Agent Technology 203
VPT	Video Production Technology 106

General Education Distribution Areas (28-29 credits)

Humanities, Arts and Design: 9 credits

Students are encouraged to choose courses from more than one (1) discipline.

AHU	Arabic Humanities *245*
AIS	American Indian Studies *213*
AJS	Administration of Justice Studies *123*
ARH	Art Humanities Any ARH Course(s), including *100, 101, 102,* 109, 110, 112, *115, 118, 131, 145, 201, 203, 204, 217,* 216, 240, 250
ASB	Anthropology *211, 214, 220, 222, 223, 253*
CCS	Chicana and Chicano Studies *101*
CNS	Construction *101*
COM	Communication *241*
DAH	Dance Humanities *100, 201, 250, 255*
EDU	Education *291, 292, 294*
ENG	English *200, 213, 218*
ENH	English Humanities Any ENH Course(s), including *110,* 111, *112, 113, 114,* 117, 130, *190,* 200, *201, 202, 204, 206, 214, 221, 222, 230, 231, 232, 235, 241, 242, 245, 251, 252,* 253, *254, 255, 256, 259, 260, 275,* 277, 277AA-AK, *280, 284, 285, 291, 294, 295* (and EXCEPT 250)
FRE	French *265*
HCR	Health Care Related *210*
HIS	History *101, 102, 103, 108, 110, 111, 113, 114, 203, 212, 251, 252,* 253, 254, *275*
HUM	Humanities Any HUM Course(s), including 100,*101, 105AA, 107, 108, 190AA, 190AB, 190AC, 190AD, 190AE, 190AF, 190AG, 190AH, 190AI, 201, 202, 205, 206, 209, 210, 211AA,* 211AE, 212, *213, 214, 215, 216, 220, 245, 250, 251, 260, 261, 292,* 295, (and EXCEPT 120, 225)
INT	Interior Design *115, 120, 225*
LAT	Latin *201, 202*
MHL	Music: History, Literature *140, 143, 145, 146, 153, 155, 194, 204, 241, 242, 295*
PHI	Philosophy Any PHI Course(s), including *101,102, 103, 104, 105,* 106, 113, *201, 212, 213,* 214, 215, *216, 218, 224, 233AA, 233AB,* 233AC, *234AC, 244, 245,* 250, *251,* 282AA-AC

REL	Religious Studies Any REL Course(s) *100, 101, 151, 200, 202, 203, 205, 206, 207, 210,* 211, 212, 213, 214, 218, 223, *225,* 230, *240, 244,* 245, 248, *250, 251, 271,* 277, 282AA-AC, *290, 291,* 292, 294, 295
SLC	Studies in Language and Culture *201*
SPA	Spanish *241, 242, 265, 266*
SPH	Spanish Humanities *241, 245*
SSH	Sustainability, Social Sciences, Humanities *111*
STO	Storytelling *292, 294*
TCM	Telecommunications *107*
THE	Theatre *111, 220*
THF	Theatre and Film *205, 206, 210*
THP	Theatre Performance, Production *241*
WST	Women's Studies *209, 284, 285, 290*

Social-Behavioral Sciences: 6-9 credits

Students are encouraged to choose courses from more than one (1) discipline. Social-Behavioral Sciences requirements may be met with six (6) credits only if COM100, COM110, or COM230 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet Oral Communication and Social-Behavioral Science requirements.

AFR	African American Studies *202*
AIS	American Indian Studies *101, 140, 141,* 160
AJS	Administration of Justice Studies *101,* **119**, *200, 225, 258,* 259, *270*
ASB	Anthropology *100, 102, 202, 211, 222, 223, 226, 230, 235, 252*
ASM	Anthropology *104, 275*
CCS	Ethnic Relations *202*
CFS	Child, Family Studies *112, 157, 159, 176, 205, 235, 259*
COM	Communication ***100, 100AA&100AB&100AC, 110, 110AA&110AB&110AC,*** *163, 230, 250, 263*
ECH	Early Childhood Education *176*
ECN	Economics *160, 211, 212, 213, 250*
EDU	Education *221, 222*
EED	Early Education *200, 205, 222*
EMT	Emergency Medical Technology *258*
ENG	English *213*
FOR	Forensic Science *275*
FSC	Fire Science Technology *258*
FUS	Future Studies 101
GCU	Cultural Geography *102, 113, 121, 122, 141, 221*
HES	Health Science *100*

HIS	History Any HIS Course(s), including *100, 101, 102, 103, 104, 105, 106, 108, 109, 113, 114, 140, 145, 173,* 190, *201, 203, 204, 209,* 240, *241, 242, 273, 275, 277,* 282AA-AC (and EXCEPT 111, 170, 251, 252, 253, 254)
HON	Honors *201*
IBS	International Business *109*
IFS	Research in Global Society *210*
MCO	Mass Communications 120
MGT	Management *229, 230*
PAD	Public Administration *200*
POS	Political Science Any POS Course(s), including *100,* 101, *110, 113, 115, 120, 125, 130, 140,* 180, *210,* 212, 221, 222, *223,* 230, *270,* 281AB, 282AA-AC, *285*
PSY	Psychology *101,* 123, *132,* 156, *157, 215, 218, 225, 235, 240, 241, 243, 250, 260, 266, 277, 280, 292*
REC	Recreation *120*
SBU	Society and Business *200*
SLC	Studies in Language and Culture *201*
SOC	Sociology Any SOC course(s), including *101, 110, 130, 141, 157, 180, 212, 220, 241, 251, 266* (and EXCEPT 143, 245, 253, 265, 270)
SSH	Sustainability, Social Sciences, Humanities *111*
SUS	Sustainability, Natural Sciences *110*
SWU	Social Work *102, 171, 250, 258, 292*
WED	Wellness Education *110*
WST	Women's Studies *100, 161*
YAQ	Yaqui Indian History and Culture *100*

Natural Sciences: 7-8 credits

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

AGS	Agricultural Science *164, 260*
ASB	Anthropology *231*
ASM	Anthropology *104, 265, 275*
AST	Astronomy *101&102, 106&107, 111&113, 112&114*
BIO	Biology *100, 101, 102, 105, 107, 108, 109, 111, 145,* 149AF, 149AH, 149AK, 149AL, 149AM, 149AN, *156, 156XT, 160, 181, 181XT, 182, 201, 202, 205, 241, 245*
CHM	Chemistry *107&107LL, 130&130LL, 130AA, 150, 151LL, 150AA, 151&151LL, 151AA, 152&152LL, 152AA, 154&154LL, 230&230LL*
ENV	Environmental Sciences *101*
FON	Food and Nutrition *241 & 241LL*
FOR	Forensic Science *105, 106, 275*

GLG	Geology *101&103, 102&104, 105, 106&107, 110&111,* 121, 140, 229AB-AC, 230AA-AC, 231AA-AD, 280, 281, 282AA
GPH	Physical Geography *111, 112&113, 211, 212&214, 213&215*
PHS	Physical Science *110, 120*
PHY	Physics *101, 101AA, 111, 111AA, 112, 115, 116, 121, 131*
PSY	Psychology *275, 290AB, 290AC*

Literacy and Critical Inquiry: 0-3 credits

Literacy requirements may be met with zero (0) credits only if CRE101 or COM225 is shared between Core and Distribution (see Academic Policies section). The credits are only counted once, but may be applied to meet [Critical Reading and Literacy and Critical Inquiry] or [Oral Communication and Literacy and Critical Inquiry] requirements.

AIS	American Indian Studies *213*
COM	Communication *222,* **225,** *241*
CPD	Counseling and Personal Development *160*
CRE	Critical Reading **101**
CUL	Culinary Arts *223*
DAH	Dance Humanities *255*
EDU	Education *282AC*
ENG	English *111, 200, 215, 216, 217, 218*
ENH	English Humanities *241, 254, 255*
EXS	Exercise Science *290*
GBS	General Business *233*
GPH	Physical Geography *267*
HUM	Humanities *225, 250, 251*
IFS	Information Studies *201*
JRN	Journalism *201, 215, 234*
MCO	Mass Communications *220*
MGT	Management *230*
MHL	Music: History/Literature *204*
PHI	Philosophy *103, 106, 218, 244*
POS	Political Science *115*
PSY	Psychology *290AB, 290AC*
REL	Religious Studies *203, 205, 207*
THE	Theatre *220*
THP	Theatre Performance, Production *241*

Elective Courses (15-22 credits)

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

Associate in General Studies

55

(AGS)

ASSOCIATE IN
APPLIED SCIENCE

TOTAL CREDITS: 60

Description

The Associate in Applied Science (AAS) degree requires at least 60 credits in its program of study. The exact number of credits for a specific degree is identified as part of the presentation of its requirements on the web or in the college catalog.

Purpose of the Degree

The Maricopa Community College District (MCCCD) Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise in a particular workforce-related area of study. The AAS degree options vary at the different MCCCD colleges. Students can find other listings of AAS degree options sorted either alphabetically or by area of interest. Requirements for each degree can be found on the linked webpages and in the corresponding college(s)'s catalog.

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 degree 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 areas are excluded;

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

A shared program requires a minimum of six (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. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.) The minimum of six (6) credit hours in the 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;

• Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;

• Accepts one of the courses that is cross-referenced with other courses.

General Education Core
(12-15 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 103AA&103AB/112/120/121/ 122/122AA/122AB/122AC/140/141/142/ 150/151/151AA/151AB/151AC/151AD/ 152/172/182/187/206/212/213/220/221/230/ 231/240/241/256/257/261/262/276/277/ Equivalent course/Satisfactory completion of a higher level mathematics course

General Education Distribution Areas (9-10 Credits)
Humanities, Arts and Design: 2-3 credits
AHU   Arabic Humanities 245
AIS   American Indian Studies 213
AJS   Administration of Justice Studies 123
ARH   Art Humanities Any ARH Course(s)
ART   Art 131
ASB   Anthropology 211/214/220/222/223/253
CCS   Chicana and Chicano Studies 101
CNS   Construction 101
COM   Communication 241
DAH   Dance Humanities 100/201/250/255
EDU   Education 291/292/294
ENG   English 200/213/218

Diagonal (/) between numbers signifies "or."

ENH   English Humanities Any ENH Course(s) (**EXCEPT** 250)

FRE   French 265

HCR   Health Care Related 210

HIS   History 101/102/103/108/110/111/113/114/203/
212/251/252/275

HUM   Humanities Any HUM Course(s) (**EXCEPT** 120, 225)

INT   Interior Design 115/120/225

LAT   Latin 201/202

MHL   Music: History/Literature 140/143/145/146/
153/155/194/204/241/242/295

PHI   Philosophy Any PHI Course(s)

REL   Religious Studies Any REL Course(s)

SLC   Studies in Language and Culture 201

SPA   Spanish 241/242/265/266

SPH   Spanish Humanities 241, 245

SSH   Sustainability/Social Sciences & Humanities 111

STO   Storytelling 292/294

TCM   Telecommunications 107

THE   Theatre 111/220

THF   Theatre and Film 205/206/210

THP   Theatre Performance/Production 241

WST   Women's Studies 209/284/285/290

Social-Behavioral Sciences: 3 credits

AFR   African American Studies 202

AIS   American Indian Studies 101/140/141/160

AJS   Administration of Justice Studies 101/200/225/258/259/270

ASB   Anthropology 100/102/202/211/222/223/226/230/235/252

ASM   Anthropology 104/275

CFS   Child/Family Studies 112/157/159/176/205/235/259

COM   Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/163/230/250/263

ECH   Early Childhood Education 176

ECN   Economics Any ECN Course(s)

EDU   Education 221/222

EED   Early Education 200/205/222

EMT   Emergency Medical Technology 258

ENG   English 213

FOR   Forensic Science 275

FSC   Fire Science 258

FUS   Future Studies 101

GCU   Cultural Geography 102/113/121/122/141/221

HES   Health Science 100

HIS   History Any HIS Course(s) (**EXCEPT** 111, 170, 251, 252, 253, 254)

HON   Honors 201

IBS   International Business 109

IFS   Insormation Studies 210

MCO   Mass Communications 120

MGT   Management 229/230

PAD   Public Administration 200

POS   Political Science Any POS Course(s)

PSY   Psychology 101/123/132/156/157/215/218/225/235/240/241/243/250/260/266/277/280/292

REC   Recreation 120

SBU   Society and Business 200

SLC   Studies in Language and Culture 201

SOC   Sociology Any SOC course(s) (**EXCEPT** 143, 245, 253, 265, 270)

SSH   Sustainability/Social Sciences & Humanities 111

SUS   Sustainability/Natural Sciences 110

SWU   Social Work 102/171/250/258/292

WED   Wellness Education 110

WST   Women's Studies 100/161

YAQ   Yaqui Indian History and Culture 100

Natural Sciences: 4 credits

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

AGS   Agricultural Science 164, 260

ASB   Anthropology (Soc/Behv. Science) 231

ASM   Anthropology (Science/Math) 104/265/275

AST   Astronomy 101&102/106&107/111/112/113/114

BIO   Biology 100/101/102/105/107/108/109/111/145/
149AN/156/156XT/160/181/181XT182/201/201XT/202/205/241/245

CHM   Chemistry 107&107LL/130&130LL/130AA/150AA/150&151LL/151AA/151&151LL/152AA/
152&152LL/154&154LL/230&230LL

ENV   Environmental Sciences 101

FON   Food and Nutrition 241 & 241LL

FOR   Forensic Science 105/106/275

GLG   Geology Any GLG Course(s)

GPH   Physical Geography 111/112&113/211/212&214/213&215

PHS   Physical Science 110/120

PHY   Physics 101/101AA/111/111AA/112/115/116/121/131

PSY   Psychology 275/290AB/290AC

Diagonal (/) between numbers signifies "or."

ACADEMIC
CERTIFICATE

Purpose of the Academic Certificate

The Maricopa County Community College District (MCCCD) Academic Certificate (AC) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in a specific area of emphasis in an academic discipline. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of a body of knowledge, it is not designed to prepare someone for employment in a specific occupation. The coursework for an Academic Certificate may be from a variety of disciplines or it can be discipline specific. There is no required general studies component to an Academic Certificate; however, the program may include some courses that have specific general studies designations such as Humanities, Arts and Design [HU], Social-Behavioral Sciences [SB], Literacy and Critical Inquiry [L], or Cultural Awareness [C]. (See AGEC Matrix for current course values.)

Academic Policies that Govern the Academic Certificate

- Although the program of study for an Academic Certificate (AC) does not have a mandated minimum number of credit hours, most ACs require approximately 12-39 credit hours in courses numbered 100 and above;

- Requires a cumulative GPA of 2.0 or better in required courses for completion;

- Follows the graduation policies listed in the college's general catalog for appropriate year;

- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291 Children's Literature) covers identical content and its credits can only be counted once toward certificate requirements;

- Although ACs may include a subset of coursework required in particular transfer degree, the intent of an AC is not to align with any specific university major. There is no presumption of block transfer to another college or university;

- May have admission criteria established by the college if and when appropriate;

- Generally offered at a limited number of colleges. For a listing of all ACs available in the district and their affiliated college(s), see the CCTA website.

OCCUPATIONAL PROGRAM
MATRIX

COLLEGES:

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

The Maricopa Community College Occupational Program Matrix identifies all programs currently available for offering within the ten community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Agriculture, Food, and Natural Resources

Environmental and Natural Resource Conservation ....PC
Environmental and Natural Resource Sustainability ....PC
Equine Science..SC
Landscape Aide..MC
Landscape Horticulture ....MC
Landscape Specialist ....MC
Sustainable Agriculture..MC
Veterinary Technology ....MC

Architecture and Construction

Air Conditioning/Refrigeration/Facilities..GW
Architectural Technology..SC
Building Inspection..MC
Computer Aided Drafting ....MC
Construction Management..MC
Construction Trades: Carpentry...GW
Construction Trades: Construction Management..GW
Construction Trades: Electricity ....GW
Construction Trades: Construction Worker Training - Cranes/Rigging Equip ..GW
Construction Trades: Heat and Frost Insulation ....GW
Construction Trades: Heavy Equipment Operations ....GW
Construction Trades: Ironworking..GW

Construction Trades: Millwrighting ....GW
Construction Trades: Painting and Drywalling..GW
Construction Trades: Pre-Apprenticeship..GW
Construction - Mechanical Trades: Pipefitting...GW
Construction - Mechanical Trades: Plumbing...GW
Construction - Mechanical Trades: Sheet Metal...GW
Power Plant Technology ....EM
Residential and Light Commercial Air Conditioning ....GW
Workforce Development: Carpentry Level I & II..RS
Workforce Development: Furniture Constr/Refinishing Level I & II ....RS
Workforce Development: Trim Plumbing ....RS

Art, A/V Technology, and Communication

Alteration Specialist...MC
Apparel Construction ....PC
Audio Production Technologies..GC, MC, PC, PV, SC
Computer Graphic Design ....PC
Costume Design and Production..MC
Costuming..PC
Dance Performance and Technology ....SC
Digital Media Arts ....GC
Disc Jockey Techniques.. MC, SC
Family Life Education ....RS
Fashion Design ....PC
Fashion Design Level I & II..PC
Fashion Design Entrepreneurship ....PC
Fashion Illustration..PC
Fashion Merchandising..PC
Fashion Merchandising & Design ....MC
Graphic Design: Visual Communication..SC
Image Consultant ....MC
Interior Design... MC, PC, SC
Interior Design: Advanced ....MC
Interior Merchandising ....EM, MC, PC
Journalism and New Media Studies.. GC, MC, SC
Music Business .... CG, GC, MC, PC, PV, SC, SM
Parent Education ....RS
Pattern Design Level I & II..PC
Photography ....GC, PC

Piano Pedagogy, Beginning ....MC
Piano Pedagogy, Intermediate ....MC
Workforce Development: Graphic Arts Level I & II............................RS

Business, Management, and Administration

Accounting .... CG, EM, GC, GW, PC, RS, SM
Accounting Paraprofessional .... GC
Accounting-Specialized Para-Professional....................................PV
Administrative Professional ....MC, PC, PV
Administrative Specialist ....PV
Administrative Technology ....GW
Automobile Insurance: Customer Service..RS
Automobile Insurance Claims: Customer Service ....RS
Bookkeeping ....SC
Broadband Telecommunications..RS
Broadband Telecommunications: Field Operation ....RS
Business .... MC, SC
Business Administration Fastrack...SC
Business Management...SM
Business Micro Finance ....SM
Business Office Assistant .... GC
Business Technology Specialist..GW
Computer Applications ....PC
Court Reporting: Judicial..GW
Credit Counseling: Customer Service ....RS
Entrepreneurial Studies Level I & II ....GW, MC, PV, RS, SM
General Business.....................................CG, GC, MC, PC, RS, SC, SM
General Business Specialized...PV
Human Resources Management ....PC
Human Services - Assistance: Public Assistance Eligibility ....RS
Human Services - Specialist: Customer Service..............................RS
Human Services - Unemployment Insurance: Customer Service ....RS
Insurance Studies.. GC, MC, RS
International Trade ....MC
Management...MC, PC, PV
Middle Management ....GC, PV
Motor Vehicle: Customer Service...RS
Office Technology..GW
Organizational Leadership ....CG, EM, GC, GW, MC, PV, RS
Organizational Management......................... CG, EM, GC, GW, MC, RS
Paralegal Studies...PC
Personal Loans: Customer Service ....RS
Pharmacy: Customer Service ....SM
Project Management..MC
Public Relations ....MC

Quality Customer Service ....RS
Realtime Reporting Scoping ....GW
Retail Management ....CG, GC, GW, MC, PC, RS, SC, SM
Retail Pharmacy: Customer Service..RS
Retail Sales Manager..MC
Small Business Entrepreneurship..................................... GC, GW, SM
Small Business Management .... EM, GW
Small Business Start-Up...................................... CG, PC, PV, RS, SM
Social Media Marketing...................................... CG, MC, SC, SM
Supervision .... GC
Supervision and Management I & II ....SM
Technology Support Analyst...MC
Utilities Customer Service..RS
Water Services: Customer Service ....RS

Education and Training

Adult Learning and Development...RS
Bilingual Education/Dual Language Immersion (BE/DLI) ....MC
Child and Family Organizations Management/Administration................ GC, RS
Child Development Associate (CDA) Preparation....................... EM, GC, PV, SM
Curriculum for Young Children ....PC
Early Care Specialist ....MC
Early Childhood Administration and Management.................... GC, RS
Early Childhood Classroom Management ....PC
Early Childhood Development ....SM
Early Childhood Education ....EM, GC, PV
Early Childhood Education and Administration: Birth through Age Five ....PC
Early Learning and Development .... CG, MC, RS, SM
Family Child Care Management ....RS, SM
Foundations of Student Services ....EM
Gifted Education...EM
Infant and Toddler Development ....RS, SM
Instructional Assistance.. MC, SM
Reading Specialist...MC
Senior Living Management...RS
Workforce Development and Community Re-Entry ....RS

Evironmental Technology

Energy Systems Technology..RS
Environmental Science Technology.. GW
Geospatial Technologies..MC
Occupational Safety and Health Technology................................ GW
Safety, Health and Environmental Studies ....PV
Wastewater Treatment .... GW

Water Resources Technologies..GW
Water Treatment ....GW

Finance

Bank Account Management: Customer Service ....RS
Banking and Finance... PC
Licensed Residential Appraiser .... MC
Real Estate: Prelicense .... MC, SM
Residential Appraisal Trainee.. MC

Government and Public Administration

Public Administration..RS
Public Administration: Legal Services...RS
Tribal Development...SC

Health Science

Advanced Behavioral Health Sciences ....GC, SM
Advanced Emergency Medical Technology (Paramedic) .... PC, PV
Basic Behavioral Health ....GC, SM
Clinical Dental Assisting...RS
Community Dental Health Coordination ....RS
Community Emergency Response Team (CERT): Level I................. PC
Computed Tomography..GW
Dental Assisting .... PC
Dental Assisting Technoogy ....RS
Dental Hygiene ....MC, PC, RS
Developmental Disabilities Specialist... GC
Diagnostic Medical Sonography..GW
Diagnostic Medical Sonography: Vascular Technology ....GW
Emergency Communications and Deployment.............................. PC
Fast Track Practical Nursing ....GW
Health Care Insurance ....RS
Health Information: Long Term Care Settings................................ PC
Health Information Technology .... PC
Health Services Management ....GW
Health Unit Coordinating/Patient Care Associate ....GW
Healthcare Regulatory Compliance ....GW
Histologic Technology... PC
Hospital Central Service Technology ....GW
Integrated Public Health: Health Administration...........................PV
Integrated Public Health: Health Educator ....PV
Integrated Public Health: Mobile Integrated Health ....PV
Laboratory Assisting... PC
Magnetic Resonance Imaging ....GW

Massage Therapy.. CG, PC
Medical Assisting .... PC
Medical Billing and Coding: Physician-Based .... PC
Medical Coding: Hospital-Based .... PC
Medical Laboratory Sciences... PC
Medical Radiography... GW
Nursing...CG, EM, GC, GW, MC, PC, PV, SC
Nurse Assisting ....EM, GW, MC, PC, PV
Nursing Refresher ....GW, MC
Operating Room Nurse.. GW
Phlebotomy...PC, SM
Physical Therapist Assisting .... GW
Polysomnographic Technology... GW
Practical Nursing .... CG, EM, GC, GW, MC, PV, SC
Recovery Support .... SM
Respiratory Care.. GW
Speech Language Pathology Assistant... EM
Surgical Technology .... GW

Hospitality and Tourism

Airline Operations .... RS
Airline Operations: Ground Operations... RS
Airline Operations: Passenger Services.. RS
Airline Operations: Reservations and Ticketing Services .... RS
Baking and Pastry.. EM
Commercial Bakery and Pastry Arts .... SC
Culinary Arts .... SC
Culinary Fundamentals...SC, SM
Culinary Principles... EM
Culinary Studies... EM
Dietetic Technology... CG, PV
Hospitality and Tourism/Golf Management .... SC
Hospitality and Tourism/Hotel Management .... SC
Hospitality and Tourism/Restaurant Management.......................... SC
Hospitality and Tourism/Spa and Wellness Center Management.................. SC
Hospitality and Tourism/Tourism Development and Management................ SC
Hospitality/Hotel Management.. EM
Sustainable Food Systems..MC, RS
Workforce Development: Introduction to Sustainable Food Systems............ RS

Human Services

Addictions and Substance Use Disorders: Level I & II .... RS
Adolescent Studies.. PC
Clinical Research Coordinating .... GW

Deaf Studies .... PC

Exercise Science and Personal Training .... CG, GC, MC, PV, SC, SM

Family Development .... PC

Family Support .... PC

Group Fitness Instructor .... MC

Interpreter Preparation .... PC

Mortuary Science .... CG

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

Personal Trainer .... GC, MC

Personal Training Specialist .... CG, GC, MC, PV, SC, SM

Professional Addictions Counseling .... RS

Recreation Management .... SC

Workforce Dev: Foundations in Addictions/Substance Use Disorders .... RS

Yoga Instruction .... SC

Yoga Therapy .... SC

Information Technology

Adobe CS in Business: Master Suite Applications Specialist .... MC

Adobe CS in Business: Print and Web Applications Specialist .... MC, PV

Adobe CS in Business: Production Applications Specialist .... MC, SM

Adobe Foundations .... GC, MC, PV, SM

Advanced Computer Usage and Applications .... RS

Advanced Web Designer .... MC

Applications in Geospatial Technologies .... MC

Business Applications .... CG

Business Applications: Specialist .... CG

Business Office Computer Applications .... GC

Comic and Sequential Art .... PC

Computer and Information Technologies .... SM

Computer Applications Technology .... EM

Computer Applications: Microsoft Office Specialist/Advanced .... MC

Computer Applications: Microsoft Office Specialist/Basic .... MC

Computer Hardware and Desktop Support .... CG, EM

Computer Hardware and Network Support .... SC

Computer Information Systems .... GC, GW, PC

Computer Information Systems Technologies .... SC

Computer Information Technology .... PV

Computer Networking Technology .... PV

Computer Programming .... MC

Computer Systems Maintenance .... PV

Computer Technology .... RS

Computer Usage and Applications .... RS

Data Analytics .... SC

Database Development .... SC

Desktop Publishing .... EM

Digital Arts .... MC

Digital Arts: Digital Illustration .... MC

Digital Arts: Digital Photography .... MC

Digital Arts: Graphic Design .... MC

Digital Cinema Arts .... GC

Digital Design .... RS

Digital Media/Multimedia Technology .... MC

Digital Photography .... PC

Game Technology .... GC, MC

Healthcare Technology Systems .... GC, PV

Information Security .... GC

Information Security Technology .... GC

Information Technology .... CG

Information Technology: Android/iOS Programming .... SM

Information Technology: Cisco Networking .... MC, SM

Information Technology: Computer Applications Specialist .... SM

Information Technology: Microsoft Programming .... SM

IInformation Technology: Network Security .... GW, SM

Information Technology: Network Server .... SM

Information Technology: Programming and Mobile Development .... SM

Information Technology Support .... SM

IT and Power Systems Security .... EM

iOS Application Development .... MC

Linux Associate .... CG, EM, MC

Linux Networking Administration .... EM, GC, MC

Linux Professional .... CG, EM, GC, GW, MC, PC, PV, SC, SM

Media Arts: Computer Art/Illustration .... CG, PC

Media Arts: Digital Animation .... PC

Media Arts: Digital Imaging .... CG, PC

Media Arts: Web Design .... PC

Microsoft Certified IT Professional (MCITP) Administrator .... EM, GW

Microsoft Desktop Support Technology .... EM, GC, PV

Microsoft Networking Technology .... EM, GC, GW

Microsoft Server Administration .... EM, GC

Microsoft Technical Specialist .... EM, GW

Mobile Apps Programming .... EM, PV, RS, SM

Motion Picture/Television Production .... SC

    Editing .... SC

    Production: Film .... SC

    Production: Television .... SC

    Screenwriting .... SC

Multimedia Technology .... MC

Network Administration .... SC

Network Administration: ....

    Cisco Network Professional .... MC, SM

    Microsoft Windows Server .... CG, GW, MC, SM

Network and Cyber Fundamentals .... GW, SM

Networking: Design and System Support .... RS

Networking Administration: Cisco .... CG, EM, GC, GW, MC, SM

Networking System Administration .... MC

Networking Technology: Cisco .... CG, EM, GC, GW

Oracle Database Operations .... CG

Programming .... EM, RS, SM

Programming and System Analysis .... CG, EM, GC, MC, PC, PV, SC, SM

Software Development .... SC

Technical Theatre .... PC, SC

Web Application Development .... SM

Web Design .... CG, EM, GC, PC, PV, SM

Web Design Technologies .... SC

Web Design: User Interface .... RS

Web Designer .... MC

Web Developer .... EM, GC, MC, PC, PV

Web Development .... SC

Web Development and Graphic Design .... EM, SM

Web Server Administrator .... MC

Manufacturing

Applied Electrical Technologies .... RS

CAD Application .... GC

CAD Fundamental .... GC

CAD Technology .... GC

CAM Systems Programming .... MC

Computer and Networking Technology .... GC

CNC Machining I, II .... MC

Drafting and Design Technology .... MC

Electric Utility Technology .... CG

Electrical Technology: Residential Wiring .... GW

Electronics Engineering Technology .... MC

Electronics Technology .... MC

Industrial Design Technology .... GW

Industrial Design Technology: Design Specialist: Solid Works .... GW

Industrial Robotics and Automation Techonology .... MC

Industrial Technology: Level I, II, III .... MC

Lineman Technology Level I, II, III, IV .... RS

Machining .... MC

Meter Technology .... CG

Network Maintenance .... GC

Nuclear Power Technology .... EM

Production Technology .... GW

Production Technology: CNC Technology .... GW

Production Technology: Quality Assurance .... GW

Welding .... MC

Workforce Development: Electrical Level I & II .... RS

Marketing, Sales and Service

Marketing .... GC, MC, PC, PV, SC, SM

Marketing and Sales .... GC, MC, PC, PV

Law, Public Safety, Corrections, and Security

Administration of Justice .... GC, PC, PV, RS, SM

Administration of Justice - Comprehensive .... PC

Administration of Justice - Fundamentals .... PC

Administration of Justice Studies .... CG, GW, MC, SC

Corrections .... RS

Corrections (Advanced & Basic) .... RS

Correctional Studies .... CG

Crime and Accident Scene Photography .... PC, SC

Crime Scene Investigation .... PC, SC

Crime Scene Technology .... PC, SC

Detention Services .... RS

Domestic Preparedness and Homeland Security .... PC

Driver Operator .... GC, MC, PC, PV

Emergency Management .... MC, PV

Emergency Medical Technology .... CG, GC, MC, PC, PV

Emergency Response and Operations .... MC, PC, PV

Evidence Technology .... EM, PC

Fingerprint Classification and Identification .... PC, SC

Fire Academy .... GC

Fire Officer Leadership .... GC, MC, PC, PV

Fire Science .... MC, PV

Firefighter Operations .... GC, MC, PC, PV

Forensic Investigation .... MC

Forensic Science: Crime Lab .... SC

Forensic Technology .... PC

Global Citizenship .... MC

Hazardous Materials Response .... PC

Homeland Security .... CG, GW

Justice Studies .... CG, EM, SC

Juvenile Corrections .... RS

Law Enforcement .... SC

Law Enforcement Investigator .... GC

Law Enforcement Technology Academy .... RS

Law Enforcement Training Academy .... CG, GC

Paralegal .... RS

Paramedicine .... GC, MC, PC, PV

Police Academy Preparation: Level I .... SC

Public Safety Leadership .... RS

Public Safety Technology .... RS

Tribal Court Advocacy ....SC

Victimology.. MC

Science, Technology, Engineering and Mathematics

Aircraft Maintenance Technology...CG

Aircraft Maintenance Technology (Part 147) ....CG

Airframe Maintenance (Part 147)...CG

Airway Science Technology, Fllight Emphasis...................................CG

Biotechnology .... MC

Biotechnology and Molecular Biosciences..GC

Certified Flight Instructor Instrument Airplane Rating ....CG

Engineering Technology ....CG, EM, GC, SM

Flight Technology...CG

Nanotechnology ....RS

Powerplant Maintenance (Part 147)..CG

Transportation, Distribution, and Logistics

Air Conditioning.. MC

Air Conditioning and Electrical Accessories.....................................GW

Automotive Chassis..GC

Automotive Drive Trains ....GW

Automotive Electrical Systems .... MC

Automotive Engine Performance...GC

Automotive Engines and Drive Trains ....GC

Automotive Heating, Ventilation and Air Conditioning (HVAC)......................GC

Automotive Maintenance and Light Repair ....GC

Automotive Performance Technology.. MC

Automotive Suspension, Steering and Brakes ....GW

Automotive Technology.. GC, GW

Brakes, Alignment, Suspension and Steering.................................. MC

Engine Performance and Diagnosis .... GW, MC

Transmissions and Power Trains.. MC

Workforce Development: Automotive Technology Level I & II ....RS

EDUCATIONAL
PROGRAM/DEGREE
INDEX

Certificates of Completion

Associate in Applied Science Degrees

Academic Certificates

Information on Programs of Study

PROGRAM DISCLOSURES

For certificates that are Title IV financial aid eligible, please visit https://www.scottsdalecc.edu/disclosures/programs to learn more about our on-time completion rates, the median debt of students who complete the program, and other important information. Non-financial aid eligible programs are denoted with the letter *N* at the end of the program code (i.e. 8000N).

Degrees and Certificates offered by Scottsdale Community College are viewable at https://curriculum.maricopa.edu/curriculum/degrees-certificates/search-programs?loc=SC

Programs

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Programs

ACCOUNTING   **ACC**
Business/CIS Division   AP 237A   480.423.6253

Certificate of Completion in Bookkeeping
27 credits

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

AAS in General Business
61-66 credits

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

ADMINISTRATION OF JUSTICE STUDIES   **AJS**
Applied Sciences Division   AP 237B   480.423.6599
Program Director, Walter Olsen   AP 228   480.423.6742

The Administration of Justice Studies program is designed to prepare men and women for careers in the fields of law enforcement, courts, corrections, crime scene processing, forensic science and related technical occupations. The program also provides practitioners within the criminal justice field the opportunity for continuing education and growth and development, or the background to continue their education at a four-year institution. Upon satisfactory completion of the outlined program, the students will receive an Associate in Applied Science degree in Administration of Justice Studies (see page 68).

In addition, an AAS degree is offered in Forensic Science: Crime Lab and Certificates of Completion are offered in Crime Scene Investigation, Crime Scene Technology, Crime and Accident Scene Photography, Fingerprint Classification and Identification, Justice Studies, Law Enforcement, Police Academy Preparation (Level I), and Tribal Court Advocacy (see page 69).

Crime Scene Investigation

Certificate of Completion - CCL 5490 (Shared)
16-18 credits

Description: The Certificate of Completion in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 16-18 credits

AJS215	Criminalistics: Physical Evidence (3) **OR**	
AJS219	Crime Scene Technology: Physical Evidence (3) **OR**	
FOR105	Forensic Science: Physical Evidence (4)	3-4
AJS216	Criminalistics: Biological Evidence (3) **OR**	
FOR106	Forensic Science: Biological Evidence (4)	3-4
AJS223	Forensic Pathology: Death Investigation	3
+ AJS243	Crime Scene Reconstruction	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Crime Scene Technology

Certificate of Completion - CCL 5753 (Shared)
16-18 credits

Description: The Certificate of Completion in Crime Scene Technology prepares students for careers as police or civilian crime scene technicians. The program provides comprehensive instruction in crime scene photography, fingerprint classification and processing, crime scene search techniques, chemical processing of evidence, packaging evidence, and related skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 16-18 credits

AJS213	Evidence Technology/Fingerprints	3
AJS214	Evidence Technology/Photography	3
AJS216	Criminalistics: Biological Evidence (3) **OR**	
FOR106	Forensic Science: Biological Evidence (4)	3-4
AJS215	Criminalistics: Physical Evidence (3) **OR**	
AJS219	Crime Scene Technology: Physical Evidence (3) **OR**	
FOR105	Forensic Science: Physical Evidence (4)	3-4
+ AJS242	Crime Scene Processing	3
AJS290BN	Courtroom Testimony Seminar	1

Crime and Accident Scene Photography

Certificate of Completion - CCL 5012N* (Shared)
10 credits

Description: The Certificate of Completion (CCL) in Crime and Accident Scene Photography program is designed to prepare students for entry level positions in the field of crime and accident scene photography. Additional courses in the field of forensic technology can be taken to complete other programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 10 credits

AJS101	Introduction to Criminal Justice	3
AJS214	Evidence Technology/Photography (3) **OR**	
AJS241	Police Photography (3)	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.

(+) indicates course prerequisites/corequisites   (++) indicates any suffixed courses

Fingerprint Classification and Identification

Certificate of Completion - CCL 5010N* (Shared)
10 credits

Description: The Certificate of Completion (CCL) in Fingerprint Classification and Identification program is designed to prepare students for entry level positions in the field of fingerprint classification and identification. Additional options are available in the field of forensic technology.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 10 credits
AJS101	Introduction to Criminal Justice	3
AJS213	Evidence Technology/Fingerprints	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1

Justice Studies

Certificate of Completion - CCL 5861N*
15 credits

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

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 15 credits
AJS101	Introduction to Criminal Justice	3
AJS119	Computer Applications in Justice Studies	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS275	Criminal Investigation I	3

Law Enforcement

Certificate of Completion - CCL 5145N*
12 credits

Description: The Certificate of Completion in Law Enforcement prepares students for careers in state, local, and federal police departments and investigative agencies. It allows students interested in policing as a career to focus on this area of study while they pursue an AAS degree in Administration of Justice Studies.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 12 credits
AJS101	Introduction to Criminal Justice	3
AJS123	Ethics and the Administration of Justice	3
AJS225	Criminology	3
AJS230	The Police Function	3

Police Academy Preparation, Level I

Certificate of Completion - CCL 5370
21 credits

Description: The Maricopa Community College District in conjunction with the Arizona Peace Officer Standards and Training (POST) Board, which has statutory responsibility for law enforcement officer training in Arizona has established the Police Academy Preparation (PAP) Certificate of Completion (CCL) program. This certificate program permits students to fulfill a portion of their Academy studies at a community college.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites:
1. The person shall be a United States Citizen.
2. The person shall be at least twenty-one years of age, except that a person may attend an academy if he will be twenty-one prior to graduating.
3. The person shall be a high school graduate or have successfully completed a General Education Development (G.E.D) examination.
4. The person's background shall meet the standards of Arizona Post Rule R13-4-106.
5. The person shall be able to successfully complete a medical examination which meets the standards of Section R13-4-107.
6. The person shall have not been convicted of a felony or any offense that would be a felony if committed in Arizona.
7. The person shall not have been dishonorably discharged from the United States Armed Forces.
8. The person shall not have been previously denied certified status, revoked or have his current certified status under suspension pursuant to Section R13-4-109.
9. The person shall not have illegally sold, produced, cultivated, or transported marijuana for sale.
10. The person shall not have illegally used marijuana for any purpose within the past three years.
11. The person shall never have illegally used marijuana other than for experimentation.
12. The person shall never have illegally used marijuana while employed or appointed as a peace officer.

Programs

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.

13. The person shall not have illegally sold, produced, cultivated, or transported for sale, any dangerous drugs or narcotics, other than marijuana.

14. The person shall not have illegally used dangerous drugs or narcotics, other than marijuana, for any purpose in the past seven years.

15. The person shall never have illegally used dangerous drugs or narcotics, other than for experimentation.

16. The person shall never have illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.

17. The person shall not have a pattern of abuse of prescription medication.

18. The person shall be able to successfully pass a Board-approved drug screening test, or polygraph examination, which polygraph examination relates to the provisions of subsection (A) (9-17).

Required Courses: 21 credits

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

Administration of Justice Studies

Associate in Applied Science - AAS 3396
61-63 credits

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

A Certificate of Completion in Police Academy Preparation has been incorporated within the Administration of Justice Studies program. The Maricopa Community College District in conjunction with the Arizona Peace Officer Standards and Training (POST) Board, which has statutory responsibility for law enforcement officer training in Arizona, has established the Police Academy Preparation program. This program allows students to fulfill a portion of their Academy studies at a community college.

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

The Certificate of Completion in Justice Studies will provide a core of courses for students who are interested in pursuing a career in Justice Studies but have previously received a degree in a different field of study. For students who are pursuing an AAS degree in Justice Studies, completion of the certificate will provide an area of specialization within their degree program. A Certificate of Completion in Law Enforcement is also available within the program which allows the student to specialize in this area of Justice Studies.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 18 credits

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS225	Criminology	3
AJS230	The Police Function	3
AJS240	The Correction Function	3
AJS260	Procedural Criminal Law	3

Restricted Electives: 21 credits

Students may select any combination of AJS+++++ or JUD+++++ courses listed in the college catalog including any AJS Certificates of Completion offered at Scottsdale Community College, except courses used to satisfy Required Courses and General Education areas.

General Education Requirements: 22-24 credits

CORE: 15-17 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication

COM100	Introduction to Human Communication (3) **OR**	
COM100AA	Intro to Human Communication Part I (1) **AND**	
COM100AB	Intro to Human Communication Part II (1) **AND**	
COM100AC	Intro to Human Communication Part III (1) **OR**	
+ COM225	Public Speaking (3)	3

Critical Reading
+ CRE101 College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment. 3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 7 credits

Humanities, Arts and Design

AJS123	Ethics and the Administration of Justice	3

Social-Behavioral Sciences

Met by AJS101 in the Required Courses area	0

Natural Sciences
+ Any approved general education Natural Sciences course...................4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Forensic Science: Crime Lab

Associate in Applied Science - AAS 3041
60-65 credits

Description: The Associate in Applied Science (AAS) in Forensic Science: Crime Lab prepares students for employment in forensic crime labs as assistants to crime lab criminalists and provides the first half of a four-year undergraduate program of study designed to prepare students as crime lab criminalists. The program combines crime scene technology and criminal justice courses with general education courses and additional math, physics and chemistry courses.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33-34 credits

AJS101	Introduction to Criminal Justice	3
AJS123	Ethics and the Administration of Justice	3
AJS216	Criminalistics: Biological Evidence	3
AJS215	Criminalistics: Physical Evidence (3) **OR**	
AJS219	Crime Scene Technology: Physical Evidence (3) **OR**	
FOR105	Forensic Science: Physical Evidence (4)	3-4
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar	1
+ PHY111	General Physics I	4
+ PHY112	General Physics II	4
+ CHM151	General Chemistry I	3
+ CHM151LL	General Chemistry I Laboratory	1
+ CHM154	General Chemistry II with Qualitative Analysis	3
+ CHM154LL	General Chemistry II w/Qualitative Analysis Laboratory	2

Restricted Electives: 12-14 credits

+ CHM130	Fundamental Chemistry	3
+ CHM130LL	Fundamental Chemistry Laboratory	1
+ MAT120	Intermediate Algebra (5) **OR**	
+ MAT121	Intermediate Algebra (4) **OR**	
+ MAT122	Intermediate Algebra (3)	3-5
+ MAT150	College Algebra/Functions (5) **OR**	
+ MAT151	College Algebra/Functions (4) **OR**	
+ MAT152	College Algebra/Functions (3)	3-5
Any AJS, BIO, CHM, MAT or Foreign Language Courses		1-12

Recommended courses include AJS213, AJS214, AJS223, AJS242, BIO181/182, **OR** CHM235/235LL.

General Education Requirements: 15-17 credits

CORE: 15-17 credits

First-Year Composition
+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication
+ COM225	Public Speaking	3

Critical Reading
+ CRE101	College Critical Reading and Critical Thinking (3) **OR** Equivalent by assessment.	3

Mathematics
+ MAT182	Trigonometry (3) **OR**	
+ MAT187	Precalculus (5)	3-5

DISTRIBUTION: 0 credits

Humanities, Arts and Design
Met by AJS123 in Required Courses area 0

Social-Behavioral Sciences
Met by AJS101 in the Required Courses area 0

Natural Sciences
Met by PHY111 **OR** PHY112 **OR** CHM151/151LL **OR** CHM154/154LL in the Required Courses area 0

TRIBAL COURT ADVOCACY — TCA

Applied Sciences Division AP 237B 480.423.6599
Program Contact, Anna Maria Bonachea
anna.bonachea@scottsdalecc.edu

Tribal Court Advocacy

Certificate of Completion - CCL 5831
32-35 credits

Description: The Certificate of Completion (CCL) in Tribal Court Advocacy program is designed to prepare students for careers as tribal court advocates or to work in settings that involve Indian legal issues.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Application and admission to the program is required. Students must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101.

Program Prerequisites: None

Required Courses: 32-35 credits

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3
+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition (3)	3
CPD103BE	Native American Cultural Pride and Awareness	2
TCA101	Overview of Indian Law I	3
+ TCA102	Overview of Indian Law II	3
+ TCA103	Tribal Court Jurisdiction	3
+ TCA104AA	Practice Court: Civil	3
+ TCA104AB	Practice Court: Criminal	3
+ TCA203	Ethics for the Tribal Court Advocate	1
+ TCA211	Introduction to Tribal Cases and Codes	3
+ TCA215	Evidence for the Tribal Court Advocate	3
+ TCA225	Legal Writing for the Tribal Court Advocate	3
+ TCA298AB	Special Projects	2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

ARCHITECTURAL TECHNOLOGY   ARC
(Computer-Aided Drafting)

Applied Sciences Division	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.

Architectural Technology

Certificate of Completion - CCL 5708
27 credits

Description: The Certificate of Completion (CCL) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices; Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects' offices or related fields. Computer-aided design using AutoCAD and Revit software forms the core of this program.

Competency-based course work builds on residential and commercial plans developed in introductory courses progressing to a set of Architectural working drawings. Drafting courses are grouped and sequenced by specific drawing types. This allows detailed study and analysis of the theory, standards, and decision-making processes influencing the development of drawings as well as the interrelationships among various types of drawings in the finished set.

Students will work individually and in teams in a professional environment and will develop drawings

which incorporate typical design industry conventions and methods, code requirements, and local construction techniques. Lessons are real-world based and are designed to teach responsible problem solving, building from one situation or set of conditions to the next as students create professional quality working drawings.

An Associate in Applied Science (AAS) in Architectural Technology is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits

	ARC141	Architectural CAD I: Introduction	3
+	ARC142	Architectural CAD II: Plans and Elevations	3
+	ARC243	Architectural CAD III: Site Plans and Sections	3
+	ARC244	Architectural CAD IV: Structural Systems	3
+	ARC245	Architectural CAD V: Mechanical and Electrical Sys	3
	ARC250	Basic Revit	3
	ARC251	Intermediate Revit	3
	ARC265	Sketchup I: Introduction to Sketchup	3
+	ARC270	Architectural Technology Synthesis	3

Architectural Technology

Associate in Applied Science - AAS 3708
60-65 credits

Description: The Associate in Applied Science (AAS) in Architectural Technology program is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in Architectural or Interior Design offices; Structural, Mechanical, Electrical, or Civil Engineering offices; Landscape Architects' offices or related fields. Computer-aided design using AutoCAD and Revit software forms the core of this program.

Competency-based course work builds on residential and commercial plans developed in introductory courses progressing to a set of Architectural working drawings. Drafting courses are grouped and sequenced by specific drawing types. This allows detailed study and analysis of the theory, standards, and decision-making processes influencing the development of drawings as well as the interrelationships among various types of drawings in the finished set.

Students will work individually and in teams in a professional environment and will develop drawings, which incorporate typical design industry conventions and methods, code requirements, and local construction techniques. Lessons are real world based and are designed to teach responsible problem solving, building from one situation or set of conditions to the next as students create professional quality working drawings.

A Certificate of Completion (CCL) program in Architectural Technology is also available.

Programs

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Programs

(+) indicates course prerequisites/corequisites   (++) indicates any suffixed courses

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits

ARC141	Architectural CAD I: Introduction	3
+ ARC142	Architectural CAD II: Plans and Elevations	3
+ ARC243	Architectural CAD III: Site Plans and Sections	3
+ ARC244	Architectural CAD IV: Structural Systems	3
+ ARC245	Architectural CAD V: Mechanical and Electrical Sys	3
ARC250	Basic Revit	3
ARC251	Intermediate Revit	3
ARC265	Sketchup I: Introduction to Sketchup	3
+ ARC270	Architectural Technology Synthesis	3

Restricted Electives: 12 credits

+ ARC+++++	Any ARC Architecture courses except courses used to satisfy the Required Courses area	1-9
+ ARC296++	Cooperative Education course(s)	1-4
ARH100	Introduction to Art	3
ART111	Drawing I	3
BLT+++++	Any BLT Building Safety/Construction Tech. course	3
+ CAD+++++	Any CAD Computer-Aided Drafting courses	1-6
CIS+++++	Any CIS Computer Information Systems Adobe Photoshop course	1-3
CNS+++++	Any CNS Construction course	3
+ DFT+++++	Any DFT Drafting Technology courses	1-6
INT115	Historical Architecture and Furniture	3
INT120	Modern Architecture and Furniture	3

General Education Requirements: 21-26 credits

CORE: 12-17 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 9 credits

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

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course........................4

BUSINESS ADMINISTRATION FASTRACK
For program information, contact Mark Barton, Program Director, AP 241, 480-425-6913.

The AAS in Business Administration Fastrack Program is designed for working adults seeking to update, upgrade or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. A Business Administration Fastrack Certificate is also available to students with all of the features of the AAS Program, but does not include a General Studies component.

Program features include:

- Hands-on activities and projects in accelerated five- and eight-week formats.
- Two convenient course delivery options: on campus and online.
- Student-directed learning stressing the dynamic business environment, communication skills and leadership development.
- Utilization of Microsoft Office package including Word, Excel and PowerPoint.
- Integration of international business issues and practices.
- Practical application of study concepts to workplace situations.

On campus classes meet in a traditional format, either in day or evening.

Fastrack classes begin every few weeks.

How online works:

1. Assignments are posted in the Canvas system for convenient 24/7 access.
2. Asynchronous learning, no specified "meeting" times. Log on from home, work, or on the road.
3. Weekly assignments are accepted at regular intervals during the week and are due by Sunday evening at 11:59 p.m. Exact due dates may vary slightly by course.
4. Students and instructors communicate via Canvas and email. Assignments are submitted directly in the Canvas online system.
5. Cautions:
   - Due to the accelerated nature of these classes, students without strong time management, reading, computer and Internet skills should consider the instructor-led program.
   - Students may only withdraw within the first two weeks of each five-week class. Refund requests must be received by the Admissions Office within three calendar days including the start date.

Continued next page...

Programs

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Business Administration Fastrack

Certificate of Completion - CCL 5152
27 credits

Description: The Certificate of Completion (CCL) in Business Administration Fastrack program is designed for individuals seeking to update, upgrade, or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week or eight-week formats. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; utilization of Microsoft Office package.

An Associate in Applied Science (AAS) in Business Administration Fastrack is also available. The AAS degree contains all of the features of the Certificate with the addition of comprehensive general education requirements.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits
ACC110	Understanding and Using Accounting Systems	3
GBS120	Workplace Communication Skills	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT126	Customer Service Skills and Strategies	3
MGT175	Business Organization and Management	3
MGT251	Human Relations in Business	3
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3

Business Administration Fastrack

Associate in Applied Science - AAS 3780
61-66 credits

Description: The Associate in Applied Science (AAS) in Business Administration Fastrack is designed for individuals seeking to update, upgrade, or develop essential business skills. A specific objective of the program is to prepare students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course/module includes learning activities and projects in an accelerated five-week or eight-week formats. Additional features of the program include: Student directed learning stressing the dynamic business environment, communication skills and leadership development; utilization of Microsoft Office package.

A Certificate of Completion (CCL) in Business Administration Fastrack is also available to students. The certificate contains the features of the AAS degree, but does not include a general education component.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 30 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
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT126	Customer Service Skills and Strategies	3
MGT175	Business Organization and Management	3
MGT251	Human Relations in Business	3
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing	3

Restricted Electives: 9 credits
Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Courses area.
ACC+++++	Any ACC Accounting course(s)	1-9
GBS+++++	Any GBS General Business course(s)	1-9
MGT+++++	Any MGT Management course(s)	1-9
MKT+++++	Any MKT Marketing course(s)	1-9

General Education Requirements: 22-27 credits

CORE: 12-17 credits
First-Year Composition
+ ENG101	First-Year Composition (3) **AND**	
+ ENG102	First-Year Composition (3)	6

Oral Communication
COM100	Introduction to Human Communication (3) **OR**	
COM110	Interpersonal Communication (3) **OR**	
+ COM225	Public Speaking (3) **OR**	
COM230	Small Group Communication (3)	3

Critical Reading
+ CRE101	College Critical Reading and Critical Thinking (3) **OR**	
	equivalent as indicated by assessment.	0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits
Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course
 (HUM205 is recommended.) 3

Social-Behavioral Sciences
Note: SBU200 is recommended.
SBU200	Society and Business (3) **OR**	
ECN211	Macroeconomic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
PSY101	Introduction to Psychology (3) **OR**	
SOC101	Introduction to Sociology (3)	3

Natural Sciences
Any approved general education Natural Sciences course 4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

BUSINESS ACC, GBS, IBS, MGT, MKT, REA
Business/CIS Division   AP 237A   480.423.6253

The Business program is designed for students 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: Please contact an adviser for more details.

General Business

Associate in Applied Science - AAS 3148 (Shared)
61-66 credits

Description: The Associate in Applied Science (AAS) in General Business program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution.

In addition to the AAS degree, SCC also offers Certificates of Completion in Bookkeeping, Management, Marketing, and Social Media Marketing.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 21 credits

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS110	Human Relations in Business and Industry (3) **OR**	
MGT175	Business Organization and Management (3) **OR**	
MGT251	Human Relations in Business (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+ GBS233	Business Communication	3
MKT271	Principles of Marketing	3

Restricted Electives: 18 credits
Students should select eighteen (18) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++	Any ACC Accounting prefixed course(s) except courses used to satisfy Required Courses area	1-18
EPS+++++	Any EPS Entrepreneurial Studies course(s)	1-18
GBS+++++	Any GBS General Business course(s) except courses used to satisfy Required Courses area	1-18
IBS+++++	Any IBS International Business course(s)	1-18
MGT+++++	Any MGT Management course(s) except courses used to satisfy Required Courses area	1-18
MKT+++++	Any MKT Marketing course(s) except courses used to satisfy Required Courses area	1-18
REA+++++	Any REA Real Estate course(s)	1-18
SBS+++++	Any SBS Small Business Management course(s)	1-18
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication
Any approved general education Oral Communication course ... 3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** Equivalent by assessment	0-3

Mathematics

+ MAT120	Intermediate Algebra (5) **OR**	
+ MAT121	Intermediate Algebra (4) **OR**	
+ MAT122	Intermediate Algebra (3)	3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course ... 3

Social-Behavioral Sciences

ECN211	Macroeconmic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
SBU200	Society and Business (3)	3

Natural Sciences
Any approved general education Natural Sciences course ... 4

Bookkeeping

Certificate of Completion - CCL 5157
27-30 credits

Description: There are a large number of relatively well-paid job opportunities for people who have basic bookkeeping skills. The Certificate of Completion (CCL) in Bookkeeping prepares students to work for CPA firms, corporate accounting departments and small businesses. People with work experience and the skills developed in this program would also be able to operate their small bookkeeping businesses.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Admission Criteria: None
Program Prerequisites: 0-3 credits
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **OR**
              permission of the Program Director.................................0-3

Required Courses: 27 credits
  ACC105   Payroll, Sales and Property Taxes 3
  ACC111   Accounting Principles I...3
+ ACC112   Accounting Principles II..3
+ ACC115   Computerized Accounting 2
+ ACC212   Managerial Accounting..3
+ ACC221   Tax Accounting 3
  BPC110   Computer Usage and Applications.......................................3
  GBS151   Introduction to Business...3
+ GBS233   Business Communication 3
  OAS118   10-Key By Touch 1

Management

Certificate of Completion - CCL 5729 (Shared)
18 credits

Description: The Certificate of Completion (CCL) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 18 credits
  ACC111   Accounting Principles 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
  MGT229   Management and Leadership I 3
  MGT251   Human Relations in Business..3

Marketing

Certificate of Completion - CCL 5094 (Shared)
18 credits

Description: The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in marketing. By completing this program students will be better equipped to apply competencies needed for successful performance in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 15 credits
  BPC110   Computer Usage and Applications (3) **OR**
  CIS105   Survey of Computer Information Systems (3).....................3
  GBS151   Introduction to Business...3
  MKT263   Advertising Principles 3
  MKT267   Principles of Sales..3
  MKT271   Principles of Marketing...3

Restricted Electives: 3 credits
Students should select from the following courses in consultation with Department Advisor.

  MGT251   Human Relations in Business..3
  MKT101   Introduction to Public Relations 3
  MKT110   Marketing and Social Networking 3
  MKT268   Merchandising...3

Social Media Marketing

Certificate of Completion - CCL 5830 (Shared)
17-20 credits

Description: The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **OR**
  Permission of Instructor 0-3

Required Courses: 17 credits
  CIS103   Introduction to Social Media 3
+ GBS233   Business Communication (3) **OR**
+ JRN203   Writing for Online Media (3) 3
  MKT110   Marketing and Social Networking 3
+ MKT111   Applied Marketing and Social Networking 3
  MKT271   Principles of Marketing...3
+ GBS282AB Volunteerism General Business: Service Learning (2) **OR**
+ MKT280AB Marketing Internship (2) **OR**
+ MKT296WB Cooperative Education (2) **OR**
+ MKT298AB Special Projects (2)...2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Programs

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COMPUTER INFORMATION SYSTEMS   BPC,CIS
Computer Information Systems Programs

Business/CIS Division	AP 237A	480.423.6253
Program Director, Sheila Brandt	CM 406	480.423.6256

The Computer Information Systems programs provide training for various entry-level positions in Information Technology. Career opportunities include Computer Hardware and Desktop Support, Computer Programmer, Network Administrator, Systems Analyst, Web Designer, and Web Developer. This Program of Study leads to Associate in Applied Science (AAS) degrees in Computer Information Systems Technologies, Programming and Systems Analysis, Network Administration, Web Development and Web Design Technologies. Certificates of Completion in Computer Information Systems Technologies, Computer Hardware and Network Support, Data Analytics, Database Development, Linux Professional, Software Development, Web Design Technologies, and Web Development are also offered.

ALSO SEE:

Computer Hardware and Network Support
Certificate of Completion - CCL 5909
28 credits

Description: The Certificate of Completion (CCL) in Computer Hardware and Network Support program is designed to prepare students for entry-level network technician jobs and to help prepare them for multiple industry certification examinations. As computer and telecommunications technologies become more complex, customer service/technical support is becoming increasingly important. Companies desire to hire highly qualified and motivated individuals in this expanding field. An AAS in Computer Information Systems Technologies is available as well as Certificates of Completion in Database Development, Software Development, and Computer Information Systems Technologies.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 3 credits
CIS105	Survey of Computer Information Systems	3

Required Courses: 22 credits
+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS126DL	Linux Operating System	3
+ CIS190	Introduction to Local Area Networks	3

+ CIS290AC	Computer Information Systems Internship (3) **OR**	
+ CIS296WC	Cooperative Education (3) **OR**	
+ CIS298AC	Special Projects (3)	3
MST150++	Any Microsoft Windows Operating System course	3
+ MST152	Microsoft Windows Server (4) **OR**	
+ MST152++	Any Microsoft Windows Server course(s) (4)	4

Restricted Electives: 3 credits
CIS102	Interpersonal/Customer Svc. Skills for IT Professionals	1
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	Microsoft Command Line Operations	1
CIS175SA	Interconnecting Cisco Network Devices	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
CIS280	Current Topics in Computing	3

Data Analytics
Certificate of Completion - CCL 5884
18 credits

Description: The Certificate of Completion (CCL) in Data Analytics program is designed to prepare students to model, synthesize, analyze, and present large data sets for business decision making. Courses will focus on the techniques and computer software used in industry to extract data from various data sources, model and integrate that data, and then visualize this data for business decision making and intelligence gathering.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Students must have satisfactory score on the District math placement test.

Program Prerequisites: None

Required Courses: 18 credits
CIS105	Survey of Computer Information Systems (3) **OR**	
CIS114DE	Excel Spreadsheet (3)	3
CIS117DM	Microsoft Access: Database Management	3
+ CIS214DE	Advanced Excel Spreadsheet: Level II	3
+ CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems course (3)	3
GBS151	Introduction to Business	3
+ GBS220	Quantitative Methods in Business (3) **OR**	
+ GBS221	Business Statistics (3)	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Database Development

Certificate of Completion - CCL 5083
27 credits

Description: The Certificate of Completion (CCL) in Database Development prepares students to design and implement the infrastructure for business solutions using database and programming tools. The Certificate focuses on administrative tasks and building database applications using programming skills such as data collection, query techniques and database creation.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits

	CIS117DM	Microsoft Access: Database Management	3
+	CIS217AM	Advanced Microsoft Access: Database Management	3
	CIS105	Survey of Computer Information Systems	3
+	CIS119DO	Introduction to Oracle: SQL and PL/SQL	3
+	CIS150	Programming Fundamentals	3
+	CIS159	Visual Basic Programming I (3) **OR**	
+	CIS162AD	C#: Level I (3)	3
+	CIS164AB	Oracle: Developer PL/SQL Programming (3) **OR**	
+	CIS276DA	MySQL Database (3) **OR**	
+	CIS276DB	SQL Server Database (3)	3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**	
+	CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP) (3)	3
+	CIS225AB	Object-Oriented Analysis and Design	3

Software Development

Certificate of Completion - CCL 5084
36 credits

Description: The Certificate of Completion (CCL) in Software Development is designed to prepare students for entry-level positions in software development. Courses will focus on the skills needed to develop and maintain software applications including those needed for corporate web systems using interactive applications. Courses also focus on the skill to write programs to interact with a corporate database using client-server and web-based technologies. An AAS in Computer Information System Technologies is available as well as Certificates of Completion in Computer Hardware and Network Support, Database Development, and Computer Information Systems Technologies.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 3 credits

	CIS105	Survey of Computer Information Systems	3

Required Courses: 27 credits

	CIS117DM	Microsoft Access: Database Management	3
+	CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+	CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**	
+	CIS276DA	MySQL Database (3) **OR**	
+	CIS276DB	SQL Server Database (3)	3
	CIS126DL	Linux Operating System	3
+	CIS150	Programming Fundamentals	3
+	CIS159	Visual Basic Programming I (3) **OR**	
+	CIS162AD	C#: Level I (3) **OR**	
+	CIS163AA	Java Programming: Level I (3)	3
+	CIS166AA	Introduction to Javascripting (3) **OR**	
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET (3) **OR**	
+	CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP) (3)	3
+	CIS225AB	Object-Oriented Analysis and Design	3
+	CIS259	Visual Basic Programming II (3) **OR**	
+	CIS262AD	C#: Level II (3) **OR**	
+	CIS263AA	Java Programming: Level II (3)	3
+	CIS276DA	MySQL Server Database (3) **OR**	
+	CIS276DB	SQL Server Database (3)	3

Restricted Electives: 6 credits
Selected course will not apply in both required courses and restricted electives:

+	CIS119DO	Introduction to Oracle: SQL	3
	CIS133DA	Internet/Web Development Level I	3
+	CIS166AA	Introduction to Javascripting	3
+	CIS166AC	Web Scripting with Active Server Pages (ASP).NET	3
+	CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
+	CIS217AM	Advanced Microsoft Access: Database Management	3
	CIS224	Project Management Microsoft Project for Windows	3
+	CIS233DA	Internet/Web Development Level II	3
+	CIS235	e-Commerce	3
+	CIS290++	Any Computer Info Systems Internship course(s)	1-3

Computer Information Systems Technologies

Certificate of Completion - CCL 5162
42 credits

Description: The Certificate of Completion (CCL) in Computer Information Systems Technologies program is designed to provide training for various entry-level positions in computer systems. Career path opportunities include: help desk support, computer technician, programmer/analyst, software developer, computer hardware and software salesperson, network administrator. Other Computer Information Systems Technologies programs are offered at Scottsdale Community College (SCC): an Associate in Applied Science (AAS) in Computer Information Systems Technologies and Certificates of Completion in Database Development, Software Development, and Computer Hardware and Network Support.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Admission Criteria: None
Program Prerequisites: None

Required Courses: 25 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	Microsoft Command Line Operations	1
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162AD	C#: Level I (3)	3
+ CIS166	Web Scripting/Programming (3) **OR**	
+ CIS166++	Any Web Scripting/Programming course(s) (3)	3
+ CIS190	Introduction to Local Area Neworks	3
+ CIS225AB	Object-Oriented Analysis and Design	3

Restricted Electives: 17 credits

BPC110	Computer Usage and Applications	3
+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS114DE	Excel Spreadsheet	3
+ CIS119DO	Introduction to Oracle: SQL	3
CIS120++	Any Computer Graphics course(s)	1
CIS126DL	Linux Operating System	3
+ CIS151	Computer Game Development-Level I	3

CIS162AD may be selected as a Restricted Elective if it is not used to satisfy Required Courses.

+ CIS162AD	C#: Level I	3
+ CIS163AA	Java Programming: Level I	3
+ CIS166++	Any Web Scripting/Programming course except course used to satisfy Required Courses	3
CIS175SA	Interconnecting Cisco Network Devices	3
+ CIS217AM	Advanced Microsoft Access: Database Management	3
+ CIS220++	Any Flash/Adobe course(s)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS233DA	Internet/Web Development Level II	3
+ CIS234	XML Application Development	3
+ CIS235	e-Commerce	3
+ CIS259	Visual Basic Programming II	3
+ CIS262AD	C#: Level II	3
+ CIS263AA	Java Programming: Level II	3
+ CIS270	Essentials of Network and Information Security	3
+ CIS276++	Any Database Management Systems course(s)	3
CIS280	Current Topics in Computing	3
+ CIS290++	Any Computer Info Systems Internship course(s)	1-3
+ CIS296WC	Cooperative Education	3
+ MST+++++	Any MST Microsoft Technology course(s)	3

Computer Information Systems Technologies

Associate in Applied Science - AAS 3162
64-69 credits

Description: The Associate in Applied Science (AAS) in Computer Information Systems Technologies program is designed to provide training for various entry-level positions in computer systems. Career opportunities include LAN administrator, systems analyst, computer programmer, computer operator, computer hardware and software salesperson. Certificates of Completion in Computer Information Systems Technologies, Computer Hardware and Network Support, Database Development and Software Development are also offered.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent by assessment	0-3

Required Courses: 25 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS121AB	Microsoft Command Line Operations	1
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162AD	C#: Level I (3)	3
+ CIS166	Web Scripting/Programming (3) **OR**	
+ CIS166++	Any Web Scripting/Programming course(s) (3)	3
+ CIS190	Introduction to Local Area Neworks	3
+ CIS225AB	Object-Oriented Analysis and Design	3

Restricted Electives: 17 credits

BPC110	Computer Usage and Applications	3
+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS114DE	Excel Spreadsheet	3
+ CIS119DO	Introduction to Oracle: SQL	3
CIS120++	Any Computer Graphics course(s)	1
CIS126DL	Linux Operating System	3
+ CIS151	Computer Game Development-Level I	3

CIS162AD may be selected as a Restricted Elective if it is not used to satisfy Required Courses.

+ CIS162AD	C#: Level I	3
+ CIS163AA	Java Programming: Level I	3
+ CIS166++	Any Web Scripting/Programming course except course used to satisfy Required Courses	3
CIS175SA	Interconnecting Cisco Network Devices	3
+ CIS217AM	Advanced Microsoft Access: Database Management	3
+ CIS220++	Any Flash/Adobe course(s)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS233DA	Internet/Web Development Level II	3
+ CIS234	XML Application Development	3
+ CIS235	e-Commerce	3
+ CIS259	Visual Basic Programming II	3
+ CIS262AD	C#: Level II	3
+ CIS263AA	Java Programming: Level II	3
+ CIS270	Essentials of Network and Information Security	3

Programs

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ CIS276++	Any Database Management Systems course(s)	3
CIS280	Current Topics in Computing	3
+ CIS290++	Any Computer Info Systems Internship course(s)	1-3
+ CIS296WC	Cooperative Education	3
+ MST+++++	Any MST Microsoft Technology course	3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
Met by CRE101 **OR** equivalent in assessment in the
Program Prerequisites area...0

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course.......................4

COMPUTER INFORMATION SYSTEMS CIS
Network Administration Program

Business/CIS Division	AP 237A	480.423.6253
Program Director, Sheila Brandt	CM 406	480.423.6256

The Network Administration programs provide training for entry-level positions related to computer networks, including LAN administrator and computer technical support. A two-year career program leads to an Associate in Applied Science (AAS) in Network Administration and a Certificate of Completion in Network Administration.

This course of study helps you prepare for CompTIA A+, Network+, Linux+, and Security+ certifications.

Network Administration

Certificate of Completion - CCL 5200
40 credits

Description: The Certificate of Completion (CCL) is designed to provide the student with training for a variety

of entry-level positions related to computer networks, including technical support. An Associate in Applied Science (AAS) is also available. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 37 credits

+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems course (3)	3
CIS126DL	Linux Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
+ CIS190	Introduction to Local Area Networks	3
+ CIS197	VMware ESXI Server Enterprise	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS270	Essentials of Network and Information Security	3
MST150++	Any Microsoft Windows course	3
+ MST158DB	Installing and Configuring Windows Server (4) **OR**	
+ MST158++	Any Microsoft Windows Server course (4)	4

Restricted Electives: 3 credits

CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS166	Web Scripting/Programming (3) **OR**	
+ CIS166++	Any Web Scripting/Programming course (3)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS225AB	Object-Oriented Analysis and Design	3
CIS280	Current Topics in Computing	3
+ CIS290++	Any Computer Info Systems Internship course(s)	1-3
+ CIS298AC	Special Projects	3
+ MST+++++	Any MST Microsoft Technology course except courses used to satisfy Required Courses area	3

Network Administration

Associate in Applied Science - AAS 3794
62-67 credits

Description: The Associate in Applied Science (AAS) in Network Administration program is designed to provide the student with training for a variety of positions related to computer systems. Career opportunities include Local Area Network (LAN) administrator, systems analyst and technical support. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
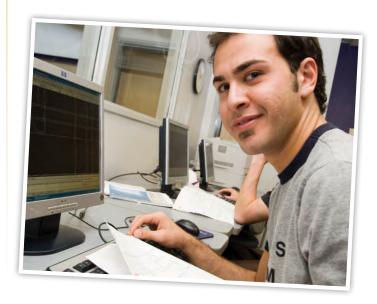**Program Prerequisites: 0-3 credits**

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent by assessment	0-3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Required Courses: 37 credits

+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems course (3)	3
CIS126DL	Linux Operating System	3
CIS175SA	Interconnecting Cisco Network Devices	3
+ CIS190	Introduction to Local Area Networks	3
+ CIS197	VMware ESXI Server Enterprise	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS270	Essentials of Network and Information Security	3
MST150++	Any Microsoft Windows course	3
+ MST158DB	Installing and Configuring Windows Server (4) **OR**	
+ MST158++	Any Microsoft Windows Server course (4)	4

Restricted Electives: 3 credits

CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS166	Web Scripting/Programming (3) **OR**	
+ CIS166++	Any Web Scripting/Programming course (3)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS225AB	Object-Oriented Analysis and Design	3
CIS280	Current Topics in Computing	3
+ CIS290++	Any Computer Info Systems Internship course(s)	1-3
+ CIS298AC	Special Projects	3
+ MST+++++	Any MST Microsoft Technology course except courses used to satisfy Required Courses area	3

General Education Requirements: 22-24 credits
CORE: 12-14 credits

First-Year Composition
+ Any approved general education courses in First-Year Composition area 6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
Met by CRE101 **OR** equivalent in assessment in the Program Prerequisites area 0

Mathematics
+Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course 3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course 3

Natural Sciences
Any approved general education Natural Sciences course 4

Linux Professional

Certificate of Completion - CCL 5204N* (Shared)
12 credits

Description: The Certificate of Completion (CCL) in Linux Professional program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

Program Notes:
Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 6 credits

CIS126DL	Linux Operating System (3) **OR**	
CIS126RH	Red Hat System Administration I (3)	3
+ CIS238DL	Linux System Administration (3) **OR**	
+ CIS238RH	Red Hat System Administration II (3)	3

Restricted Electives: 6 credits

+ BPC170	A+ Exam Prep: Computer Hardware Config. and Support	3
+ BPC270	A+ Exam Prep: Operating System Config. and Support	3
CIS105	Survey of Computer Information Systems	3
+ CIS197	VMware ESXI Server Enterprise	3
CIS121AH	Microsoft PowerShell/Command Line Operations	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS239DL	Linux Shell Scripting	3
+ CIS240DL	Linux Network Administration	3
+ CIS270	Essentials of Network and Information Security	3
+ CIS271DL	Linux Security	3
+ CIS190	Introduction to Local Area Networks (3) **OR**	
CNT140AA	Introduction to Networks (4) **OR**	
MST140	Microsoft Networking Essentials (3)	3-4
+ CNT150AA	Cisco - Routing and Switching Essentials	4
+ MST150++	Any Microsoft Windows course	3
CIS280	Current Topics in Computing	3
+ CIS290++	Any Computer Information Systems Internship course	1-3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.

www.scottsdalecc.edu

SCOTTSDALE COMMUNITY COLLEGE

COMPUTER INFORMATION SYSTEMS   CIS
Programming and System Analysis Program

Business/CIS Division	AP 237A	480.423.6253
Program Director, Sheila Brandt	CM 406	480.423.6256

Programming and System Analysis

Certificate of Completion - CCL 5048 (Shared)
24 credits

Description: The Certificate of Completion (CCL) in Programming and System Analysis provides an in-depth exploration of different computer language and technical skills. Includes, but is not limited to the following: operating systems, local area networks, team roles, and dynamics. An Associate in Applied Science (AAS) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 21 credits

CIS105	Survey of Computer Information Systems	3
CIS224	Project Management Microsoft Project for Windows	3
CIS126DA	UNIX Operations System (3) **OR**	
CIS126DL	Linux Operating System (3) **OR**	
+ MST150++	Any Microsoft Windows course (3)	3
+ CIS150	Programming Fundamentals (3) **OR**	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+ CIS151	Computer Game Development - Level I (3) **OR**	
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162++	Any C Programming: Level I course (3) **OR**	
+ CIS163AA	Java Programming: Level I (3)	3
+ CIS225	Business Systems Analysis and Design (3) **OR**	
+ CIS225AB	Object-Oriented Analysis and Design (3) **OR**	
+ CIS250	Management of Information Systems (3)	3
+ CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+ CIS276DA	MySQL Database (3) **OR**	
+ CIS276DB	SQL Server Database (3)	3

Restricted Electives: 3 credits

+ CIS251	Computer Game Development - Level II	3
+ CIS259	Visual Basic Programming II	3
+ CIS262++	Any C Programming: Level II course	3
+ CIS263AA	Java Programming: Level II	3

Programming and System Analysis

Associate in Applied Science - AAS 3844 (Shared)
64-70 credits

Description: The Associate in Applied Science (AAS) program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None

Required Courses: 36-37 credits

ACC111	Accounting Principles	3
CIS105	Survey of Computer Information Systems	3
CIS224	Project Management Microsoft Project for Windows	3
CIS126DA	UNIX Operations System (3) **OR**	
CIS126DL	Linux Operating System (3) **OR**	
+ MST150++	Any Microsoft Windows course (3)	3
+ CIS150	Programming Fundamentals (3) **OR**	
+ CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+ CIS166++	Any Web Scripting course (3)	3
+ CIS190	Introduction to Local Area Networks (3) **OR**	
CNT140AA	Introduction to Networks (4) **OR**	
+ MST140	Microsoft Networking Essentials (3)	3-4
+ CIS225	Business Systems Analysis and Design (3) **OR**	
+ CIS225AB	Object-Oriented Analysis and Design (3) **OR**	
+ CIS250	Management of Information Systems (3)	3
+ CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+ CIS276DA	MySQL Database (3) **OR**	
+ CIS276DB	SQL Server Database (3)	3

Select 2 courses for a total of 6 credits:

+ CIS151	Computer Game Development - Level I (3) **OR**	
+ CIS159	Visual Basic Programming I (3) **OR**	
+ CIS162++	Any C Programming: Level I course (3) **OR**	
+ CIS163AA	Java Programming: Level I (3)	6
+ GBS233	Business Communication	3

Restricted Electives: 6 credits

+ CIS251	Computer Game Development - Level II	3
+ CIS259	Visual Basic Programming II	3
+ CIS262++	Any C Programming: Level II course	3
+ CIS263AA	Java Programming: Level II	3

General Education Requirements: 22-27 credits
CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

Any approved general education Oral Communication course ... 3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR**	
	equivalent by assessment	0-3

Mathematics

+ MAT150	College Algebra/Functions (5) **OR**	
+ MAT151	College Algebra/Functions (4) **OR**	
+ MAT152	College Algebra/Functions (3)	3-5

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course 3

Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
SBU200	Society and Business (3) 3

Natural Sciences

Any approved general education Natural Sciences course 4

COMPUTER INFORMATION SYSTEMS   CIS
Web Design Technologies Program

| Business/CIS Division | AP 237A | 480.423.6253 |
| Program Director, Sheila Brandt | CM 406 | 480.423.6256 |

ALSO SEE:

    Computer Hardware and Network Support, page 75
    Computer Information Systems Technologies, page 76
    Data Analytics, page 75
    Network Administration, page 78
    Web Development, page 82

Web Design Technologies

Certificate of Completion - CCL 5172
39 credits

Description: The Certificate of Completion (CCL) in Web Design Technologies program is developed to prepare students to design, create and administer interactive and professional web sites. Courses focus on "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including storefront setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities upon program completion include web designer, web marketing manager, web manager or e-commerce manager. An Associate in Applied Science Degree (AAS) in Web Design Technologies is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits

| + CRE101 | College Critical Reading and Critical Thinking (3) **OR** | |
| | equivalent by assessment ....0-3 |

Required Courses: 30 credits

CIS105	Survey of Computer Information Systems 3
CIS117DM	Microsoft Access: Database Management 3
CIS120DB	Computer Graphics: Adobe Illustrator 3
CIS120DC	Adobe Animate: Digital Animation 3
CIS120DF	Adobe Photoshop Level I: Digital Imaging 3
CIS133DA	Internet/Web Development Level I 3
+ CIS220DC	Flash: Advanced Animation and ActionScript 3
+ CIS220DF	Adobe Photoshop Level II: Advanced Digital Imaging 3
+ CIS233DA	Internet/Web Development Level II..3
+ CIS235	e-Commerce 3

Restricted Electives: 9 credits

+ ART190	Art of Web Site Design (MMT190) 3
CIS103	Introduction to Social Media 3
+ CIS119DO	Introduction to Oracle: SQL 3
CIS126DL	Linux Operating System 3
+ CIS138DA	Desktop Design and Publishing Using Adobe InDesign....3
+ CIS150	Programming Fundamentals 3
+ CIS159	Visual Basic Programming I 3
+ CIS162AD	C#: Level I 3
+ CIS166AA	Introduction to JavaScripting...3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET 3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)..3
CIS224	Project Management Microsoft Project for Windows.......3
+ CIS225AB	Object-Oriented Analysis and Design.....................................3
+ CIS276++	Any Database Management Systems course(s) 3
+ CIS290++	Any Computer Info Systems Internship course(s)..........1-3

Web Design Technologies

Associate in Applied Science - AAS 3029
60-66 credits

Description: The Associate in Applied Science (AAS) in Web Design Technologies program is developed to prepare students to design, create and administer interactive and professional web sites. Courses focus on "hands-on" experience with web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including storefront setup. The program focuses on user interface technologies such as Extensible Hyper Text Markup Language (XHTML), Cascading Style Sheets (CSS), JavaScript and Flash. Potential job opportunities, upon program completion, include web designer, web marketing manager, web manager or e-commerce manager. A Certificate of Completion (CCL) in Web Design Technologies is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits

| + CRE101 | College Critical Reading and Critical Thinking (3) **OR** | |
| | equivalent by assessment...0-3 |

Required Courses: 30 credits

CIS105	Survey of Computer Information Systems 3
CIS117DM	Microsoft Access: Database Management 3
CIS120DB	Computer Graphics: Adobe Illustrator 3
CIS120DC	Adobe Animate: Digital Animation 3
CIS120DF	Adobe Photoshop Level I: Digital Imaging 3
CIS133DA	Internet/Web Development Level I 3
+ CIS220DC	Flash: Advanced Animation and ActionScript 3
+ CIS220DF	Adobe Photoshop Level II: Advanced Digital Imaging.......3
+ CIS233DA	Internet/Web Development Level II....................................3
+ CIS235	e-Commerce 3

(+) indicates course prerequisites/corequisites   (++) indicates any suffixed courses

Restricted Electives: 9 credits

+ ART190	Art of Web Site Design (MMT190)	3
CIS103	Introduction to Social Media	3
+ CIS119DO	Introduction to Oracle: SQL	3
CIS126DL	Linux Operating System	3
+ CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
+ CIS150	Programming Fundamentals	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS166AA	Introduction to JavaScripting	3
+ CIS166AC	Web Scripting with Active Server Pages (ASP).NET	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
CIS224	Project Management Microsoft Project for Windows	3
+ CIS225AB	Object-Oriented Analysis and Design	3
+ CIS276++	Any Database Management Systems course(s)	3
+ CIS290++	Any Computer Info Systems Internship course(s)	1-3

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
Met by CRE101 College Critical Reading in Program Prerequisites **OR**
Equivalent as indicated by assessment 0

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 9-10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course......2-3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course........................4

COMPUTER INFORMATION SYSTEMS   CIS
Web Development Program

Business/CIS Division	AP 237A	480.423.6253
Program Director, Sheila Brandt	CM 406	480.423.6256

ALSO SEE:
Computer Hardware and Network Support, page 75
Computer Information Systems Technologies, page 76
Data Analytics, page 75
Network Administration, page 78
Web Design Technologies, page 81

Web Development

Certificate of Completion - CCL 5346
39-42 credits

Description: The Certificate of Completion (CCL) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language, and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. An Associate in Applied Science (AAS) Degree in Web Development is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** Equivalent by Assessment	0-3

Required Courses: 36 credits

CIS105	Survey of Computer Information Systems	3
CIS117DM	Microsoft Access: Database Management	3
CIS126DL	Linux Operating System	3
CIS133DA	Internet/Web Development Level I	3
+ CIS150	Programming Fundamentals	3
+ CIS166AE	Web Scripting with PHP: Hypertext Preproc. (PHP)	3
+ CIS225AB	Object-Oriented Analysis and Design	3
+ CIS233DA	Internet/Web Development Level II	3
+ CIS235	e-Commerce	3
+ CIS119DO	Introduction to Oracle: SQL (3) **OR**	
+ CIS217AM	Adv. Microsoft Access: Database Management (3) **OR**	
+ CIS276++	Any Database Management Systems course (3)	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ CIS159   Visual Basic Programming I (3) **OR**
+ CIS162++ Any C Programming course (3) **OR**
+ CIS163AA Java Programming: Level I (3) 3
+ CIS166AA Introduction to JavaScripting (3) **OR**
+ CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) 3

Restricted Electives: 3 credits

CIS224   Project Management Microsoft Project for Windows.......3
+ CIS226++ Any Internet/Intranet Server Administration course........3
+ CIS262++ Any C Programming course 3
CIS280   Current Topics in Computing...3
+ CIS290++ Any Computer Information Systems Internship course(s) ...3

Web Development

Associate in Applied Science - AAS 3031
60-66 credits

Description: The Associate in Applied Science (AAS) in Web Development prepares students to design, create and administer interactive and professional web sites that utilize server side programming technologies. Web page navigation, web publishing, web graphics preparation, database design and development, and e-commerce solutions, including store front setup, are integral components of this degree which focuses on server-side programming. In addition to web page creation, students study object-oriented systems analysis and design methods, structured programming logic and design, programming in an Object Oriented Programming Language and database design and development. Potential job opportunities following program completion include web designer, web developer, web marketing manager, web manager, e-commerce manager, web programmer, web technician, or web server administrator. A Certificate of Completion (CCL) in Web Development is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-3 credits
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
           Equivalent by Assessment 0-3

Required Courses: 36 credits
CIS105   Survey of Computer Information Systems 3
CIS117DM Microsoft Access: Database Management 3
CIS126DL Linux Operating System 3
CIS133DA Internet/Web Development Level I..3
+ CIS150   Programming Fundamentals 3
+ CIS166AE Web Scripting with PHP: Hypertext Preproc. (PHP)...........3
+ CIS225AB Object-Oriented Analysis and Design...................................3
+ CIS233DA Internet/Web Development Level II......................................3
+ CIS235   e-Commerce 3
+ CIS119DO Introduction to Oracle: SQL (3) **OR**
+ CIS217AM Adv. Microsoft Access: Database Management (3) **OR**
+ CIS276++ Any Database Management Systems course (3).................3
+ CIS159   Visual Basic Programming I (3) **OR**
+ CIS162++ Any C Programming course (3) **OR**
+ CIS163AA Java Programming: Level I (3) 3
+ CIS166AA Introduction to JavaScripting (3) **OR**
+ CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) 3

Restricted Electives: 3 credits
CIS224   Project Management Microsoft Project for Windows.......3
+ CIS226++ Any Internet/Intranet Server Administration course........3
+ CIS262++ Any C Programming course 3
CIS280   Current Topics in Computing..3
+ CIS290++ Any Computer Information Systems Internship course(s).3

General Education Requirements: 21-24 credits

CORE: 12-14 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
  Any approved general education Oral Communication course 3

Critical Reading
+ Met by CRE101 **OR**
  equivalent as indicated by assessment in Program Prerequisite area...0

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 9-10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course......2-3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course........................4

COMPUTER SCIENCE   CSC

Mathematics Division	CM 404	480.423.6581
CSC Course Coordinator, Gerald Thurman	CM 426	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:

+ CSC100   Intro to Computer Science (C++) (Non-CS majors) 3
+ CSC110   Introduction to Computer Science (Java) (CS majors) 3
+ CSC120   Digital Design Fundamentals (EEE120) 4
CSC180   Computer Literacy..3
+ CSC205   Object Oriented Programming and Data Structures 3
+ CSC230   Computer Organization and Assembly Lang. (EEE230) 4
+ CSC240   Introduction to Different Programming Languages..........3

Contact the CSC Course Coordinator for advice regarding particular needs.

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

CREATIVE WRITING   CRW

English, World Languages
and Journalism Division   LC 305   480.423.6459
Program Coordinator, Sandra Desjardins   LC 351   480.423.6415

Creative Writing

Academic Certificate - AC 6224N* (Shared)
24 credits

Description: The Academic Certificate (AC) in Creative Writing is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Program Prerequisites: None

Required Courses: 21 credits
ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150	Introduction to Creative Writing	3

CRW200 must be repeated for a total of two (2) credits.

+	CRW200	Readings for Writers (1)	2
+	CRW201	Portfolio	1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

Series I: Credits: 6
Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120	Introduction to Writing Children's Literature	3
CRW160	Introduction to Writing Poetry	3

CRW170	Introduction to Writing Fiction	3
CRW172	Introduction to Comic Book Writing	3
CRW180	Introduction to Writing Nonfiction	3
CRW190	Introduction to Screenwriting	3
THE118	Playwriting	3

Series II: Credits: 9
Students must complete three (3) of the following courses for a total of nine (9) credits.

+	CRW202	The Writer as Witness	3
+	CRW203	Dialogue	3
+	CRW204	Journaling	3
+	CRW220	Intermediate Writing Children's Literature	3
	CRW251	Topics in Creative Writing	3
+	CRW260	Intermediate Poetry Writing	3
+	CRW261	Topics in Writing: Poetry	3
+	CRW270	Intermediate Fiction Writing	3
+	CRW271	Topics in Writing: Fiction	3
+	CRW272	Planning and Structuring the Novel	3
+	CRW273	Writing the Novel	3
+	CRW274	Revising the Novel	3
+	CRW275	Writing the Mystery Story	3
+	CRW281	Topics in Writing: Non-Fiction	3
+	CRW290	Intermediate Screenwriting	3
+	CRW291	Topics in Writing: Plays	3

Restricted Electives: 3 credits

+	CRW+++++	Any CRW Creative Writing prefixed course not listed under Required Courses area.	1-3
	ENG235	Magazine Article Writing	3
	ENG260	Film Analysis (THE260)	3
+	ENH+++++	Any ENH English Humanities prefixed course	3
	HUM210	Contemporary Cinema (THF210)	3

CULINARY ARTS   CUL

Hospitality, Tourism,
and Culinary Arts Division   AP 253   480.423.6578
Program Director, Mark Dow   AP 254   480.423.6241

The Culinary Arts Program offers multiple certificate and AAS courses of study for students. Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at https://www.scottsdalecc.edu/programs/culinary-arts. The program is proud to be accredited by the American Culinary Federation.

Culinary Block Program

The Block Certificate Program accepts 30 students each semester through an application and interview process. Interested students are encouraged to apply well in advance of their intended semester of enrollment. A lab fee of $600.00 is required upon acceptance. ***Students must enroll concurrently in all courses in a block, regardless of previously completed coursework.***

Culinary Fundamentals Program

This online program of study is designed for individuals who wish to learn the fundamentals of culinary arts at

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*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.   (+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

SCOTTSDALE COMMUNITY COLLEGE   **www.scottsdalecc.edu**

home. These classes provide fundamental skills in Bakery/Pastry, Hot Foods and Garde Manger.

Commercial Bakery and Pastry Arts Program

The Commercial Bakery and Pastry Arts program (pages 86-87) offers students an opportunity to attend classes during afternoon and evening hours. Classes can be taken individually to meet a specific interest in food instruction, or multiple classes may be taken to obtain more in-depth knowledge. Classes include lab production in bakery and pastry as well as additional courses that cover owning and operating a bakery.

Culinary Arts

Certificate of Completion - CCL 5363
26 credits

Description: The Certificate of Completion (CCL) in Culinary Arts program is designed to train students who wish to become culinary industry professionals for diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for a variety of services, including full-service, buffet, banquet, and a la carte. Students rotate through all areas of food preparation and apply their knowledge and skills during lunch and dinner service aimed at our contemporary continental on-campus restaurants. An Associate in Applied Science (AAS) degree in Culinary Arts is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll concurrently in all courses in a block, regardless of previously completed coursework. A special fee of $600.00 is required each semester in addition to the regular tuition fees.

Admission Criteria:
Formal application and admission to the program is required. Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 26 credits
Block 1

CUL101	Culinary Fundamentals: Culinary Basics	3
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	3
CUL130	Savory Foods I	3
CUL160	Bakery and Pastry Production I	3
CUL170	Dining Room Operations I	3

Block 2

CUL120	Food Costing, Purchasing and Inventory Control	2
+ CUL230	Savory Foods II	3
+ CUL270	Dining Room Operations II	3
FON100	Introductory Nutrition	3

Culinary Arts

Associate in Applied Science - AAS 3564
60-65 credits

Description: The Associate in Applied Science (AAS) in Culinary Arts degree is designed to train students who wish to become culinary industry professionals for diverse food service operations. The program focuses on the preparation of casual and upscale cuisine for a variety of services, including full-service, buffet, banquet, and a la carte. Students rotate through all areas of food preparation and apply their knowledge and skills during lunch and dinner service aimed at our contemporary continental on-campus restaurants. The option of a Certificate of Completion (CCL) in Culinary Arts is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll concurrently in all courses in a block, regardless of previously completed coursework. A special fee of $600.00 is required each semester in addition to the regular tuition fees.

Admission Criteria:
Formal application and admission to the program is required. Placement into 100-level English, reading and math classes on the ASSET test or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 26 credits
Block 1

CUL101	Culinary Fundamentals: Culinary Basics	3
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	3
CUL130	Savory Foods I	3
CUL160	Bakery and Pastry Production I	3
CUL170	Dining Room Operations I	3

Block 2

CUL120	Food Costing, Purchasing and Inventory Control	2
+ CUL230	Savory Foods II	3
+ CUL270	Dining Room Operations II	3
FON100	Introductory Nutrition	3

Restricted Electives: 7-12 credits

CUL+++++	Any CUL Culinary Arts course(s) except courses used to satisfy Required Courses	1-6
FON+++++	Any FON Food and Nutrition courses	1-6
FRE+++++	Any FRE French courses	1-4
HRM+++++	Any HRM Hotel Restaurant Management courses	1-6
MGT+++++	Any MGT Management courses	1-6
SPA+++++	Any SPA Spanish courses	1-4

General Education Requirements: 22-27 credits
CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Programs

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Programs

+ ENG102   First-Year Composition (3) **OR**
+ ENG108   First-Year Composition for ESL (3) 6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
            equivalent as indicated by assessment...........................0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course........................4

Commercial Bakery and Pastry Arts

Certificate of Completion - CCL 5788
18 credits

Description: The Certificate of Completion (CCL) in Commercial Bakery and Pastry Arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 18 credits

CUL113	Commercial Baking Techniques..3
CUL119	Baking Theory and Retail Operations.....................................3
CUL127	Commercial Baking: Classical Desserts 3
+ CUL137	Specialty Breads and Breakfast Pastry 3
+ CUL215	Advanced Pastry Arts...3
+ CUL219	Professional Pastry Techniques..3

Commercial Bakery and Pastry Arts

Associate in Applied Science - AAS 3155
60 credits

Description: The Associate in Applied Science (AAS) in Commercial Bakery and Pastry Arts program is designed to teach baking and pastry techniques and fundamentals associated with that area of the culinary industry. Emphasis is on skills required for positions in commercial operations. Instruction includes principles for preparation, storage and serving bakery products, study of ingredients, preparation of classical and artisan breads, rich yeast doughs and edible centerpieces; decorative showpieces and special occasion cakes; basic business operation of a retail bakery.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria:
Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 18 credits

CUL113	Commercial Baking Techniques..3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

CUL119	Baking Theory and Retail Operations	3
CUL127	Commercial Baking: Classical Desserts	3
+ CUL137	Specialty Breads and Breakfast Pastry	3
+ CUL215	Advanced Pastry Arts	3
+ CUL219	Professional Pastry Techniques	3

Restricted Electives: 15-20 credits

Students should choose fifteen (15) to twenty (20) credits from the following list of courses to complete a minimum of 60 credits for the AAS degree.

CUL+++++	Any CUL Culinary Arts prefixed course(s) except courses used to satisfy Required Courses	1-20
FRE+++++	Any FRE French courses	1-4
HRM+++++	Any HRM Hotel Restaurant Management courses	1-20
MGT+++++	Any MGT Management courses	1-6
SPA+++++	Any SPA Spanish courses	1-4

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

| Any approved general education Oral Communication course | 3 |

Critical Reading

| + CRE101 | College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment | 0-3 |

Mathematics

| + Any approved general education Mathematics course | 3-5 |

DISTRIBUTION: 10 credits

Humanities, Arts and Design

| Any approved general education Humanities/Arts/Design course | 3 |

Social-Behavioral Sciences

| Any approved general education Social-Behavioral Sciences course | 3 |

Natural Sciences

| Any approved general education Natural Sciences course | 4 |

Culinary Fundamentals

Certificate of Completion - CCL 5532
16 credits

Description: The Certificate of Completion (CCL) in Culinary Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 12 credits

CUL101	Culinary Fundamentals: Culinary Basics	3
CUL102	Culinary Fundamentals: Hot Foods	3
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	3
CUL104	Culinary Fundamentals: Bakery and Pastry	3

Restricted Electives: 4 credits

| CUL+++++ | Any CUL Culinary Arts prefixed course(s) except courses used to satisfy Required Courses | 1-4 |

Culinary Fundamentals

Associate in Applied Science - AAS 3073
60 credits

Description: The Associate in Applied Science (AAS) in Culinary Fundamentals program is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 12 credits

CUL101	Culinary Fundamentals: Culinary Basics	3
CUL102	Culinary Fundamentals: Hot Foods	3
CUL103	Culinary Fundamentals: Breakfast and Garde Manger	3
CUL104	Culinary Fundamentals: Bakery and Pastry	3

Restricted Electives: 21-26 credits

Students should choose twenty-one (21) to twenty-six (26) credits from the following list of courses to complete a minimum of 60 credits for the AAS degree.

CUL+++++	Any CUL Culinary Arts prefixed course(s) except courses used to satisfy Required Courses	1-26
FRE+++++	Any FRE French courses	1-4
HRM+++++	Any HRM Hotel Restaurant Management courses	1-26
MGT+++++	Any MGT Management courses	1-6
SPA+++++	Any SPA Spanish courses	1-4

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

<u>Oral Communication</u>
Any approved general education Oral Communication course 3
<u>Critical Reading</u>
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
                    equivalent as indicated by assessment............................0-3
<u>Mathematics</u>
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits
<u>Humanities, Arts and Design</u>
Any approved general education Humanities/Arts/Design course..........3
<u>Social-Behavioral Sciences</u>
Any approved general education Social-Behavioral Sciences course......3
<u>Natural Sciences</u>
Any approved general education Natural Sciences course........................4

DANCE   DAN
HPERD Division   **PE 155   480.423.6606**
Program Director, Angela Rosenkrans   PE 151   480.423.6600

Dance Performance and Technology

Certificate of Completion - CCL 5979
41-48 credits

The Certificate of Completion (CCL) in Dance Performance and Technology is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. An Associate in Applied Science (AAS) degree in Dance Performance and Technology is also available.

Program Notes:

- Students must earn a grade of "C" or better in all courses within the program.
- P/Z classes do not apply to the degree.
- Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop.
- Students must attain a level 3 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 41-48 credits
THEORY COURSES: 26 Credits
  ART100   Introduction to Computer Graphic Art................................1
  DAH110   Dance in Film 3
  DAH190   Discovering Dance Careers..1
+ DAN170   Dance Kinesiology 3
  DAN210   Dance Production I 3
  DAN221   Rhythmic Awareness I.. 3
  DAN264   Choreography I 3
+ DAN272   Dance Technology 3
+ DAN280   Dance Practicum.. 2

+ DAN282AA Service-Learning Experience in Dance (1) **OR**
+ DAN296WA Cooperative Education (1) **OR**
+ DAN298AA Special Projects (1) 1

  MTC191   Electronic Music I 3

TECHNIQUE COURSES: 14-20 Credits
- Students must enroll in three of the following four styles of technique courses each semester.
- Students must attain a Level III in the following styles of technique before they can graduate.

  DAN131   Ballet I (1) 1-2
+ DAN134   Ballet II (1) 1-2
+ DAN231AA Ballet III: Intensive (2) 2-4
+ DAN234AA Ballet IV: Intensive (2) 2-4

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DAN132	Modern Dance I (1)	1-2
+ DAN135	Modern Dance II (1)	1-2
+ DAN232AA	Modern Dance III: Intensive (2)	2-4
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN133	Jazz Dance I (1)	1-2
+ DAN136	Jazz Dance II (1)	1-2
+ DAN233	Jazz Dance III (1)	1-2
+ DAN236	Jazz Dance IV (1)	1-2
DAN102AA	Hip Hop I (1)	1-2
+ DAN102AB	Hip Hop II (1)	1-2
+ DAN202AA	Hip Hop III (1)	1-2
+ DAN202AB	Hip Hop IV (1)	1-2

PERFORMANCE COURSES: 1-2 Credits
Admittance into performance classes is by audition only.

DAN150	Dance Performance I (1) **OR**	
+ DAN155	Dance Performance II (1) **OR**	
+ DAN250	Dance Performance III (1) **OR**	
+ DAN255	Dance Performance IV (1)	1-2

Dance Performance and Technology

Associate in Applied Science - AAS 3019
63-75 credits

Description: The Associate in Applied Science (AAS) in Dance Performance and Technology degree is designed for students who plan to enter the field of dance as performers, choreographers, teachers and multimedia technicians. The program provides classes in dance theory, performance, production, multimedia and the application of video and computer technology to dance. Students are offered the opportunity to demonstrate this knowledge by producing a short dance performance focusing on dance and camera techniques, lighting design, sound design, choreography for camera and non-linear editing techniques. A Certificate of Completion (CCL) in Dance Performance and Technology is also available.

Program Notes:

- Students must earn a grade of "C" or better in all courses within the program.
- P/Z classes do not apply to the degree.
- Students must enroll in three of the following styles of technique each semester: Ballet, Modern, Jazz and Hip Hop.
- Students must attain a level 3 in the following styles of technique before they can graduate: Ballet, Modern, Jazz and Hip Hop.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 41-48 credits

THEORY COURSES: 26 Credits

ART100	Introduction to Computer Graphic Art	1
DAH110	Dance in Film	3
DAH190	Discovering Dance Careers	1
+ DAN170	Dance Kinesiology	3
DAN210	Dance Production I	3
DAN221	Rhythmic Awareness I	3

DAN264	Choreography I	3
+ DAN272	Dance Technology	3
+ DAN280	Dance Practicum	2
+ DAN282AA	Service-Learning Experience in Dance (1) **OR**	
+ DAN296WA	Cooperative Education (1) **OR**	
+ DAN298AA	Special Projects (1)	1
MTC191	Electronic Music I	3

TECHNIQUE COURSES: 14-20 Credits
- Students must enroll in three of the following four styles of technique courses each semester.
- Students must attain a Level III in the following styles of technique before they can graduate.

DAN131	Ballet I (1)	1-2
+ DAN134	Ballet II (1)	1-2
+ DAN231AA	Ballet III: Intensive (2)	2-4
+ DAN234AA	Ballet IV: Intensive (2)	2-4
DAN132	Modern Dance I (1)	1-2
+ DAN135	Modern Dance II (1)	1-2
+ DAN232AA	Modern Dance III: Intensive (2)	2-4
+ DAN235AA	Modern Dance IV: Intensive (2)	2-4
DAN133	Jazz Dance I (1)	1-2
+ DAN136	Jazz Dance II (1)	1-2
+ DAN233	Jazz Dance III (1)	1-2
+ DAN236	Jazz Dance IV (1)	1-2
DAN102AA	Hip Hop I (1)	1-2
+ DAN102AB	Hip Hop II (1)	1-2
+ DAN202AA	Hip Hop III (1)	1-2
+ DAN202AB	Hip Hop IV (1)	1-2

PERFORMANCE COURSES: 1-2 Credits
Admittance into performance classes is by audition only.

DAN150	Dance Performance I (1) **OR**	
+ DAN155	Dance Performance II (1) **OR**	
+ DAN250	Dance Performance III (1) **OR**	
+ DAN255	Dance Performance IV (1)	1-2

General Education Requirements: 22-27 credits
CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

COM110	Interpersonal Communication (3) **OR**	
+ COM225	Public Speaking (3)	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR**	
	equivalent as indicated by assessment	0-3

Mathematics

+ MAT140	College Mathematics (5) **OR**	
+ MAT141	College Mathematics (4) **OR**	
+ MAT142	College Mathematics (3) **OR**	
	Satisfactory completion of higher level math course	3-5

Continued next page...

Programs

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

DISTRIBUTION: 10 credits

Humanities, Arts and Design

DAH100	Introduction to Dance (3) **OR**	
+ DAH250	Dance in Popular Culture (3) **OR**	
+ DAH255	Hip Hop Arts and Aesthetics (3)	3

Social-Behavioral Sciences

EDU222	Introduction to the Exceptional Learner	3

Natural Sciences

BIO160	Introduction to Human Anatomy and Physiology (4) **OR**	
+ BIO201	Human Anatomy and Physiology I (4)	4

DRAFTING   DFT
(ARCHITECTURAL TECHNOLOGY)

Applied Sciences Division	AP 237B	480.423.6599
Program Director, Myron Brower	AP 227	480.423.6229

Drafting and Computer-aided Drafting courses are administered through SCC's Architectural Technology Program.

See ARCHITECTURAL TECHNOLOGY (ARC), page 70.

EQUINE SCIENCE   EQS

Applied Sciences Division	AP 237B	480.423.6599
Program Director, Jay Clements	AP 229	480.423.6231

Equine Science

Certificate of Completion - CCL 5025
40-41 credits

Description: The Certificate of Completion (CCL) in 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 college or university. A Certificate of Completion (CCL) in Equine Science will be awarded upon satisfactory completion of the outlined program. An Associate in Applied Science (AAS) in Equine Science is also offered.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program.

Equine Science Essential Skills
It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretaries and Program Director.

Admission Criteria: None
Program Prerequisites: 0-11 credits

+ RDG091	College Preparatory Reading (3) **OR**	
	equivalent as indicated by placement test	0-3
	AND	
+ MAT081	Basic Arithmetic (4) **OR**	
+ MAT082	Basic Arithmetic (3 **OR**	
+ MAT083	Basic Arithmetic Expanded (5) **OR**	
	equivalent as indicated by placement test	0-5
	AND	
+ ENG091	Preparatory Academic Writing III (3) **OR**	
	equivalent as indicated by placement test	0-3

Required Courses: 37-38 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
+ EQS105	Principles of Equine Science	3
+ EQS120	Equine Anatomy and Physiology	4
+ EQS130	Equine Business and Law	3
+ EQS140	Equine Behavior	3
+ EQS162	Equine and Stable Management I	2
+ EQS200	Principles of Equine Nutrition	3
+ EQS220	Equine Reproduction	3
+ EQS225	Equine Health and Disease Management	3
+ EQS250	Equine Evaluation	3
+ EQS264	Equine and Stable Management II	4
+ EQS280	Equine Science Internship (3) **OR**	
+ EQS285	Equine Science Practicum (2)	 2-3
+ EQS283	Special Event Internship	1

Restricted Electives: 3 credits

EQS175	Introduction to Equine Therapies	2

EQS280 may not be selected as a Restricted Elective if it is used to satisfy Required Courses credits.

+ EQS280	Equine Science Internship	3
+ EQS283	Special Event Internship (1)	 1-2
	(EQS283 may be repeated.)	
MGT251	Human Relations in Business	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
+ PSY250	Social Psychology	3
SPA115	Beginning Spanish Conversation I	3

Equine Science

Associate in Applied Science - AAS 3022
62-68 credits

Description: The Associate in Applied Science (AAS) in Equine Science 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 college or university. An Associate in Applied Science (AAS) in Equine Science will be awarded upon satisfactory completion of the outlined program. A Certificate of Completion (CCL) in Equine Science is also offered.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program.

Equine Science Essential Skills

It is essential that Equine Science students be able to perform a number of physical activities in the hands-on portion of the program. At a minimum, students will be required to lift saddles and feed bags, lead, bathe and lunge horses, and clean stalls. Due to the environment, students will be exposed to dust from hay, bedding and footing. Students must be prepared to work with horses that may react quickly and explosively due to an unforeseen event. Students must be able to demonstrate calm and appropriate behavior under working conditions. The Essential Skills list is on file with the Division Secretaries and Program Director.

Admission Criteria: None
Program Prerequisites: 0-11 credits

+ RDG091	College Preparatory Reading (3) **OR** equivalent as indicated by placement test	0-3
	AND	
+ MAT081	Basic Arithmetic (4) **OR**	
+ MAT082	Basic Arithmetic (3 **OR**	
+ MAT083	Basic Arithmetic Expanded (5) **OR** equivalent as indicated by placement test	0-5
	AND	
+ ENG091	Preparatory Academic Writing III (3) **OR** equivalent as indicated by placement test	0-3

Required Courses: 37-38 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
+ EQS105	Principles of Equine Science	3
+ EQS120	Equine Anatomy and Physiology	4
+ EQS130	Equine Business and Law	3
+ EQS140	Equine Behavior	3
+ EQS162	Equine and Stable Management I	2
+ EQS200	Principles of Equine Nutrition	3
+ EQS220	Equine Reproduction	3
+ EQS225	Equine Health and Disease Management	3
+ EQS250	Equine Evaluation	3
+ EQS264	Equine and Stable Management II	4
+ EQS280	Equine Science Internship (3) **OR**	
+ EQS285	Equine Science Practicum (2)	2-3
+ EQS283	Special Event Internship	1

Restricted Electives: 3 credits

EQS175	Introduction to Equine Therapies	2

EQS280 may not be selected as a Restricted Elective if it is used to satisfy Required Courses credits.

+ EQS280	Equine Science Internship	3
+ EQS283	Special Event Internship (1)	1-2
	(EQS283 may be repeated.)	
MGT251	Human Relations in Business	3
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
+ PSY250	Social Psychology	3
SPA115	Beginning Spanish Conversation I	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

Any approved general education Oral Communication course ... 3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3

Mathematics

+ Any approved general education Mathematics course ... 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course ... 3

Social-Behavioral Sciences

PSY101	Introduction to Psychology	3

Natural Sciences

Any approved general education Natural Sciences course ... 4

FITNESS/NUTRITION — EXS, FON, HES, WED

HPERD Division	PE 155	480.423.6606
Program Contact, Amy Goff	PE 148	480.423.6685

Nutrition for Fitness and Wellness

Certificate of Completion - CCL 5302 (Shared)
22 credits

Description: The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness program is designed to provide personal trainers with a foundational nutrition background, in non-clinical settings. Students acquire the knowledge and skills to work in a general community setting, with a focus on improving well-being and healthy lifestyles.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 22 credits

EXS101	Introduction to Exercise Science	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness-Physiological Principles/Trng Techniques	3
FON100	Introductory Nutrition (3) **OR**	
FON+++++	Any equivalent FON Food and Nutrition course (3)	3
FON125	Intro to Professions in Food, Nutrition, and Dietetics	1
+ FON210	Sports Nutrition and Supplements for Physical Activity	3
+ FON230	Nutrition for Special Populations	3
+ FON247	Weight Management Theory	3

Personal Training Specialist

Certificate of Completion - CCL 5445 (Shared)
32-34.5 credits

Description: The Certificate of Completion (CCL) in Personal Training Specialist program is designed to help prepare students for employment in the fitness industry as a Personal Trainer. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, introduction into career options in the field of Exercise Science, Kinesiology and Physical Education/Coaching, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength and cardiorespiratory training techniques; a fundamental knowledge of nutrition, exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 28-28.5 credits
	BIO160	Introduction to Human Anatomy and Physiology (4) **OR**
+	BIO156	Introductory Biology for Allied Health (4) **OR**
+	BIO181	General Biology (Majors) I (4) 4
	EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) **OR**
	HES106	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.50) **OR**

Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification...0-0.50

	EXS101	Introduction to Exercise Science 3
	EXS112	Professional Applications of Fitness Principles 3
	EXS125	Introduction to Exercise Physiology 3
	EXS130	Strength Fitness-Physiological Principles/Trng Techniques...3
	EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques...3
	EXS145	Guidelines for Exercise Testing and Prescription...............3
	FON100	Introductory Nutrition (3) **OR**
	FON105	Nutrition Principles for Fitness Professionals (3) **OR**
	FON241	Principles of Human Nutrition (3)..3
+	EXS239	Practical Applications of Personal Trng Internship (3) **OR**
+	EXS239AA	Practical Applications of Personal Trng Internship (1) **OR**
+	EXS239AB	Practical Applications of Personal Trng Internship (2) .. 1-3

Restricted Electives: 4-6 credits
Choose a total of 4-6 credits from EXS, FON, HES, PED, and/or WED courses except courses used to satisfy Required Courses area. Maximum of three (3) credits of PED courses may be counted toward the Restricted Electives.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
PED+++++	Any PED Physical Education courses (maximum of 3 credits)
WED+++++	Any WED Wellness Education courses

Exercise Science and Personal Training

Associate in Applied Science - AAS 3059 (Shared)
64-69.5 credits

Description: The Associate in Applied Science (AAS) in Exercise Science and Personal Training program is designed to prepare students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, the National Academy of Sports Medicine (NASM) personal trainer certification and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to strengthen students' educational background in fitness and nutrition potentially increasing their marketability in these fields. This degree may also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health may also find this program appropriate.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 36-36.5 credits
	EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) **OR**
	HES106	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.50) **OR**

Current Basic Life Support (BLS) Health Care Provider/Professional Rescuer certification...0-0.50

	EXS101	Introduction to Exercise Science 3
	EXS112	Professional Applications of Fitness Principles 3
	EXS125	Introduction to Exercise Physiology 3
	EXS130	Strength Fitness-Physiological Principles/Trng Techniques...3
	EXS132	Cardio. Fitness: Physiological Principles/Trng Techniques...3
	EXS145	Guidelines for Exercise Testing and Prescription...............3
	EXS214	Instructional Comp.: Flexibility/Mind-Body Exercises 2
	EXS216	Instructional Comp.: Muscular Strength/Conditioning.....2
	EXS218	Instructional Comp.: Cardio. Exercises/Activities 2
+	EXS239	Practical Applications of Personal Trng Internship (3) **OR**
+	EXS239AA	Practical Applications of Personal Trng Internship (1) **AND**
+	EXS239AB	Practical Applications of Personal Trng Internship (2) 3
	FON100	Introductory Nutrition (3) **OR**
	FON105	Nutrition Principles for Fitness Professionals (3) **OR**
	FON241	Principles of Human Nutrition (3)..3
+	FON210	Sports Nutrition and Supplements for Physical Activity ..3
+	FON247	Weight Management Theory..3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Restricted Electives: 6 credits

Choose a total of six (6) credits from EXS, FON, HES, PED, and/or WED courses except courses used to satisfy Required Courses area. Maximum of three (3) credits of PED courses may be counted toward the Restricted Electives.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
PED+++++	Any PED Physical Education courses (maximum of 3 credits)
WED+++++	Any WED Wellness Education courses

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

+ COM225	Public Speaking	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3

Mathematics

Any approved general education course in Mathematics area, except MAT112.

The following courses or higher are recommended:

+ MAT120	Intermediate Algebra (5) **OR**	
+ MAT121	Intermediate Algebra (4) **OR**	
+ MAT122	Intermediate Algebra (3)	3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course	3

Social-Behavioral Sciences

HES100	Healthful Living (3) **OR**	
PSY101	Introduction to Psychology (3)	3

Natural Sciences

BIO160	Introduction to Human Anatomy and Physiology (4) **OR**	
+ BIO156	Introductory Biology for Allied Health (4) **OR**	
+ BIO181	General Biology (Majors) I (4)	4

GRAPHIC DESIGN · ART

Fine Arts Division   MUS 139   480.423.6328
Program Director, Peggy Deal   peggy.deal@scottsdalecc.edu

Graphic Design: Visual Communication

Certificate of Completion - CCL 5983
38-39 credits

Description: The Certificate of Completion (CCL) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Program is designed to provide students with training in fine art foundations,

design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites:

ART100	Introduction to Computer Graphic Art (1) **OR** Permission of Department	0-1

Required Courses: 30 credits

+ ADA/ART169	Two-Dimensional Computer Design	3
+ ADA/ART175	Electronic Publishing Design I	3
+ ADA/ART177	Computer-Photographic Imaging	3
ADA/ART248	Design Self Promotion	3
ARH110	History of Graphic Design	3
ART103	Typography in the Digital Age	3
ART104	Cross-Media Marketing for Designers	3
ART114	Digital Color	3
+ ART181	Graphic Design I	3
+ ART291	Digital Prepress	3

Restricted Electives: 8 credits

+ ADA/ART183	Computer Aided Graphic Arts I	3
+ ADA/ART289	Computer Illustration	3
ART142	Introduction to Digital Photography	3
ART150	Digital Storytelling (COM/STO150)	3
+ ART182	Graphic Design II	3
+ ART190	Art of Web Site Design (MMT190)	3
+ ART215	Advanced Electronic Publishing	3
+ ART296++	Any Cooperative Education course(s)	1-4
CIS133DA	Internet/Web Development - Level I	3

Graphic Design: Visual Communication

Associate in Applied Science - AAS 3052
60-66 credits

Description: The Associate in Applied Science (AAS) in Graphic Design: Visual Communication is designed for students who plan to enter the field of Design. Program is designed to provide students with training in fine art foundations, design principles, and in computer-generated design including layout, illustrations, typeface, color principles, photographic manipulation, and prepress ready graphic design.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites:

ART100	Introduction to Computer Graphic Art (1) **OR** Permission of Department	0-1

Required Courses: 30 credits

+ ADA/ART169	Two-Dimensional Computer Design	3
+ ADA/ART175	Electronic Publishing Design I	3

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ ADA/ART177 Computer-Photographic Imaging...3
ADA/ART248 Design Self Promotion 3
ARH110   History of Graphic Design...3
ART103   Typography in the Digital Age 3
ART104   Cross-Media Marketing for Designers...............................3
ART114   Digital Color 3
+ ART181   Graphic Design I 3
+ ART291   Digital Prepress 3

Restricted Electives: 11 credits
+ ADA/ART183 Computer Aided Graphic Arts I...3
+ ADA/ART289 Computer Illustration 3
ART142   Introduction to Digital Photography...................................3
ART150   Digital Storytelling (COM/STO150) 3
+ ART182   Graphic Design II 3
+ ART190   Art of Web Site Design (MMT190)................................3
+ ART215   Advanced Electronic Publishing..3
+ ART296++ Any Cooperative Education course(s).............................1-4
CIS133DA   Internet/Web Development - Level I...............................3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

<u>First-Year Composition</u>
+ Any approved general education First-Year Composition courses.......6

<u>Oral Communication</u>
Any approved general education Oral Communication course 3

<u>Critical Reading</u>
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
              equivalent as indicated by assessment. 0-3

<u>Mathematics</u>
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 7 credits

<u>Humanities, Arts and Design</u>
   Met by ARH110 in Required Courses area..0

<u>Social-Behavioral Sciences</u>
Any approved general education Social-Behavioral Sciences course......3

<u>Natural Sciences</u>
Any approved general education Natural Sciences course.......................4

HEALTH, PHYSICAL EDUCATION, RECREATION AND DANCE

HPERD Division   **PE 155   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

DAH250   Dance in Popular Culture 3
DAH255   Hip Hop: Arts, Aesthetic and Culture.....................................3
DAN101AC   Social Dance: Latin (Salsa/Bachata) 1
DAN101AE   Social Dance: Tango..1
DAN102AA   Hip Hop I...1
DAN102AB   Hip Hop II..1
DAN131   Ballet I...1
DAN132   Modern Dance I...1
DAN133   Jazz Dance I 1
DAN134   Ballet II..1
DAN135   Modern Dance II..1
DAN136   Jazz Dance II 1
DAN138   Dance Seminar I 1
DAN150   Dance Performance I 1
DAN155   Dance Performance II 1
DAN170   Dance Kinesiology 3
DAN210   Dance Production I 3
DAN221   Rhythmic Awareness I...2
DAN231AA   Ballet III: Intensive 2
DAN232AA   Modern Dance III: Intensive 2
DAN233   Jazz Dance III 1
DAN234AA   Ballet IV: Intensive 2
DAN235AA   Modern Dance IV: Intensive 2
DAN236AA   Jazz Dance IV: Intensive 2
DAN238   Dance Seminar II 1
DAN264   Choreography I..3
DAN272   Dance Technology...3
DAN275   Choreography for Film and Video 3
DAN285AA   Multimedia Performance Ensemble.......................................3
DAN291AC   Dance Conservatory II 3
EXS101   Introduction to Exercise Science 3
EXS112   Professional Applications of Fitness Principles.................3
EXS125   Introduction to Exercise Physiology 3
EXS130   Strength Fitness: Physiological Principles/Trng Techniques.....3
EXS132   Cardio. Fitness: Physiological Principles/Trng Techniques...3
EXS145   Guidelines for Exercise Testing and Prescription..............3
EXS214   Instructional Comp.: Flexibility/Mind-Body Exercises 2
EXS216   Instructional Comp.: Muscular Strength/Conditioning.....2
EXS218   Instructional Comp.: Cardio. Exercises/Activities 2
EXS239AA-AB Practical Applications of Personal Trng Internship........1-2
EXS265   Theory of Coaching 3
EXS281   Methods of Coaching 3
FON100   Introductory Nutrition..3
FON125   Intro to Professions in Food, Nutrition, and Dietetics.......3
FON143   Food and Culture 3
FON210   Sports Nutrition and Supplements for Physical Activity..3
FON230   Nutrition for Special Populations 3
FON241   Principles of Human Nutrition (FON241LL Lab 1 Cr.).........3
FON247   Weight Management Theory..3
FON296++   Cooperative Education 1-4
HES100   Healthful Living 3
HES154   First Aid/Cardiopulmonary Resuscitation 3
HES201   Substance Abuse and Behavior...3
HES210   Cultural Aspects of Health and Illness..................................3
HES271   Prevention and Treatment of Athletic Injuries....................3
PED+++++   Physical Activities 101, 103, 201, 202............................1
PED115   Lifetime Fitness...2
PED150   Tradition and Practice of Yoga I..2
PED155   Tradition and Practice of Yoga II 2

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

PED158	Tradition and Practice of Yoga III	2
PED270	Teaching Yoga: Level I	2
PED271	Teaching Yoga: Level II	2
PED272	Teaching Yoga: Alignments and Adjustments	2
PED274	Teaching Yoga: Practicum	1
PED288	Yoga Therapy Practicum	2
PED280	Introduction to Yoga Therapy	2
PED281	Yoga Therapy - Upper Body Principles	2
PED283	Yoga Therapy - Low Back Principles	2
PED284	Yoga Therapy - Knee Principles	2
REC120	Leisure and the Quality of Life	3
REC150AB	Outdoor Adventure Skills	3
REC155A(A-K)	Outdoor activity courses include: Backpacking, Outdoor Rock Climbing, Indoor Rock Climbing, Kayaking, Caving, Leave No Trace Trainer, Canyoneering, Hiking, Outdoor Survival	1
REC210	Leisure Delivery Systems	3
REC230	Recreation Programming	3
REC240	Wilderness First Responder	3
REC250	Recreation Leadership	3
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2
WED172	Overview of Herbal Remedies	1
WED181	Essential Oil Properties and Formulation	1
WED183	Introduction to Ayurvedic Principles	2
WED185	Overview of Movement Therapy	2
WED218	Aromatherapy	1

HOSPITALITY AND TOURISM/ GOLF MANAGEMENT   HRM

Hospitality, Tourism,
and Culinary Arts Division   AP 253   480.423.6578
Program Director, Janelle Hoffman   AP 246   480.423.6260

Hospitality and Tourism/Golf Management

Certificate of Completion - CCL 5076
41 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Golf Management program offers students access to a variety of career paths. The program is designed to prepare students for positions leading to careers such as teaching pros, golf directors, club managers, camp directors, pro shop managers, manufacturer sales representatives and other positions in golf, recreation and business. The curriculum is designed to prepare students with a business core providing emphasis in customer service, physical activities, and coaching theory and techniques.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 35 credits

ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)	3
EXS265GO	Golf Theory of Coaching	3
EXS281GO	Golf: Methods of Coaching	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
+ HRM235	Club Management	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM270	Hospitality Marketing	3
PED101GO	Golf (1) **OR**	
PED102GO	Golf-Intermediate (1) **OR**	
PED201GO	Golf-Advanced (1)	2
REC210	Leisure Delivery Systems	3

Restricted Electives: 6 credits

CSM101	Quality Customer Service (TMQ101)	3
EXS101	Intro Exercise Science, Kinesiology, and Physical Educ.	3
HES100	Healthful Living	3
HES271	Prevention and Treatment of Athletic Injuries	3
HRM145	Events Management	3
HRM275	Restaurant Management	3
+ HRM280	Hospitality and Tourism Law	3
+ HRM296WC	Cooperative Education (3) **OR**	
+ PED296WC	Cooperative Education (3)	3
+ PSY215	Introduction to Sport Psychology	3

Hospitality and Tourism/Golf Management

Associate in Applied Science - AAS 3557
63-68 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Golf Management degree offers students access to a variety of career paths. The program is designed to prepare students for positions leading to careers such as teaching pros, golf directors, club managers, camp directors, pro shop managers, manufacturer sales representatives and other positions in golf, recreation and business. The curriculum is designed to prepare students with a firm business core providing emphasis in customer service, physical activities, and coaching theory and techniques.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 35 credits

Continued next page...

ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)....3	
EXS265GO	Golf Theory of Coaching..3	
EXS281GO	Golf: Methods of Coaching 3	
HES154	First Aid/Cardiopulmonary Resuscitation 3	
HRM110	Introduction to Hospitality and Tourism Management 3	
+ HRM150	Hospitality and Tourism Information Systems I.................3	
+ HRM220	Hospitality Managerial Accounting 3	
+ HRM235	Club Management 3	
+ HRM260	Hospitality Human Resource Management 3	
+ HRM270	Hospitality Marketing 3	
PED101GO	Golf (1) **OR**	
PED102GO	Golf-Intermediate (1) **OR**	
PED201GO	Golf-Advanced (1)...2	
REC210	Leisure Delivery Systems 3	

Restricted Electives: 6 credits

CSM101	Quality Customer Service (TMQ101)......................................3
EXS101	Intro Exercise Science, Kinesiology, and Physical Educ.....3
HES100	Healthful Living 3
HES271	Prevention and Treatment of Athletic Injuries...................3
HRM145	Events Management 3
HRM275	Restaurant Management 3
+ HRM280	Hospitality and Tourism Law..3
+ HRM296WC	Cooperative Education (3) **OR**
+ PED296WC	Cooperative Education (3)..3
+ PSY215	Introduction to Sport Psychology 3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3) 6	

Oral Communication

COM100	Introduction to Human Communication (3) **OR**
COM110	Interpersonal Communication (3) **OR**
COM230	Small Group Communication (3)...3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR**
	equivalent as indicated by assessment. 0-3

Mathematics

+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences

ECN211	Macroeconomic Principles (3) **OR**
ECN212	Microeconomic Principles (3) **OR**
PSY101	Introduction to Psychology (3) **OR**
REC120	Leisure and the Quality of Life (3)..3

Natural Sciences

Any approved general education Natural Sciences course......................4

HOSPITALITY AND TOURISM/   HRM
HOTEL MANAGEMENT

Hospitality, Tourism,

and Culinary Arts Division	AP 253	480.423.6578
Program Director, Janelle Hoffman	AP 246	480.423.6260

Hospitality and Tourism/Hotel Management

Certificate of Completion - CCL 5086
39 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Hotel Management program is designed to prepare graduates for management careers in the hotel and resort industry. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand with employers.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits

ACC211	Financial Accounting (3) **OR**
+ HRM265	Financial Management for Hospitality and Tourism (3)....3
HRM110	Introduction to Hospitality and Tourism Management 3
HRM120	Hotel Facility Management 3
HRM130	Guest Services Management..3
HRM140	Food Production Concepts 3
+ HRM150	Hospitality and Tourism Information Systems I.................3
+ HRM220	Hospitality Managerial Accounting 3
+ HRM250	Hospitality and Tourism Information Systems II...............3
+ HRM260	Hospitality Human Resource Management 3
+ HRM270	Hospitality Marketing 3
+ HRM280	Hospitality and Tourism Law..3

Restricted Electives: 6 credits

CSM101	Quality Customer Service (TQM101)......................................3
HRM142	Wine: From Vine to Table...3
HRM145	Events Management 3
HRM230	Beverage Management...3
+ HRM235	Club Management 3
+ HRM240	Commercial Food Production 3
HRM275	Restaurant Management 3
+ HRM290	Ecotourism 3
HRM296WC	Cooperative Education 3
REC210	Leisure Delivery Systems 3

(+) indicates course prerequisites/corequisites   (++) indicates any suffixed courses

Hospitality and Tourism/Hotel Management

Associate in Applied Science - AAS 3086
61-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Hotel Management degree is designed to prepare graduates for management careers in the hotel and resort industry. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science with a mix of humanities, natural sciences, as well as social and behavioral sciences. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand with employers.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits
ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM120	Hotel Facility Management	3
HRM130	Guest Services Management	3
HRM140	Food Production Concepts	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
+ HRM250	Hospitality and Tourism Information Systems II	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM270	Hospitality Marketing	3
+ HRM280	Hospitality and Tourism Law	3

Restricted Electives: 6 credits
CSM101	Quality Customer Service (TQM101)	3
HRM142	Wine: From Vine to Table	3
HRM145	Events Management	3
HRM230	Beverage Management	3
+ HRM235	Club Management	3
+ HRM240	Commercial Food Production	3
HRM275	Restaurant Management	3
+ HRM290	Ecotourism	3
+ HRM296WC	Cooperative Education	3
REC210	Leisure Delivery Systems	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits
First-Year Composition
+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits
Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course 3

Social-Behavioral Sciences
ECN211	Macroeconomic Principles (3) **OR**	
ECN212	Microeconomic Principles (3) **OR**	
PSY101	Introduction to Psychology (3) **OR**	
REC120	Leisure and the Quality of Life (3)	3

Natural Sciences
Any approved general education Natural Sciences course 4

HOSPITALITY AND TOURISM/ RESTAURANT MANAGEMENT   HRM

Hospitality, Tourism, and Culinary Arts Division	AP 253	480.423.6578
Program Director, Janelle Hoffman	AP 246	480.423.6260

Hospitality and Tourism/Restaurant Management

Certificate of Completion - CCL 5560
39 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Restaurant Management program is designed to prepare graduates for management careers in restaurants and commercial food service management. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand in the field of hospitality and tourism.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits
ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM140	Food Production Concepts	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
HRM230	Beverage Management	3
+ HRM250	Hospitality and Tourism Information Systems II	3

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ HRM260   Hospitality Human Resource Management 3
+ HRM270   Hospitality Marketing 3
   HRM275   Restaurant Management 3
+ HRM280   Hospitality and Tourism Law 3

Restricted Electives: 6 credits
   CSM101   Quality Customer Service (TQM101) 3
   HRM142   Wine: From Vine to Table 3
   HRM145   Events Management 3
+ HRM235   Club Management 3
+ HRM240   Commercial Food Production 3
+ HRM296WC Cooperative Education 3

Hospitality and Tourism/Restaurant Management

Associate in Applied Science - AAS 3560
61-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Restaurant Management degree is designed to prepare graduates for management careers in restaurants and commercial food service management. The program stresses written and oral communication, mathematical reasoning, business applications, and computer science with a mix of humanities, natural sciences, as well as social and behavioral sciences. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand in the field of hospitality and tourism.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits
   ACC211   Financial Accounting (3) **OR**
+ HRM265   Financial Management for Hospitality and Tourism (3) 3
   HRM110   Introduction to Hospitality and Tourism Management 3
   HRM140   Food Production Concepts 3
+ HRM150   Hospitality and Tourism Information Systems I 3
+ HRM220   Hospitality Managerial Accounting 3
   HRM230   Beverage Management 3
+ HRM250   Hospitality and Tourism Information Systems II 3
+ HRM260   Hospitality Human Resource Management 3
+ HRM270   Hospitality Marketing 3
   HRM275   Restaurant Management 3
+ HRM280   Hospitality and Tourism Law 3

Restricted Electives: 6 credits
   CSM101   Quality Customer Service (TQM101) 3
   HRM142   Wine: From Vine to Table 3
   HRM145   Events Management 3
+ HRM235   Club Management 3
+ HRM240   Commercial Food Production 3
+ HRM296WC Cooperative Education 3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   First-Year Composition for ESL (3) 6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
           equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course 3

Social-Behavioral Sciences
   ECN211   Macroeconomic Principles (3) **OR**
   ECN212   Microeconomic Principles (3) **OR**
   PSY101   Introduction to Psychology (3) **OR**
   REC120   Leisure and the Quality of Life (3) 3

Natural Sciences
Any approved general education Natural Sciences course 4

HOSPITALITY AND TOURISM/   HRM
SPA AND WELLNESS CENTER MANAGEMENT

Hospitality, Tourism,
and Culinary Arts Division   AP 253   480.423.6578
Program Director, Janelle Hoffman   AP 246   480.423.6260

Hospitality and Tourism/Spa and Wellness Center Management

Certificate of Completion - CCL 5524
39 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Spa and Wellness Center Management program is designed to prepare graduates for management careers in spa and wellness center management. The program is designed to prepare students with an industry-specific business foundation combined with an overview of healthful living courses with specific application to spa and wellness center management. The curriculum is designed with a specific mix of skills that are in demand with employers in this specific segment of the hospitality industry.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits

ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)	3
HES100	Healthful Living	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM130	Guest Services Management	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM270	Hospitality Marketing	3
+ HRM280	Hospitality and Tourism Law	3
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2

Restricted Electives: 6 credits

CSM101	Quality Customer Service (TMQ101)	3
EXS112	Professional Applications of Fitness Principles	3
EXS130	Strength Fitness-Phys. Principles/Training Techniques	3
HRM145	Events Management	3
+ HRM235	Club Management	3
+ HRM250	Hospitality and Tourism Information Systems II	3
+ HRM290	Ecotourism	3
+ HRM296WC	Cooperative Education (3) **OR**	
+ PED296WC	Cooperative Education (3)	3
PED101TC	Tai Chi (1) **OR**	
PED102TC	Tai Chi - Intermediate (1) **OR**	
PED103TC	Tai Chi (0.5) **OR**	
PED201TC	Tai Chi - Advanced (1)	1
PED101YO	Yoga (1) **OR**	
PED102YO	Yoga - Intermediate (1) **OR**	
PED103YO	Yoga (0.5) **OR**	
PED201YO	Yoga - Advanced (1)	1
PED116	Cardiovascular Fitness	2
WED151	Introduction to Alternative Medicine	3
WED172	Overview of Herbal Remedies	1
WED195AA	Special Topics in Wellness Education A	0.5
WED195AB	Special Topics in Wellness Education A	1
WED195AC	Special Topics in Wellness Education A	2
WED218	Aromatherapy	1

Hospitality and Tourism/Spa and Wellness Center Management

Associate in Applied Science - AAS 3079
61-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Spa and Wellness Center Management degree is designed to prepare graduates for management careers in spa and wellness center management. The program is designed to prepare students with an industry-specific business foundation combined with an overview of healthful living courses with specific application to spa and wellness center management. The curriculum is designed with a specific mix of skills that are in high demand with employers in a rapid-growth segment of the hospitality industry.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits

ACC211	Financial Accounting (3) **OR**	
+ HRM265	Financial Management for Hospitality and Tourism (3)	3
HES100	Healthful Living	3
HES154	First Aid/Cardiopulmonary Resuscitation	3
HRM110	Introduction to Hospitality and Tourism Management	3
HRM130	Guest Services Management	3
+ HRM150	Hospitality and Tourism Information Systems I	3
+ HRM220	Hospitality Managerial Accounting	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM270	Hospitality Marketing	3
+ HRM280	Hospitality and Tourism Law	3
WED162	Meditation and Wellness	1
WED165	Overview of Massage Therapy	2

Restricted Electives: 6 credits

CSM101	Quality Customer Service (TQM101)	3
EXS112	Professional Applications of Fitness Principles	3
EXS130	Strength Fitness-Phys. Principles/Training Techniques	3
HRM145	Events Management	3
+ HRM235	Club Management	3
+ HRM250	Hospitality and Tourism Information Systems II	3
+ HRM290	Ecotourism	3
+ HRM296WC	Cooperative Education (3) **OR**	
+ PED296WC	Cooperative Education (3)	3
PED101TC	Tai Chi (1) **OR**	
PED102TC	Tai Chi - Intermediate (1) **OR**	
PED103TC	Tai Chi (0.5) **OR**	
PED201TC	Tai Chi - Advanced (1)	1
PED101YO	Yoga (1) **OR**	
PED102YO	Yoga - Intermediate (1) **OR**	
PED103YO	Yoga (0.5) **OR**	
PED201YO	Yoga - Advanced (1)	1
PED116	Cardiovascular Fitness	2
WED151	Introduction to Alternative Medicine	3
WED172	Overview of Herbal Remedies	1
WED195AA	Special Topics in Wellness Education A	0.5
WED195AB	Special Topics in Wellness Education A	1
WED195AC	Special Topics in Wellness Education A	2
WED218	Aromatherapy	1

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   First-Year Composition for ESL (3) 6

Oral Communication

   COM100   Introduction to Human Communication (3) **OR**
   COM110   Interpersonal Communication (3) **OR**
   COM230   Small Group Communication (3)..3

Critical Reading

+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
                equivalent as indicated by assessment. 0-3

Mathematics

+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences

   ECN211   Macroeconomic Principles (3) **OR**
   ECN212   Microeconomic Principles (3) **OR**
   PSY101   Introduction to Psychology (3) **OR**
   REC120   Leisure and the Quality of Life (3)..3

Natural Sciences

Any approved general education Natural Sciences course.......................4

HOSPITALITY AND TOURISM/   HRM TOURISM DEVELOPMENT AND MANAGEMENT

Hospitality, Tourism,
and Culinary Arts Division   AP 253   480.423.6578
Program Director, Janelle Hoffman   AP 246   480.423.6260

Hospitality and Tourism/Tourism Development and Management

Certificate of Completion - CCL 5607
39 credits

Description: The Certificate of Completion (CCL) in Hospitality and Tourism/Tourism Development and Management is designed to prepare graduates for management careers in tourism development and management. The program provides an industry-specific planning and management foundation that examines tourism sectors, consumer behavior, and factors that influence tourism development and promotion. Graduates acquire a specific mix of skills that focus on the interaction of tourism with the economy, environment, and people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits

HRM110	Introduction to Hospitality and Tourism Management	3
HRM145	Events Management	3
+ HRM146	International Meetings, Conventions and Exhibitions	3
+ HRM150	Hospitality and Tourism Information Systems I	3
HRM160	Tourism Principles and Practices	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM265	Financial Management for Hospitality and Tourism	3
+ HRM270	Hospitality Marketing	3
+ HRM280	Hospitality and Tourism Law	3
+ HRM290	Ecotourism	3
REC210	Leisure Delivery Systems	3

Restricted Electives: 6 credits

GCU121	World Geography I: Eastern Hemisphere (3) **OR**	
GCU122	World Geography II: Western Hemisphere (3)	3
+ HRM235	Club Management	3
+ HRM250	Hospitality and Tourism Information Systems II	3
+ HRM296WC	Cooperative Education	3
REC120	Leisure and the Quality of Life	3

Hospitality and Tourism/Tourism Development and Management

Associate in Applied Science - AAS 3101
61-66 credits

Description: The Associate in Applied Science (AAS) in Hospitality and Tourism/Tourism Development and Management program is designed to prepare graduates for management careers in tourism development and management. The program provides an industry-specific planning and management foundation that examines tourism sectors, consumer behavior, and factors that influence tourism development and promotion. Graduates acquire a specific mix of skills that focus on the interaction of tourism with the economy, environment, and people.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33 credits

HRM110	Introduction to Hospitality and Tourism Management	3
HRM145	Events Management	3
+ HRM146	International Meetings, Conventions and Exhibitions	3
+ HRM150	Hospitality and Tourism Information Systems I	3
HRM160	Tourism Principles and Practices	3
+ HRM260	Hospitality Human Resource Management	3
+ HRM265	Financial Management for Hospitality and Tourism	3
+ HRM270	Hospitality Marketing	3
+ HRM280	Hospitality and Tourism Law	3
+ HRM290	Ecotourism	3
REC210	Leisure Delivery Systems	3

Restricted Electives: 6 credits

GCU121	World Geography I: Eastern Hemisphere (3) **OR**	
GCU122	World Geography II: Western Hemisphere (3)	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ HRM235   Club Management 3
+ HRM250   Hospitality and Tourism Information Systems II................3
+ HRM296WC Cooperative Education 3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   First-Year Composition for ESL (3) 6

Oral Communication
+ COM225   Public Speaking 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
              equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences
    ECN211   Macroeconomic Principles (3) **OR**
    ECN212   Microeconomic Principles (3) **OR**
    PSY101   Introduction to Psychology (3) **OR**
    REC120   Leisure and the Quality of Life (3)...3

Natural Sciences
Any approved general education Natural Sciences course........................4

INTERIOR DESIGN   INT

Applied Sciences Division   AP 237B   480.423.6599
Program Director, Charles Cooper   AP 216C   480.423.6436

Interior Design

Associate in Applied Science - AAS 3122
61-66 credits

Description: The Associate in Applied Science (AAS) in Interior Design program is designed to equip students with a background in the conceptual, technical and historical aspects of interior design. Students study basic design, color, history of architecture and furniture, interior materials, hand and computer drafting, space planning, and presentation techniques. The curriculum consists of an Associate in Applied Science (AAS) in Interior Design that provides foundational knowledge and skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 42 credits
    ARC141   Architectural CAD I: Introduction 3
+ ARC142   Architectural CAD II: Plans and Elevations...........................3
    INT105   Introduction to Interior Design..3

    INT115   Historical Architecture and Furniture.....................................3
    INT120   Modern Architecture and Furniture 3
+ INT145   Drawing and Rendering..3
    INT150   Color and Design...3
    INT160   Fabrics for Interiors 3
+ INT170   Interior Materials 3
+ INT190   Space Planning 3
+ INT215   Professional Practices...3
+ INT225   History of Decorative Arts 3
+ INT230   Presentation Techniques 3
+ INT240   Kitchen and Bath Design 3

General Education Requirements: 19-24 credits

CORE: 12-17 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
              equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 7 credits

Humanities, Arts and Design
    Met by INT115 and INT120 in Required Courses area..............................0

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course........................4

JOURNALISM   JRN

**English, World Languages
and Journalism Division**   LC 305   480.423.6459
Program Contact, Larry Tualla   LC 312   480.423.6773

Journalism and New Media Studies

Associate in Applied Science - AAS 3120
60-66 credits

Description: The Associate in Applied Science (AAS) in Journalism and New Media Studies program is designed to provide students with general, practical and marketable skills that will enable them to seek entry-level employment in news and feature writing for newspapers, magazines, community journals, online websites and radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. News judgment is also integrated as a critical component of the program. An awareness of global and cultural differences also forms a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 38-39 credits

CIS105	Survey of Computer Information Systems (3) **OR**	
BPC110	Computer Usage and Applications (3)	3
JRN125	Photo Editing	3
+ JRN201	News Writing	3
+ JRN203	Writing for Online Media	3
+ JRN205	Copyediting	3
+ JRN212	Broadcast Writing	3
+ JRN215	News Production	3
JRN225	Photojournalism	3
+ JRN234	Feature Writing (3) **OR**	
ENG235	Magazine Article Writing (3)	3
+ JRN236	Advanced Practicum: Public Relations (3) **OR**	
+ JRN240AC	Journalism Internship (3)	3
JRN290	Publications Portfolio	1
+ JRN298AA	Special Projects (1) **OR**	
+ JRN298AB	Special Projects (2)	1-2
+ MCO120	Media and Society	3
+ MCO220	Cultural Diversity and the Media	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3)	6

Oral Communication

COM100	Introduction to Human Communication (3) **OR**	
COM110	Interpersonal Communication (3) **OR**	
+ COM225	Public Speaking (3) **OR**	
COM230	Small Group Communication (3)	3

Critical Reading

+ CRE101	College Critical Reading and Critical Thinking (3) **OR**	
	equivalent as indicated by assessment.	0-3

Mathematics

+ MAT140	College Mathematics (5) **OR**	
+ MAT141	College Mathematics (4) **OR**	
+ MAT142	College Mathematics (3) **OR**	
	Satisfactory completion of a higher level mathematics course	3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course 3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course 3

Natural Sciences
Any approved general education Natural Sciences course 4

MOTION PICTURE/TV PRODUCTION   TCM

Scottsdale School of Film+Theatre   LC 404   480.423.6076
Program Contact: Bill True   FSH 107   480.423.6657

The Associate in Applied Science (AAS) in 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. Students will receive "hands-on" practical training in a fine arts learning environment and may select one or more of several specialization tracks within the degree. Certificates of Completion (CCL) in Screenwriting, Production: Film, Production: Television, and Editing programs are also available.

Requirements for the AAS Degree and Certificates of Completion

Program Common Core: 18-21 Credits
The Common Core courses listed below are required for all of the certificate programs and the AAS degree.

Required Core Courses: 18-21 credits

TCM100	Digital Multimedia (3) **OR**	
	Permission of Program Director	0-3
TCM107	Career Pathways in the Media	3
TCM121	Story Theory for Film, Television and Media	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
THF205	Introduction to Cinema (HUM205)	3

Program Tracks
In addition to the courses required in the Program 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 pages listed below):

Motion Picture/Television Production

Associate in Applied Science - AAS 3572
60-71 credits

The general studies requirement of 19-24 credits must be completed in addition to the credits earned in the Program Common Core, a Program Track and the Restricted Electives to earn the total of 60-71 credits required for the AAS in Motion Picture/Television Production.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 32-47 credits
   See specialization tracks for list of courses.

Restricted Electives: 0-9 credits
Students must choose the appropriate number of credits to meet the program total for completion of the degree. Selected courses will not apply in both Required courses and Restricted Electives areas.

Track I: Certificate of Completion (CCL) in Screenwriting........................6-9
   See Screenwriting CCL for list of Restricted Elective courses.

Track II: Certificate of Completion (CCL) in Production: Television........ 0-1
+ TCM294AA Special Topics in Motion Picture/Television Production...1
+ TCM296WA Cooperative Education 1
+ TCM298AA Special Projects 1

Track III: Certificate of Completion (CCL) in Production: Film.....................0

Track IV: Certificate of Completion (CCL) in Editing 0

General Education Requirements: 19-24 credits

CORE: 12-17 credits
First-Year Composition
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   FIrst-Year Composition for ESL (3)..6
Oral Communication
Any approved general education Oral Communication course 3
Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
               equivalent as indicated by assessment. 0-3
Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 7 credits
Humanities, Arts and Design
Met by THF/HUM205 in the Required Courses area. 0
Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3
Natural Sciences
Any approved general education Natural Sciences course 4

Screenwriting

Certificate of Completion - CCL 5993
38-49 credits

Description: The Certificate of Completion (CCL) in Screenwriting program is designed for students who plan to enter the field of Motion Picture/Television Production

as screenwriters. Students are provided opportunity for hands-on training in development and writing for Motion Picture/TV Production, with an emphasis on story theory and format for features, TV and other media. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

Program Notes: ENG101/107 and ENG102/108 are needed only if students choose the ENG210 option in the Required Courses area. Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None

Program Prerequisites: 0-6 credits
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   FIrst-Year Composition for ESL (3) **OR**
               Permission of Program Director......................................0-6

Required Courses: 32-37 credits
+ ENG210   Creative Writing (3) **OR**
  THE118   Playwriting (3)..3
  ENH110   Introduction to Literature 3
  TCM100   Digital Multimedia (3) **OR**
               Permission of Program Director................................0-3
  TCM107   Career Pathways in the Media 3
  TCM121   Story Theory for Film, Television and Media.............3
+ TCM134   Pre-Production for Motion Picture and Television 3
+ TCM135   Production for Motion Picture and Television 3
+ TCM136   Post-Production for Motion Picture and Television...........3
+ TCM242AA Professional Portfolio in Screenwriting (2) **OR**
+ TCM275   Advanced Portfolio Production (4)....................................2-4
  THF205   Introduction to Cinema (HUM205)..3

Students must select one (1) of the following two (2) tracks:

Emphasis I: Feature   Credits: 6
+ TCM123   Feature Screenwriting: First Draft.......................................3
+ TCM223   Feature Screenwriting: The Rewrite....................................3
Emphasis II: Television   Credits: 6
+ TCM124   Television Screenwriting: Existing Programs 3
+ TCM224   Television Screenwriting: The TV Pilot.................................3

Restricted Electives: 6 credits
Choose a total of six (6) credits except courses used to satisfy Required Courses area.

+ TCM117   Introduction to Cinematography..3
+ TCM123   Feature Screenwriting: First Draft.......................................3
+ TCM124   Television Screenwriting: Existing Programs 3
+ TCM223   Feature Screenwriting: The Rewrite....................................3
+ TCM224   Television Screenwriting: The TV Pilot................................3
+ TCM230   Motion Picture Directing 4
+ TCM241   AVID Media Composer Editing 4
  TCM260   Film/Video Producing and Financing...................................3
+ TCM275   Advanced Portfolio Production 4
+ TCM294++   Special Topics in Motion Picture/TV Prod. course 1-3
+ TCM296++   Any Cooperative Educationcourse(s).............................. 1-4
+ THF209   Acting for the Camera...3
  THF210   Contemporary Cinema (HUM210)...3

Continued next page...

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Programs

Programs

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Production: Television

Certificate of Completion - CCL 5973
40-44 credits

Description: The Certificate of Completion (CCL) in Production: Television program is designed for students who plan to enter the field of Motion Picture/Television Production in the specific area of broadcasting. Students are provided experiences for hands-on training in Motion Picture/Television Production, in media theory, and in the production of both live and pre-recorded television shows including news, sports, commercials, on-the-scene reporting, interviewing, and studio anchoring. Technical elements stressed include multi-camera techniques in studio, on-location shooting, editing, sound, graphics, and the operation of the studio. An Associate in Applied Science degree (AAS) in Motion Picture/Television Production is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 40-44 credits

TCM100	Digital Multimedia (3) **OR**	
	Permission of Program Director	0-3
TCM107	Career Pathways in the Media	3
+ TCM117	Introduction to Cinematography	3
TCM118	Lighting for Film and Television (3) **OR**	
TCM131	Radio-Television Announcing (4)	3-4
TCM121	Story Theory for Film, Television and Media	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
+ TCM151	Broadcast Production	3
+ TCM241	AVID Media Composer Editing	4
+ TCM242	Professional Portfolio in Film and Television	2
+ TCM250	Documentaries for Social Change	4
+ TCM251	Advanced Studio Production	3
THF205	Introduction to Cinema (HUM205)	3

Production: Film

Certificate of Completion - CCL 5989
43-47 credits

Description: The Certificate of Completion (CCL) in Production: Film program is designed for students who plan to enter the production aspect of motion pictures. Students are provided the opportunity for hands-on training in Motion Picture/Television Production by producing a variety of short films and videos which will include writing screenplays, developing a production, demonstrating cinematographic principles, organizing production crews, participating as a production crew member, recording and designing sound, and editing the finished product.

In addition, students will study feature film theory. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 43-47 credits

TCM100	Digital Multimedia (3) **OR**	
	Permission of Program Director	0-3
TCM107	Career Pathways in the Media	3
+ TCM117	Introduction to Cinematography	3
TCM118	Lighting for Film and Television	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120)	3
TCM121	Story Theory for Film, Television and Media	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
+ TCM151	Broadcast Production	3
+ TCM217	Advanced Cinematography (3) **OR**	
+ TCM230	Motion Picture Directing (4) **OR**	
TCM260	Film/Video Producing and Financing (3)	3-4
+ TCM241	AVID Media Composer Editing	4
+ TCM242	Professional Portfolio in Film and Television	2
+ TCM248	Advanced Film Production Techniques	4
THF205	Introduction to Cinema (HUM205)	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Editing

Certificate of Completion - CCL 5981
42-45 credits

Description: The Certificate of Completion (CCL) in Editing program is designed for students who plan to enter the field of Motion Picture/Television Production as editors. The students are provided opportunity for hands-on training in Motion Picture/Television Production, in media theory, and in editing theory. Students are also provided opportunities to demonstrate their knowledge by producing a variety of projects using both linear and non-linear systems, and by using computer-based video compositing and title animation. An Associate in Applied Science (AAS) in Motion Picture/Television Production degree is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 42-45 credits

TCM100	Digital Multimedia (3) **OR**	
	Permission of Program Director	0-3
TCM107	Career Pathways in the Media	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120)	3
TCM121	Story Theory for Film, Television and Media	3
+ TCM134	Pre-Production for Motion Picture and Television	3
+ TCM135	Production for Motion Picture and Television	3
+ TCM136	Post-Production for Motion Picture and Television	3
+ TCM241	AVID Media Composer Editing	4
+ TCM242	Professional Portfolio in Film and Television	2
+ TCM243	Introduction to Video Compositing and Title Animation	4
+ TCM244	Film Finishing	4
+ TCM280	The Art of Editing	3
+ TCM283	Advanced Non-Linear Editing Techniques	4
THF205	Introduction to Cinema (HUM205)	3

MUSIC   MTC, MUC
Music Department   MUS 144   480.423.6333
Program Director, Ron Marschall   MUS 141   480.423.6466

Three certificate/degree programs offer students an opportunity to receive training in the commercial music business. Through the Audio Production Technologies program, students will receive training on industry-standard equipment by instructors with real-world experience and professional resumes. The Music Business program is designed to prepare students for today's music industry, combining a flexible curriculum with an emphasis in business and marketing, along with music industry-related courses and experience. The Disc Jockey Techniques program is designed to prepare students for employment as a live-performance disc jockey.

An academic certificate in Electronic Music is also offered. See page 109 for more information on this program.

Audio Production Technologies

Certificate of Completion - CCL 5334 (Shared)
36-40 credits

Description: The Certificate of Completion (CCL) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace. An Associate in Applied Science (AAS) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 36-40 credits

MTC101	Intro to Music Theory or higher level Music Theory	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media (3) **OR**	
MUC145	Recording Studio Business Operations (2)	2-3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC195	Studio Music Recording I (3) **OR**	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II (3) **OR**	
+ MUC196AA	Studio Music Recording II (3)	3
+ MUC297AA	Music Internship	1

Select one (1) of two (2) tracks
Track I - Audio Production - 9 credits

MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
+ MUC295	Studio Music Recording III	3

Track II - Sound Design - 12 credits

+ MUC122	Sound Design I (3) **OR**	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)	3
+ MUC222	Sound Design II (3) **OR**	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3)	3
+ MUC194	Introduction to Audio Mixing Techniques	3
+ MUC292	Sound Design III	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Sound Design

Certificate of Completion - CCL 5686 (Shared)
40 credits

Description: The Certificate of Completion (CCL) in Sound Design program offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production field including: Film and Television, Animation, Radio, Theatre, and Commercial Advertising.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: Formal application and admission to the program is required.

Program Prerequisites: None

Required Courses: 40 credits

MTC101	Introduction to Music Theory	3
+ MUC122	Sound Design I (3) **OR**	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MUC222	Sound Design II (3) **OR**	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3)	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
+ MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I (3) **OR**	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II	3
+ MUC297AA	Music Internship	1
+ MUC292	Sound Design III	3

Audio Production Technologies

Associate in Applied Science - AAS 3024 (Shared)
61-68 credits

Description: The Associate in Applied Science (AAS) in Audio Production Technologies program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. The program is designed to give students a foundation of knowledge, competency, and experience important in the commercial music marketplace. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 36-40 credits

MTC101	Intro to Music Theory or higher level Music Theory	3
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media (3) **OR**	
MUC145	Recording Studio Business Operations (2)	2-3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC195	Studio Music Recording I (3) **OR**	
MUC195AA	Studio Music Recording I (3)	3
+ MUC196	Studio Music Recording II (3) **OR**	
+ MUC196AA	Studio Music Recording II (3)	3
+ MUC297AA	Music Internship	1

Select one (1) of two (2) tracks
Track I - Audio Production - 9 credits

MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
+ MUC295	Studio Music Recording III	3

Track II - Sound Design - 12 credits

+ MUC122	Sound Design I (3) **OR**	
+ MTC120	Intro to Sound Design for Film and Video (TCM120) (3)	3
+ MUC222	Sound Design II (3) **OR**	
+ MTC220	Adv. Sound Design for Film and Video (TCM220) (3)	3
+ MUC194	Introduction to Audio Mixing Techniques	3
+ MUC292	Sound Design III	3

General Education Requirements: 25-28 credits

CORE: 12-15 credits

First-Year Composition
+ Any approved general education First-Year Composition courses 6

Oral Communication
Any approved general education Oral Communication course 3
    Note: COM110 recommended.

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
    equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3

DISTRIBUTION: 13 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design courses 6
    Note: MHL140 **OR** MHL145 **OR** MHL153 recommended.

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course 3
    Note: PSY101 recommended.

Natural Sciences
Any approved general education Natural Sciences course 4

8/17/18 Sound Design CCL: Corrected required courses by removing MTC105 and adding MTC101.

Music Business

Certificate of Completion - CCL 5258 (Shared)
26 credits

Description: The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 11 credits

MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC293	Self Promotion for Music	1
+ MUC209	Music Industry Entrepreneurship (3) **OR**	
MGT253	Owning and Operating a Small Business (3)	3
+ MUC290AA	Music Business Internship (1) **OR**	
+ MUC296WA	Cooperative Education (1)	1

Restricted Electives: 15 credits

Students must select fifteen (15) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

Music Business

Associate in Applied Science - AAS 3017 (Shared)
60-63 credits

Description: The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 14 credits

MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC293	Self Promotion for Music	1
+ MUC209	Music Industry Entrepreneurship (3) **OR**	
MGT253	Owning and Operating a Small Business (3)	3
+ MUC290AA	Music Business Internship (1) **OR**	
+ MUC296WA	Cooperative Education (1)	1
MHL+++	Any MHL Music: History/Literature course	3

Restricted Electives: 12 credits

Students must select twelve (12) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

Free Electives: 12 credits

Students should choose twelve (12) credits from the following list of Free Elective courses except courses used to satisfy the Restricted Electives area.

ACC111	Accounting Principles I	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
GBS151	Introduction to Business	3
+ GBS233	Business Communication	3
MKT110	Marketing and Social Networking	3
MKT271	Principles of Marketing	3
MTC101	Introduction to Music Theory (3) **OR**	
MTC105	Music Theory I (3) **OR**	
MTC103	Introduction to Aural Perception (1) **OR**	
MTC106	Aural Perception I (1)	1-3
MTC113	Songwriting Techniques	1
+ MUC111	Digital Audio Workstation I (DAW I)	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC145	Recording Studio Business Operations	2
+ MUC180	Computer Literacy for the Music Business	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
+ MUC210	Adv. Industry Topics: Concert Promotion and Training	3
+ MUC211	Adv. Industry Topics: Artist Mgmt. and Development	3
MUC215	Music Industry Seminar: Innovation in Music Tech	1
+ MUC240	Creative Music Production	4
+ MUC241	Business Principles of Music Production	3
MUC274	Music Industry Study Tour	2
+ MUC294	Portfolio for Music	1
+ MUC298AA	Special Projects	1
+ MUC298AB	Special Projects	2
+ MUC298AC	Special Projects	3
SBS230	Financial and Tax Management for Small Business	2

Programs

107

Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

General Education Requirements: 22-25 credits

CORE: 12-15 credits

First-Year Composition

+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) **AND**
+ ENG102   First-Year Composition (3) **OR**
+ ENG108   First-Year Composition for ESL (3) **OR**
+ ENG111   Technical and Professional Writing (3)..................................6

Oral Communication

Any approved general education Oral Communication course 3

Critical Reading

+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
+ CRE111   Critical Reading for Business and Industry (3) **OR**
              equivalent as indicated by assessment. 0-3

Mathematics

+ Any approved general education Mathematics course 3

DISTRIBUTION: 10 credits

Humanities, Arts and Design

Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences

Any approved general education Social-Behavioral Sciences course......3

Natural Sciences

Any approved general education Natural Sciences course........................4

Disc Jockey Techniques

Certificate of Completion - CCL 5745 (Shared)
33 credits

Description: The Certificate of Completion (CCL) in Disc Jockey Techniques is designed to prepare students for entry level employment as a live-performance disc jockey (DJ). This program will provide the student an understanding of how businesses related to the DJ profession are organized and operated in this highly competitive and rapidly changing profession.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits

MKT101	Introduction to Public Relations	3
MTC103	Introduction to Aural Perception	1
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC136	Turntablism: The Art of the Scratch DJ	3
MUC137	Digital DJ Performance Techniques	3
MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
+ MUC291AA	Disc Jockey Internship	1
MUC293	Self-Promotion for Music	1

Restricted Electives: 6 credits

COM271	Voice and Diction (THP271)	3
+ COM225	Public Speaking	3
DAN102AA	Hip Hop I	1
DAN103AA	Break Dancing I	1
DAN106AA	Latin I	1
HRM145	Events Management	3
MHL145	American Jazz and Popular Music	3
MHL153	Rock Music and Culture	3
MKT210	Applied Marketing Strategies	3
+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC130	Music Electronic Components	3
MUC139	Introduction to Emcee-Rapping Techniques	3
MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II	3
+ MUC209	Music Industry Entrepreneurship	3
+ MUC237	Electronic Dance Music Production	3
+ MUC295	Studio Music Recording III	3
TCM100	Digital Multimedia	3
TCM101	Fundamentals of Radio and TV	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120)	3
TCM131AA	Radio-Television Announcing	4
+ TCM202	The Music Video	4
+ TCM220	Advanced Sound Design for Film and Video (MTC220)	3
+ TCM290	Professional Media Marketing	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Disc Jockey Techniques

Associate in Applied Science - AAS 3159 (Shared)
60 - 65 credits

Description: The Associate in Applied Science (AAS) in Disc Jockey Techniques is designed to prepare students for employment as a live-performance disc jockey (DJ). This program is designed to provide the student an understanding of how businesses related to the DJ profession are organized and operated in this highly competitive and rapidly changing profession.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 27 credits

MKT101	Introduction to Public Relations	3
MTC103	Introduction to Aural Perception	1
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC136	Turntablism: The Art of the Scratch DJ	3
MUC137	Digital DJ Performance Techniques	3
MUC197	Live Sound Reinforcement I	3
+ MUC198	Live Sound Reinforcement II	3
+ MUC291AA	Disc Jockey Internship	1
MUC293	Self-Promotion for Music	1

Restricted Electives: 6-11 credits
Students should choose six (6) to eleven (11) credits from the following list of courses to complete a minimum of 60 credits for the AAS degree.

COM271	Voice and Diction (THP271)	3
+ COM225	Public Speaking	3
DAN102AA	Hip Hop I	1
DAN103AA	Break Dancing I	1
DAN106AA	Latin I	1
HRM145	Events Management	3
MHL145	American Jazz and Popular Music	3
MHL153	Rock Music and Culture	3
MKT210	Applied Marketing Strategies	3
+ MTC105	Music Theory I	3
+ MTC106	Aural Perception I	1
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MUC111	Digital Audio Workstation I (DAW I)	3
+ MUC112	Digital Audio Workstation II (DAW II)	3
MUC130	Music Electronic Components	3
MUC139	Introduction to Emcee-Rapping Techniques	3
MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II	3
+ MUC209	Music Industry Entrepreneurship	3
+ MUC237	Electronic Dance Music Production	3
+ MUC295	Studio Music Recording III	3

TCM100	Digital Multimedia	3
TCM101	Fundamentals of Radio and TV	3
+ TCM120	Intro to Sound Design for Film and Video (MTC120)	3
TCM131AA	Radio-Television Announcing	4
+ TCM202	The Music Video	4
+ TCM220	Advanced Sound Design for Film and Video (MTC220)	3
+ TCM290	Professional Media Marketing	3

General Education Requirements: 22-27 credits

CORE: 12-17 credits

First-Year Composition
+ Any approved general education First-Year Composition course.........6

Oral Communication
Any approved general education Oral Communication course 3

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment. 0-3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course.......................4

Electronic Music

Academic Certificate - AC 6231N* (Shared)
40 credits

Description: The Academic Certificate (AC) in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 2-3 credits

MTC100	Fundamentals of Music (2) **OR**	
MTC101	Introduction to Music Theory (3) **OR** Permission of Instructor	2-3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

*Program Codes ending with **N** are not eligible for Title IV Federal Financial Aid.

Required Courses: 40 credits
Note: Students are required to complete a total of six (6) credits of MTC240

+ MTC105	Music Theory I	3
MTC106	Aural Perception I	1
+ MTC155	Music Theory II	3
MTC156	Aural Perception II	1
+ MTC205	Music Theory III	3
MTC206	Aural Perception III	1
+ MTC255	Music Theory IV	3
MTC256	Aural Perception IV	1
MTC191	Electronic Music I	3
+ MTC192	Electronic Music II	3
+ MTC193	Computer-Based Sound Synthesis	3
+ MTC240	Composition (3)	6
+ MTC291	Electronic Music III	3
MUC195	Studio Music Recording I	3
+ MUC196	Studio Music Recording II (3) **OR**	
MUC197	Live Sound Reinforcement I (3)	3

MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAM Appendix S-13

Health Sciences Division   HES 123   480.423.6226

Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the Allied Health or Nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as, but not limited to, bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

Use of Confidential Information

Students enrolled in Allied Health or Nursing program pathways will have learning experiences in a healthcare setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a

program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS). Additionally, students must also obtain a "pass" status on a MCCCD supplemental background check from MCCCD's authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD's clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Verification
3. Residency History
4. Arizona Statewide Criminal Records
5. Nationwide Criminal Databases
6. Nationwide Sexual Offender Registry
7. Homeland Security Search

Examples of background information that will result in a "fail" status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
    A. Violent crimes
    B. Sex crime of any kind including non-consensual sexual crimes and sexual assault
    C. Murder, attempted murder

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

D. Abduction

E. Assault

F. Robbery

G. Arson

H. Extortion

I. Burglary

J. Pandering

K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation

L. Any abuse or neglect

M. Any fraud

N. Illegal drugs

O. Aggravated DUI

7. Any misdemeanor controlled substance conviction in last 7 years

8. Any other misdemeanor conviction within last 3 years. Exceptions: Any misdemeanor traffic (DUI is not considered traffic).

The information that MCCCD uses for the "pass/fail" background check is subject to change at any time without notice.

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCD's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCCD's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

Many of the Nursing and Allied Health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a Nursing and Allied Health program does not guarantee the receipt of a license or certificate to practice in the field of study.

NURSING   NUR
Health Sciences Division   HES 123   480.423.6226

Practical Nursing

Certificate of Completion - CCL 5957 (Shared)
35-45 credits

Description: The Certificate of Completion (CCL) in Practical Nursing Program is available at seven of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Practical Nursing Program graduates are eligible to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Certificate of Completion Practical Nursing Program is approved by the Arizona State Board of Nursing.

Program Offerings:
This program is offered at the following sites: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Scottsdale Community College

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

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

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. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. 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. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Nursing Program:
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.

2. Students must submit the Health Declaration Form signed by a licensed health care provider.

3. Students must test negative on a timed urine drug screen.

4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students:
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

PRACTICAL NURSE EXIT OPTION
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) may be employed in acute, long-term, and community-based health care settings 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.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

Program Notes: Students must earn a grade of C or better in all courses listed within the program. + indicates course has prerequisites and/or corequisites.

Course Fee Information:
Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria: High School diploma or GED is required for the Certificate of Completion in Practical Nursing. Aplicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

page containing the 'Declaration of High School Graduation or GED Completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all prerequisites must be completed prior to submission. A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was prevsiously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 credits

Area Note: The credit-hour range is subject to change depending on the student's educational experience.

+ BIO156	Introductory Biology for Allied Health (4) **OR**	
+ BIO181	General Biology (Majors) I (4) **OR**	
	One year of high school biology	0-4
+ BIO201	Human Anatomy and Physiology I	4
+ CHM130	Fundamental Chemistry (3) **AND**	
+ CHM130LL	Fundamental Chemistry Lab (1) **OR**	
	One year of high school chemistry	0-4
+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3)	3
+ MAT140	College Mathematics (5) **OR**	
+ MAT141	College Mathematics (4) **OR**	
+ MAT142	College Mathematics (3) **OR**	
	Satisfactory completion of higher level math course	3-5

Note: Students that are admitted into the MaricopaNursing Program for Fall 2015 and Spring 2016, AND completed MAT120/121/122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140/141/142 as a graduation requirement, by waiver of the program director.

Required Courses: 25 credits

+ BIO202	Human Anatomy and Physiology II	4
+ NUR152	Nursing Theory and Science I	9
+ NUR172	Nursing Theory and Science II	9
+ NUR192	Practical Nursing Transition Course	3

Nursing

Associate in Applied Science - AAS 3812 (Shared)
62-75 credits

The Associate in Applied Science (AAS) Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404.975.5000); email: info@ acennursing.org.

Program Offerings:
This program is offered at the following sites: Chandler Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Scottsdale Community College

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

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

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD Healthcare/ Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

Programs

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Programs

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

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. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. 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. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the MaricopaNursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.

2. Students must submit the Health Declaration Form signed by a licensed health care provider.

3. Students must test negative on a timed urine drug screen.

4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

University Transfer Students:

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

REGISTERED NURSE PATHWAY
Associate in Applied Science Degree in Nursing Program

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

Program Notes: Students must earn a grade of C or better in all courses required within the program. + indicates course has prerequisites and/or corequisites.

Course Fee Information:

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Patient-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria: High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED completion'. In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required; all program prerequisites must be completed prior to submission of application. A passing score on a nursing program admission test is required to complete an application. Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

Program Prerequisites: 10-20 credits

Area Note: The credit-hour range is subject to change depending on the student's educational experience.

+ BIO156   Introductory Biology for Allied Health (4) **OR**
+ BIO181   General Biology (Majors) I (4) **OR**
        One year of high school biology 0-4
+ BIO201   Human Anatomy and Physiology I 4
+ CHM130   Fundamental Chemistry (3) **AND**
+ CHM130LL Fundamental Chemistry Lab (1) **OR**
        One year of high school chemistry 0-4
+ ENG101   First-Year Composition (3) **OR**
+ ENG107   First-Year Composition for ESL (3) 3
+ MAT140   College Mathematics (5) **OR**
+ MAT141   College Mathematics (4) **OR**
+ MAT142   College Mathematics (3) **OR**
        Satisfactory completion of higher level math course ...3-5

Note: Students that are admitted into the MaricopaNursing Program for Fall 2015 and Spring 2016, AND completed MAT120/121/122 prior to Fall 2015 as an admission requirement, may complete the program without completing MAT140/141/142 as a graduation requirement, by waiver of the program director.

Required Courses: 36 credits

+ NUR152   Nursing Theory and Science I..9
+ NUR172   Nursing Theory and Science II...9
+ NUR252   Nursing Theory and Science III..9
+ NUR283   Nursing Theory and Science IV 9

General Education Requirements: 16-19 credits

CORE: 3-6 credits

First-Year Composition

Three (3) credits of First-Year Composition are met by ENG101 or ENG107 in Program Prerequisites area.

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

Oral Communication
Waived 0

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR**
        equivalent as indicated by assessment. 0-3

Mathematics
    Met by MAT140 **OR** MAT141 **OR** MAT142 **OR**
    Satisfactory completion of higher level mathematics course
    in Program Prerequisites area...0

DISTRIBUTION: 13 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........2

Social-Behavioral Sciences
    PSY101   Introduction to Psychology 3

Natural Sciences
+ BIO202   Human Anatomy and Physiology II (4) **AND**
+ BIO205   Microbiology (4)..8

RECREATION MANAGEMENT   PED, REC

HPERD Division   PE 155   480.423.6606
Program Director, Dave Brown   PE 148   480.423.6617

Recreation Management

Certificate of Completion - CCL 5469
39-47 credits

Description: The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 33-41 credits

BPC110   Computer Usage and Applications (3) **OR**
CIS105   Survey of Computer Information Systems (3).....................3

COM100   Introduction to Human Communications (3) **OR**
COM110   Interpersonal Communication (3)..3

HES154   First Aid/Cardiopulmonary Resuscitation(3) **OR**
REC240   Wilderness First Responder (3)...3

MGT101   Techniques of Supervision (3) **OR**
MGT126   Customer Service Skills and Strategies (3) **OR**
MGT175   Business Organization and Management (3)......................3

REC120   Leisure and the Quality of Life 3
REC150AB Outdoor Adventure Skills..3
REC210   Leisure Delivery Systems 3

REC230   Programming of Recreation Services (3) **OR**
HRM145   Events Management (3)..3

REC250   Recreation Leadership...3

REC282AA Volunteerism for Recreation (1) **OR**
REC282AB Volunteerism for Recreation (2) **OR**
REC282AC Volunteerism for Recreation (3).. 1-3

REC296AA Cooperative Education (1) **OR**
REC296AB Cooperative Education (2) **OR**
REC296AC Cooperative Education (3) **OR**
REC298AA Special Projects (1) **OR**
REC298AB Special Projects (2) **OR**
REC298AC Special Projects (3).. 1-3

Continued next page...

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Physical/Recreational Activities
Students must select four (4) different activities from
from the following list 4-8
   PED+++++ Any physical education activity courses
   REC155++ Any recreational activity courses

Restricted Electives: 6 credits

AIS113	Proposal Writing	3
ARH145	History of American Indian Art	3
COM263	Elements of Intercultural Communication	3
COM281	Communication Activities	1
CPD102AS	Conflict Resolution	2
CPD103BL	Dynamics of Leadership (2) **OR**	
LDR101	Emerging Leaders I (2)	2
EXS265++	Theory of Coaching	3
GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GCU221	Arizona Geography	3
HES100	Healthful Living	3
HIS105	Arizona History	3
HIS106	Southwest History	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ PSY230	Introduction to Statistics	3

Recreation Management

Associate in Applied Science - AAS 3053
60-68 credits

Description: The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 32-38 credits

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3

| COM100 | Introduction to Human Communications (3) **OR** | |
| COM110 | Interpersonal Communication (3) | 3 |

| HES154 | First Aid/Cardiopulmonary Resuscitation(3) **OR** | |
| REC240 | Wilderness First Responder (3) | 3 |

MGT101	Techniques of Supervision (3) **OR**	
MGT126	Customer Service Skills and Strategies (3) **OR**	
MGT175	Business Organization and Management (3)	3

REC120	Leisure and the Quality of Life	3
REC150AB	Outdoor Adventure Skills	3
REC210	Leisure Delivery Systems	3

| REC230 | Programming of Recreation Services (3) **OR** | |
| HRM145 | Events Management (3) | 3 |

| REC250 | Recreation Leadership | 3 |

REC282AA	Volunteerism for Recreation (1) **OR**	
REC282AB	Volunteerism for Recreation (2) **OR**	
REC282AC	Volunteerism for Recreation (3)	1-3

Physical/Recreational Activities
Students must select four (4) different activities from from the following list 4-8
- PED+++++ Any physical education activity courses
- REC155++ Any recreational activity courses

Restricted Electives: 6 credits

AIS113	Proposal Writing	3
ARH145	History of American Indian Art	3
COM263	Elements of Intercultural Communication	3
COM281	Communication Activities	1
CPD102AS	Conflict Resolution	2

| CPD103BL | Dynamics of Leadership (2) **OR** | |
| LDR101 | Emerging Leaders I (2) | 2 |

EXS265++	Theory of Coaching	3
GBS120	Workplace Communication Skills	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GCU221	Arizona Geography	3
HES100	Healthful Living	3
HIS105	Arizona History	3
HIS106	Southwest History	3
HRM110	Introduction to Hospitality and Tourism Management	3
+ PSY230	Introduction to Statistics	3

General Education Requirements: 22-24 credits

CORE: 12-14 credits

First-Year Composition
+ Any approved general education First-Year Composition courses.......6

Oral Communication
Met by COM100 or COM110 in the Required Courses area 0

Critical Reading
+ CRE101   College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment. 3

Mathematics
+ Any approved general education Mathematics course 3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course..........3

Social-Behavioral Sciences
Any approved general education Social-Behavioral Sciences course......3

Natural Sciences
Any approved general education Natural Sciences course.......................4

RETAIL MANAGEMENT

| Business/CIS Division | AP 237A | 480.423.6253 |
| Program Contact, Mark Barton | AP 241 | 480.425.6913 |

Retail Management

Certificate of Completion - CCL 5286 (Shared)
24 credits

Description: The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the Retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 24 credits

| ACC111 | Accounting Principles I (3) **OR** | |
| ACC211 | Financial Accounting (3) | 3 |

| BPC110 | Computer Usage and Applications (3) **OR** | |
| CIS105 | Survey of Computer Information Systems (3) | 3 |

| COM100 | Introduction to Human Communication | 3 |

| GBS110 | Human Relations in Business and Industry (3) **OR** | |
| MGT251 | Human Relations in Business (3) | 3 |

MGT180	Retail Management (3) **OR**	
GBS270AC	Business Internship (3) **OR**	
GBS296WC	Cooperative Education (3) **OR**	
+ GBS298AC	Special Projects (3)	3

| MGT101 | Techniques of Supervision (3) **OR** | |
| MGT229 | Management and Leadership I (3) | 3 |

| MGT179 | Utilizing the Human Resources Department (3) **OR** | |
| MGT276 | Personnel/Human Resources Management (3) | 3 |

| MKT271 | Principles of Marketing | 3 |

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

Retail Management

Associate in Applied Science - AAS 3048 (Shared)
64 credits

Description: The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 24-27 credits
Choose one of the following three accounting sequences:

ACC111	Accounting Principles I (3) **AND**	
+ ACC230	Uses of Accounting Information I (3) **AND**	
+ ACC240	Uses of Accounting Information II (3)	
OR		
ACC111	Accounting Principles I (3) **AND**	
+ ACC112	Accounting Principles II (3) **AND**	
+ ACC212	Managerial Accounting (3)	
OR		
ACC211	Financial Accounting (3) **AND**	
+ ACC212	Managerial Accounting (3)	6-9

BPC110	Computer Usage and Applications (3) **OR**	
CIS105	Survey of Computer Information Systems (3)	3
GBS110	Human Relations in Business and Industry (3) **OR**	
MGT251	Human Relations in Business (3)	3
MGT101	Techniques of Supervision (3) **OR**	
MGT229	Management and Leadership I (3)	3
MGT179	Utilizing the Human Resources Department (3) **OR**	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising (3) **OR**	
MGT180	Retail Management (3)	3
MKT271	Principles of Marketing	3

Restricted Electives: 9-15 credits
Students must complete additional nine (9) to fifteen (15) credits from GBS, MGT and/or MKT prefixed courses (except courses used to satisfy Required Courses area nor excluded below) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++++	Any GBS General Business course(s)	0-12
MGT+++++	Any MGT Management course(s) except MGT180	0-12
MKT+++++	Any MKT Marketing course(s) except MKT268	3-15

General Education Requirements: 22-27 credits

CORE: 12-17 credits

<u>First-Year Composition</u>

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3) **AND**	
+ ENG102	First-Year Composition (3) **OR**	
+ ENG108	First-Year Composition for ESL (3) **OR**	
+ ENG111	Technical and Professional Writing (3)	6

ENG102 **OR** ENG108 recommended for students pursuing a bachelor's degree at an Arizona university.

<u>Oral Communication</u>

COM100	Introduction to Human Communication	3

<u>Critical Reading</u>

+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3

<u>Mathematics</u>

+	Any approved general education Mathematics course	3-5

DISTRIBUTION: 10 credits

<u>Humanities, Arts and Design</u>

Any approved general education Humanities/Arts/Design course 3

<u>Social-Behavioral Sciences</u>

SBU200	Society and Business	3

<u>Natural Sciences</u>

Any approved general education Natural Sciences course 4

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

TEACHER EDUCATION PARTNERSHIP (SCOTTSDALE) EDU

Social/Behavioral Sciences Division   SBE 133   480.423.6206
Program Director, Mary Ellertson   SBE 130   480.423.6217
step@scottsdalecc.edu

SCC offers a State Board approved post-baccalaureate teacher certification program for Elementary Education (grades 1-8) in collaboration with local school districts. Professors and master teachers work together to teach and mentor prospective teachers. The STEP teacher-in-training program is based on the principle that future teachers must have lengthy experience in schools to practice what they are learning in college. This teacher-in-training is a blended program designed for adult learners, which incorporates face-to-face traditional instruction, online learning and field experiences in classrooms.

The accelerated 52-credit program is completed two full days per week, Mondays and Tuesdays, for one year. The program uses a cohort model and begins in May each year. Students spend 14 hours per week in structured field experiences at schools. Applications for the program may be obtained by emailing step@scottsdalecc.edu or online at:

http://www.scottsdalecc.edu/academics/departments/social-behavioral-sciences/teacher-education/step

The following courses are only for students admitted into the Scottsdale Teacher Education Partnership (STEP) Post-Baccalaureate Teacher Certification Program:

Post-Baccalaureate Teacher Certification Immersion Program - 7155

One-year Fast-track Program (summer, fall, and spring) to complete requirements for elementary teacher certification.

Program Prerequisites: Bachelor's Degree

Required Courses: 52 credits

EDU222	Introduction to the Exceptional Learner	3
EDU233	Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods	3
+ EDU254	Education Internship (1)	2
+ EDU269	Methods of Integrating Technology into Curriculum	3
EDU270	Learning and the Brain	3
EDU270AA	Elementary Reading and Decoding	3
EDU271	Phonics Based Reading and Decoding	3
+ EDU272	Educational Psychology	3
EDU276	Classroom Management and Behavior Analysis	3
+ EDU287AA	Master Teacher Seminar I	1
+ EDU287AB	Master Teacher Seminar II	1
+ EDU287AC	Master Teacher Seminar III	1
+ EDU288AA	Student Teaching Lab - Elementary	8
+ EDU290	Science Methods and Curriculum Development	3
EDU291	Children's Literature	3
+ EDU293	Mathematics Methods and Curriculum Development	3
+ EDU295	Social Studies Methods and Curriculum Development	3
POS220	U.S. and Arizona Constitution	3

TECHNICAL THEATRE THE, THF, THP

Scottsdale School of Film+Theatre   LC 404   480.423.6076
Program Director, Amanda Embry   PAC 1033   480.423.6355

Technical Theatre

Certificate of Completion - CCL 5462 (Shared)
55-56 credits

Description: The Certificate of Completion (CCL) in Technical Theatre program is designed for students pursuing careers in all aspects of theatre technology. The curriculum includes a foundation in technical theatre with a choice of production or sound design. The program is designed to aid students in developing skills and knowledge for positions such as set and exhibit construction, painting, mounting and managing; stage lighting and sound; and properties construction and management, in addition to backstage technical theatre personnel skills.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 3 credits

+ ENG101	First-Year Composition (3) **OR**	
+ ENG107	First-Year Composition for ESL (3)	3

Required Courses: 55-56 credits

COM110	Introduction Communication (3) **OR**	
COM110AA	Interpersonal Communication Part I (1) **AND**	
COM110AB	Interpersonal Communication Part II(1) **AND**	
COM110AC	Interpersonal Communication Part III (1)	3
THE111	Introduction to Theatre	3
+ THE220	Modern Drama	3
THP213	Introduction to Technical Theatre	3
+ THP217	Introduction to Design Scenography	3
THP225	Visual Script Analysis	2
THP262	Entertainment Industry Design Drafting	3
THP263	Entertainment Industry Design I: 2D CAD	3
THP265	Introduction to Stage Management	3
THP266	Production Careers in Technical Theatre	1
THP269	Technical Theatre Portfolio Development	1
+ THP296WC	Cooperative Education	3

Students are required to select Track I or Track II.

Track I: Production Design - 25 credits

THF260	Theatrical Design: Rendering	2
THP203	Technical Theatre Production (3)	9
THP203 must be repeated to complete a total of nine (9) credits.		
+ THP216	Beginning Stage Lighting	3
THP250	Stage Properties	3
THP261	Previsualization Modeling	2
+ THP264	Entertainment Industry Design II: 3D CAD	3
+ THP267	Painting Techniques for Film, TV and Theatre	3

Track II: Sound Design - 24 credits

MTC191	Electronic Music I	3
+ MUC111	Digital Audio Workstation I (DAW I)	3

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

+ MUC122   Sound Design I...3
  MUC195   Studio Music Recording I...3
  MUC197   Live Sound Reinforcement I..3
+ MUC222   Sound Design II 3

  THP203   Technical Theatre Production (3)..6
  THP203 must be repeated to complete a total of six (6) credits.

THEATRE ARTS   THE, THF, THP

Scottsdale School of Film+Theatre   LC 404   480.423.6076
Fine Arts Division   MUS 139   480.423.6328

The Theatre Arts program at SCC brings together the AAFA transfer degree, coursework, performance and production to provide its students an unparalleled experience and education as a theatre artist.

- The Associate of Arts, Fine Arts Degree in Theatre (AAFA) – combines the required lower division coursework for students transferring to an Arizona university with courses for a Theatre Arts major.

- THP – Theatre Performance and Production, THE – Theatre History and Humanities, and THF – Theatre and Film coursework are the foundation of theatre arts studies. As a Theatre Arts major or a theatre enthusiast, the courses allow a student to pursue a variety of interests.

- Performance and production regularly receive national recognition through SCC's involvement in the American College Theatre Festival. Students receive scholarship, audition and interview opportunities through participation in performance, design and production aspects of regional and national competition

Several plays are staged during the year utilizing both traditional and experimental forms. Auditions for these plays are open.

Suggested theatre courses include:

	THE111	Introduction to Theatre	3
+	THE220	Modern Drama	3
	THF115	Makeup for Stage and Screen	3
	THF120AA	Audition Tech. for Stage/Screen: Prepared Monologue	1
	THF120AB	Audition Techniques for Stage/Screen: Cold Readings	1
	THF130	Combat for Stage and Screen	3
	THF205	Introduction to Cinema (HUM205)	3
+	THF209	Acting for the Camera	3
	THP112	Acting I	3
	THP201AA	Theatre Production I	1
+	THP212	Acting II	3
	THP213	Introduction to Technical Theatre	3
+	THP214	Directing Techniques	3
+	THP216	Beginning Stage Lighting	3
+	THP241	Oral Interpretation of Literature (COM241)	3
+	THP267	Painting Techniques for Film, Television and Theatre	3
	THP271	Voice and Diction (COM271)	3
+	THP281	Production and Acting I	3
+	THP282	Production and Acting II	3

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

TRIBAL DEVELOPMENT

Social/Behavioral Sciences Division	SBE 130	480.423.6206
Program Director, Manuel F. Pino	SBE 129	480.423.6221

Tribal Development

Certificate of Completion - CCL 5078
29 credits

The Certificate of Completion (CCL) in Tribal Development program is designed to prepare individuals to assume positions of management and leadership within tribal communities. The college, in recognition of its special relationship to the Indian community, offers this innovative program in Tribal Development. The program requirements include courses unique to tribal development in addition to courses which provide a broad preparation in management and supervision. An Associate in Applied Science (AAS) in Tribal Development is also offered.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 29 credits
AIS105	Introduction to American Indian Studies (SOC105)	3
AIS112	American Indian Policy (SOC112)	3
+ AIS113	Proposal Writing	3
AIS141	Sovereign Indian Nations (SOC141)	3
+ AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar	3
CPD103BE	Native American Cultural Pride and Awareness	2
+ CRE101*	College Critical Reading	3
+ ENG101	First-Year Composition	3
GBS131	Business Calculations	3

*If the student obtains equivalency by assessment for CRE101, then the student will be required to take COM225 Public Speaking (3 credits) to satisfy the 29-credit hour certificate requirement.

Tribal Development

Associate in Applied Science - AAS 3078
62-67 credits

The Associate in Applied Science (AAS) in Tribal Development program is designed to prepare individuals to assume positions of management and leadership within tribal communities. The college, in recognition of its special relationship to the Indian community, offers this innovative program in Tribal Development. The program requirements include courses unique to tribal development in addition to courses which provide a broad preparation in management and supervision. A Certificate of Completion (CCL) in Tribal Development is also offered.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: None

Required Courses: 32 credits
AIS105	Introduction to American Indian Studies (SOC105)	3
AIS112	American Indian Policy (SOC112)	3
+ AIS113	Proposal Writing	3
+ AIS160	American Indian Law (SOC160)	3
AIS201	Tribal Management Seminar	3
CPD103BE	Native American Cultural Pride and Awareness	2
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
MGT101	Techniques of Supervision (3) **OR**	
MGT175	Business Organization and Management (3)	3
MGT251	Human Relations in Business	3
+ MGT296WC	Cooperative Education	3

Restricted Electives: 8 credits
ACC111	Accounting Principles I	3
+ AIS203	Fundamentals of Economic Development for Indigenous Nations	3
CIS105	Survey of Computer Information Systems	3
+ GBS233	Business Communication	3
+ MGT296WB	Cooperative Education	2

General Education Requirements: 22-27 credits

CORE: 12-17 credits

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

Oral Communication
+ COM225	Public Speaking	3

Critical Reading
+ CRE101	College Critical Reading and Critical Thinking (3) **OR** equivalent as indicated by assessment.	0-3

Mathematics
+ Any approved general education Mathematics course	3-5

DISTRIBUTION: 10 credits

Humanities, Arts and Design
Any approved general education Humanities/Arts/Design course	3

Social-Behavioral Sciences
AIS141	Sovereign Indian Nations (SOC141)	3

Natural Sciences
Any approved general education Natural Sciences course	4

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(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

YOGA INSTRUCTION   **PED**

HPERD DIVISION   PE 155   480.423.6606
Program Director, Carlyn Sikes   FW 110   480.423.6771

Yoga Instruction

Certificate of Completion - CCL 5446
22 credits

Description: The Certificate of Completion in Yoga Instruction prepares students to become qualified yoga instructors. The program provides students with a foundation in the theory, tradition and practice of yoga, knowledge of anatomy and physiology applied to yoga instruction, instructional methodology in the art and science of teaching yoga asanas, and practice teaching experience.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must enroll in a *Physical Activities: Yoga* course each semester.

Admission Criteria: None
Program Prerequisites: 1 credit

PED101YO	Yoga (1) **OR**	
PED103YO	Yoga (0.5) **OR**	
	Permission of Program Director............................1

Required Courses: 19 credits

BIO160	Introduction to Human Anatomy and Physiology 4
PED101YO	Yoga (1) **OR**	
PED102YO	Yoga - Intermediate (1) **OR**	
PED103YO	Yoga (0.5) **OR**	
PED201YO	Yoga - Advanced (1).................................4
PED150	Tradition and Practice of Yoga I...........................2
+ PED155	Tradition and Practice of Yoga II 2
+ PED270	Teaching Yoga: Level I.................................2
+ PED271	Teaching Yoga: Level II...............................2
+ PED272	Teaching Yoga: Alignments and Adjustments.................2
+ PED274	Teaching Yoga: Practicum...........................1

Restricted Electives: 3 credits
Choose 1-2 courses from List 1 to complete 1 credit AND 1-2 courses from List 2 to complete at least 2 credits OR choose 2 courses from List 2 only to complete 3 credits.

List 1 (1 credit)

PED101YO	Yoga (1) **OR**	
PED102YO	Yoga - Intermediate (1) **OR**	
PED103YO	Yoga (0.5) **OR**	
PED201YO	Yoga - Advanced (1) **OR**	
PED101YK	Kundalini Yoga (1) **OR**	
PED103YK	Kundalini Yoga (0.5) **OR**	
PED101YP	Power Yoga (1) **OR**	
PED102YP	Power Yoga - Intermediate (1) **OR**	
PED103YP	Power Yoga (0.5) **......................................1**

List 2 (2-3 credits)

+ PED280	Introduction to Yoga Therapy...........................2
+ PED281	Yoga Therapy - Upper Body Principles 2
WED162	Meditation and Wellness............................1

Yoga Therapy

Certificate of Completion - CCL 5786
37 credits

Description: The Certificate of Completion (CCL) in Yoga Therapy program is designed for students who have an interest of working in the field. Yoga is an ancient philosophical tradition and part of the mainstream in physical fitness and wellness with wellness practices that can be labeled therapeutic. Students will have the opportunity to demonstrate this knowledge by participating in an internship in an aspect of yoga therapy.

Program Notes: Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: None
Program Prerequisites: 0-23 credits

PED102YO	Yoga - Intermediate (1) **AND**	
	Certificate of Completion in Yoga Instruction (5446) (22) **OR**	
	Permission of Program Director 0-23

Required Courses: 25 credits

+ EXS250	Applied Kinesiology.................................4
PED102YO	Yoga - Intermediate (1).............................4
	Four (4) semesters of PED102YO course is required.
+ PED158	Tradition and Practice of Yoga III 2
+ PED280	Introduction to Yoga Therapy.........................2
+ PED281	Yoga Therapy - Upper Body Principles 2
+ PED283	Yoga Therapy - Low Back Principles 2
+ PED284	Yoga Therapy - Knee Principles........................2
+ PED288	Yoga Therapy Practicum...............................2
WED162	Meditation and Wellness............................1
WED183	Introduction to Ayurvedic Principles 2
WED185	Overview of Movement Therapy Systems.................2

Restricted Electives: 12 credits

+ BIO201	Human Anatomy and Physiology I 4
+ BIO202	Human Anatomy and Physiology II 4
+ COM225	Public Speaking 3
EXS101	Introduction to Exercise Science, Kinesiology, and Physical Education..........................3
EXS125	Introduction to Exercise Physiology 3
EXS130	Strength Fitness-Physiological Principles and Training Techniques........................3
FON241	Principles of Human Nutrition 3
+ FON241LL	Principles of Human Nutrition Laboratory.................1
+ FON247	Weight Management Theory............................3
HES271	Prevention and Treatment of Athletic Injuries...............3
+ PED288	Yoga Therapy Practicum (2) 2-6
	PED288 may be repeated for additional Restricted Electives credits.

(+) indicates course prerequisites/corequisites (++) indicates any suffixed courses

COURSE SUBJECT
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Courses

Additional Course Information

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Courses

ACCOUNTING ACC
Business/CIS Division AP 237A 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
Develops basic comprehension of the balance sheet, income statement and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll, receivables, payables, inventory, cash and credit card receipts. Prerequisites: None. *(Offered in both on-campus and online formats.)*

ACC111 3 credits 3 periods
Accounting Principles I
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 3 credits 3 periods
Accounting Principles II
Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/division.

ACC115 2 credits 3 periods
Computerized Accounting
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: A grade of C or better in ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor. (Note: requires understanding of debits/credits.) *(Offered in online format.)*

ACC211 3 credits 3 periods
Financial Accounting SUN🔲 ACC2201*
Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 3 credits 3 periods
Managerial Accounting SUN🔲 ACC2202*
Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of department/division).

ACC221 3 credits 3 periods
Tax Accounting
Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures.

Prerequisites: A grade of C or better in ACC111 or ACC211 or permission of department/division. *(ACC221 is offered only during the Fall semester.)*

ACC270AA 1 credit 1 period
Accounting Internship
Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester. Prerequisites: Permission of Department or Division. *Course Note: ACC270AA may be repeated for a total of four (4) credits.*

ADMINISTRATION OF JUSTICE STUDIES AJS
Applied Sciences Division AP 237B 480.423.6599

AJS101 3 credits 3 periods
Introduction to Criminal Justice SUN🔲 AJS101*
An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

AJS109 3 credits 3 periods
Substantive Criminal Law
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS119 3 credits 4 periods
Computer Applications in Justice Studies
Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None. *(AJS119 is not offered every semester.)*

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. Explores issues of how media/social media shape ethics. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

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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.)

AJS162   3 credits   3 periods
Domestic Violence
Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. Prerequisites: None.

AJS170   3 credits   3 periods
Fire and Arson Investigation for Law Enforcement
An examination of fire and arson investigative techniques, the motives and pathology of the arsonist, and the chemistry of fire. Includes documenting the scene, evidence, eliminating accidental causes, and surveillance. Prerequisites: None.

AJS191   3 credits   3 periods
Hate Crimes
Explores the causes, incidence rates and forms of hate crimes in the United States and other countries. Studies hate crime laws and the Constitution. Examines the impact of hate crimes on society, culture and the law. Considers societal responses to combat and prevent hate crimes. Prerequisites: None.

AJS192   3 credits   3 periods
Serial Killers and Mass Murderers
The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention. Prerequisites: None.

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
Fundamental principles and processes of fingerprints to include identification, interpretation, and classification. In addition, students will apply fingerprinting, latent fingerprint developing, preservation of evidence and the chain of custody. Prerequisites: None.

AJS214   3 credits   3 periods
Evidence Technology/Photography
The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. Prerequisites: None.

AJS215   3 credits   3 periods
Criminalistics: Physical Evidence
The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None. *(AJS215 is not offered every semester.)*

AJS216   3 credits   3 periods
Criminalistics: Biological Evidence
The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

AJS219   3 credits   3 periods
Crime Scene Technology: Physical Evidence
Scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

AJS220   3 credits   3 periods
Organized Crime
Examines the history, structure and activities of organized crime groups. Reviews theories explaining the existence of organized crime and enforcement strategies used to combat it. Prerequisites: None.

AJS223   3 credits   3 periods
Forensic Pathology: Death Investigation
An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

AJS225   **3 credits**   **3 periods**
Criminology
Study of deviance, society's role in defining behavior; theories of criminality and the economic, social and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

AJS230   **3 credits**   **3 periods**
The Police Function
Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

AJS240   **3 credits**   **3 periods**
The Correction Function
Examines the history and development of correctional theories and institutions. Prerequisites: None.

AJS242   **3 credits**   **3 periods**
Crime Scene Processing
Procedures and technology required to process crime scenes including how to protect a crime scene, collect information, search for, collect, and preserve physical and biological evidence, and conduct field tests. Practical experience in evidence collection and crime scene sketching and processing. Prerequisites: A grade of C or better in AJS213 and (AJS214 or AJS241) or permission of Instructor.

AJS243   **3 credits**   **3 periods**
Crime Scene Reconstruction
Examines techniques used to reconstruct the physical actions that occurred at a crime or accident scene. Involves the use of physical, testimonial, and documentary evidence, knowledge of criminal modus operandi and the scientific method, including deductive and inductive logic. Includes analysis of case studies. Prerequisites: A grade of C or better in AJS215, or AJS216, or AJS219, or AJS275, or FOR105, or permission of Instructor.

AJS245   **3 credits**   **3 periods**
Forensic Pathology: Adv. Death Investigation (FOR245)
An advanced examination of the role of the medical examiner in crime scene investigations, mass disasters, motor vehicle accidents, and other unnatural deaths. Covers basic forensic biomechanics, advanced forensic anthropology and the role of the medical examiner as an expert court witness. Prerequisites: A grade of C or better in AJS223.

AJS255   **3 credits**   **3 periods**
Crime, Law and Mental Health
An interdisciplinary course that draws from the fields of psychology, sociology, criminology, and law. Covers the distinct and interfacing roles of mental health professionals and the legal justice system when dealing with a mentally ill criminal offender. Other topics covered include mental health issues within communities, role of clinical assessment, civil and criminal commitment, civil competencies, confidentiality of clinicians, rights and refusal to treatment, and informed consent. Prerequisites: None.

AJS258   **3 credits**   **3 periods**
Victimology and Crisis Management
Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None.

AJS260   **3 credits**   **3 periods**
Procedural Criminal Law
Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

AJS269AA/AB/AC   **1-3 credits** **5-15 periods**
Internship
Supervised field training for preservice administration of justice students. Maximum of three (3) credit hours allowed in program. Prerequisites: Student sponsored by governmental enforcement agency and departmental approval.

AJS270   **3 credits**   **3 periods**
Community Relations
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. Prerequisites: None.

AJS275   **3 credits**   **3 periods**
Criminal Investigation I
Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

AJS282AA/AB/AC   1-3 credits   1-3 periods
Service-Learning Experience in Adminstration of Justice Studies
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: AJS282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

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

AMERICAN INDIAN STUDIES   AIS
American Indian Studies Office   SBE 129   480.423.6221
AIS Course Coordinator, Manuel F. Pino

American Indian Studies at SCC is an interdisciplinary opportunity to develop a wider scope of understanding of American Indians, their traditions, struggles and aspirations for sovereignty and self-determination. Coursework offers students an opportunity to fulfill general education requirements and a series of classes concentrating on historic relations with non-Indian societies, the development of federal Indian law, tribal governments, treaty rights, environmental issues, public policy, economic development and contemporary social problems.

AIS101   3 credits   3 periods
Survey of American Indian Issues
Introduction to critical issues related to American Indian peoples. Examines cultural, political, economic, educational, social, and environmental issues. Focuses on contemporary issues and factors influencing American Indian communities. Prerequisites: None.

AIS105   3 credits   3 periods
Introduction to American Indian Studies (SOC105)
Introduction to political, economic and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None.

AIS112   3 credits   3 periods
American Indian Policy (SOC112)
Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

AIS113   3 credits   3 periods
Proposal Writing
Provides an overview of funding sources for grants. Reviews techniques and skills necessary to develop successful proposals. Focuses on the design and writing of a complete grant proposal related to a selected problem or issue. Prerequisites: ENG102 or ENG108.

AIS140   3 credits   3 periods
American Indian History (HIS140)
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

AIS141   3 credits   3 periods
Sovereign Indian Nations (SOC141)
Explores the sovereign status of American Indians as it relates to social relationships, traditions and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues, and contemporary social problems. Prerequisites: None.

AIS160   3 credits   3 periods
American Indian Law (SOC160)
Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

AIS201   3 credits   3 periods
Tribal Management Seminar
Discussion of the relationship between general management issues and their specific application to tribal government situations. Special consideration given to application of management theory and to the unique status and situation of tribal governments. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

AIS203   **3 credits**   **3 periods**
Fundamentals of Economic Development for Indigenous Nations
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: A grade of C or better in ACC230 or permission of Instructor.

AIS282AA-AC   **1-3 credits 1-3 periods**
Volunteerism for Indigenous Studies
Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. Prerequisites: Permission of Instructor. *Course Note: AIS282AA may be repeated for a total of six (6) credit hours.*

AMERICAN SIGN LANGUAGE   **SLG**
See **SIGN LANGUAGE (SLG)**, page 203.

ANTHROPOLOGY   **ASB and ASM**
Social/Behavioral Sciences Division   SBE 130   480.423.6206

ASB102   **3 credits**   **3 periods**
Introduction to Cultural Anthropology
Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB214   **3 credits**   **3 periods**
Magic, Witchcraft, and Healing: An Introduction to Comparative Religion
Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

ASB222   **3 credits**   **3 periods**
Buried Cities and Lost Tribes: Old World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

ASB223   **3 credits**   **3 periods**
Buried Cities and Lost Tribes: New World
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. Prerequisites: None.

ASM104   **4 credits**   **5 periods**
Bones, Stones and Human Evolution
Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. Prerequisites: None.

ASM275   **4 credits**   **5 periods**
Forensic Anthropology (FOR275)
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline. Prerequisites: None. *(ASM/FOR275 is not offered every semester.)*

ARCHITECTURAL TECHNOLOGY   **ARC**
(Computer-Aided Drafting)
Applied Sciences Division   AP 237B   480.423.6599

ARC141   **3 credits**   **6 periods**
Architectural CAD I: Introduction
Introduction to Computer Aided Drafting (CAD) for Architecture, Interior Design, and related professions using AutoCAD software. Includes basic Windows operational systems, drawing set-ups, architectural formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to the industries. Prerequisites: None. *Course Note: ARC141 may be repeated for a total of six (6) credit hours.*

ARC142   3 credits   6 periods
Architectural CAD II: Plans and Elevations
Computer Aided Drafting (CAD) instruction directed to the creation of fully annotated plan, elevation, and schematic section views including dimensions, notes, symbols, and schedules. Introduction to three-dimensional (3D) CAD using SketchUp. Prerequisites: A grade of C or better in ARC141 or permission of Instructor.

ARC243   3 credits   6 periods
Architectural CAD III: Site Plans and Sections
Computer-aided drafting (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 given residential and commercial layouts. Assignments incorporate applicable codes, construction materials and methods and office practices typical to the local area. Prerequisites: A grade of C or better in ARC142 or permission of Department or Division.

ARC244   3 credits   6 periods
Architectural CAD IV: Structural Systems
CAD-based (Computer-aided drafting) instruction for layout and completion of fully annotated structural drawings. Focuses on working from residential and commercial layouts to develop professional quality roof, roof framing, floor framing and foundation plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: A grade of C or better in ARC142 or permission of department.

ARC245   3 credits   6 periods
Architectural CAD V: Mechanical and Electrical Systems
CAD-based (Computer-aided drafting) instruction for layout and completion of fully annotated building systems drawings. Focuses on working from residential and commercial layouts to develop professional quality electrical, mechanical (HVAC), plumbing and reflected ceiling plans. Emphasis on the use of applicable codes, construction materials and methods, and office practices typical to the local area. Prerequisites: A grade of C or better in ARC142 or permission of department.

ARC246   3 credits   6 periods
Architectural CAD VI: Construction Details
Typical southwestern construction systems and details. Creation of personal standard detail files for wood frame, concrete masonry and other specialized construction systems. Prerequisites: A grade of C or better in ARC243 or permission of Department or Division.

ARC250   3 credits   6 periods
Basic Revit
Basic skills required to complete architectural drawings with Revit software; simplified overview of the software program and operations gained through completing typical plan, elevation, sectional, and 3D views, using generic walls and related components. Prerequisites: None. ARC141 or ARC142 or previous AutoCAD/industry experience recommended. *Course Note: ARC250 may be repeated for a total of six (6) credit hours.*

ARC251   3 credits   6 periods
Intermediate Revit
Comprehensive use of Revit Design Development tools through the development of 3-D model(s) in working drawing and rendered formats. Includes completing a set of construction documents from creating walls, incorporating doors, windows, floor, stairs, etc., to adding views and annotation to various sheets and coordinating those sheets within the finished set. Prerequisites: None. ARC250 or previous architectural and CAD experience strongly recommended. *Course Note: ARC251 may be repeated for a total of six (6) credit hours.*

ARC252   3 credits   6 periods
Advanced Revit
Advanced applications and use of REVIT architectural software in completing assigned projects; focus on customization of the Revit environment and developing Revit families. Prerequisites: ARC251 or permission of Instructor. *Course Note: ARC252 may be repeated for a total of six (6) credit hours.*

ARC265   3 credits   6 periods
Sketchup I: Introduction to Sketchup
Provides students with introductory level instruction utilizing Sketchup rendering software for school and workplace applications. Addresses basic drawing/rendering commands, accessing external drawing files, and plotting through the creation of both three-dimensional schematic and rendered interior and exterior building views. Prerequisites: None. Previous CAD experience recommended but not required. *Course Note: ARC265 may be repeated for a total of six (6) credit hours.*

ARC266   3 credits   6 periods
Sketchup II: Advanced Rendering Techniques
Provides students with advanced instruction utilizing Sketchup, Google Earth, Sandbox and Podium rendering software for school and workplace applications. Creation of photo-realistic rendered three-dimensional interior and exterior building/site views. Prerequisites: A grade of C or better in ARC265 or permission of Instructor.

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*Go to page 28 for more information on SUN courses.

ARC270 3 credits 6 periods
Architectural Technology Synthesis
Provides students an opportunity to integrate and synthesize knowledge and skills acquired in prerequisite courses. Includes completion of a full set of working drawings using AutoCAD under supervision comparable to workplace situations. Designed to provide practice in self-checking work, correcting and editing drawings, and assembling a portfolio. Prerequisites: A grade of C or better in (ARC243 and ARC244 and ARC245) or permission of Instructor. *Course Note: ARC270 may be repeated for a total of six (6) credit hours.*

Completed coursework will serve as a capstone assessment tool for the Architectural Technology Program and as a measure of student success in the program.

ARC296 - COOPERATIVE EDUCATION
Information about ARC296 courses can be found on page 146.

ARC298 - SPECIAL PROJECTS
Information about ARC298 courses can be found on page 205.

ART   **ART**
Art Department   AB 112 480.423.6344
Fine Arts Division   MUS 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.

COMPUTER AND GRAPHIC ARTS ART

ART100 1 credit 2 periods
Introduction to Computer Graphic Art
Conceptualization, visualization and production of art using the computer. Prerequisites: None.

ART103 3 credit 4 periods
Typography in the Digital Age
Survey of the history of typography from its origins to the present including movements and individual designers.

Emphasis on the function of typography and design and the role of typography as an integral part of effective visual communication. Study of type anatomy and the characteristics of specific families of type, principles of effective copy fitting, type color and contrast, and the relation of copy and image in graphic design. Prerequisites: None. Familiarity with the computer and with page geometry and/or illustration software recommended. *(ART103 is offered fall semester only.)*

ART104 3 credit 6 periods
Cross-Media Marketing for Designers
Role of graphic designer in business with an emphasis on using graphic design to achieve marketing and sales objectives. Variety of communication channels explored, such as print and digital and including social media, web, and mobile media. Prerequisites: None.

ART114 3 credit 6 periods
Digital Color
Overview of how color is perceived and utilized in a digital environment and how to ensure consistent color from capture to final output in print or online. Investigate visual solutions utilizing electronic devices for color correction, manipulation and integrity. Prerequisites: None.

ART145 1 credit 2 periods
Digital Storybook (COM/STO145)
Enables students to find and develop a narrative representing an aspect of their personal histories. Use of digital technology to produce and archive a storybook. Prerequisites: None. *(ART145 is not offered every semester.)*

ART169 3 credits 6 periods
Two-Dimensional Computer Design (ADA169)
Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of Instructor.

ART175 3 credits 6 periods
Electronic Publishing Design I (ADA175)
Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. Prerequisites or Corequisites: ART100 or permission of instructor.

ART177 3 credits 6 periods
Computer-Photographic Imaging (ADA177)
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of Instructor.

*Go to page 28 for more information on SUN courses.

ART181　　　　3 credits　　6 periods
Graphic Design I
Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation. Prerequisites: A grade of C or better in ART100 or permission of Instructor.

ART182　　　　3 credits　　6 periods
Graphic Design II
Utilizing graphic design essentials of typography, contrast and layout to develop design solutions to problems in consumer advertising, typography and structure. Prerequisites: A grade of C or better in ART181 or permission of Instructor.

ART183　　　　3 credits　　6 periods
Computer Aided Graphic Arts I
Graphic design use in microcomputer, black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography and video interaction. Prerequisites or Corequisites: ART100 or permission of Instructor. *(ART183 is offered spring semester only.)*

ART190　　　　3 credits　　6 periods
Art of Web Site Design (MMT190)
Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. Prerequisites: A grade of C or better in ART100, or permission of Instructor. CIS133DA recommended. *(ART190 is not offered every semester.)*

ART215　　　　3 credits　　6 periods
Advanced Electronic Publishing
Advanced use of electronic page layout techniques including in-depth styles; typography; technical documents and digital publishing interactivity. Prerequisites: ADA/ART175.

ART248　　　　3 credits　　6 periods
Design Self Promotion (ADA248)
Defining career goals, and developing a self-promotional marketing plan to enter the workplace, including a resume, business card, leave behind, social media presence, interactive portfolio and printed portfolio. Understand business ethics and etiquette, artist's rights, copyright laws and contractual agreements, and develop networking, interview and communication skills. 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: A grade of C or better in 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: A grade of C or better in ART270.

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: A grade of C or better in ART100 or permission of Instructor. *(ART291 is offered fall semester only.)*

ART295XA-XA　　　1 credit　　　2 periods
ART295XA-XB　　　2 credits　　4 periods
ART295XA-XC　　　3 credits　　6 periods
Art Workshop/Seminar: Digital Photography
Advanced level workshop seminar in digital photography disciplines. Prerequisites: A grade of C or better in ART143 or permission of Instructor. *Course Notes:*
ART295XA may be repeated for a total of four (4) credits.
ART295XB may be repeated for a total of eight (8) credits.
ART295XC may be repeated for a total of twelve (12) credits.

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*Go to page 28 for more information on SUN courses.

Photographic Arts ART

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

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

ART131 3 credits 6 periods
Photography I
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. *Course Note: Camera required. (SLR manual film camera required.)*

ART132 3 credits 6 periods
Photography II
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: A grade of C or better in ART131 or permission of instructor. *(SLR manual film camera required.)*

ART133 3 credits 6 periods
Photography III
Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: A grade of C or better in ART132 or permission of Instructor. *(SLR manual film camera required.)*

ART134 3 credits 6 periods
Photography IV
Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. Prerequisites: A grade of C or better in ART133 or permission of Instructor. *(SLR manual film camera required.)*

ART137 3 credits 6 periods
Alternative Photographic Processes
Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. Prerequisites: None.

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: A grade of C or better in ART131 or permission of Instructor.

ART142 3 credits 6 periods
Introduction to Digital Photography
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output and theory of digital photography. Prerequisites: None. *(SLR manual film camera required.)*

ART143 3 credits 6 periods
Intermediate Digital Photography
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor. *(SLR manual film camera required.)*

ART237 3 credits 6 periods
Fashion Photography
Practical application of photographic techniques within the fashion industry. Includes the photographing of models, garments, and accessories. Prerequisites: A grade of C or better in (ART131 or ART142) or permission of Instructor. *Course Note: Digital Single Lens Reflex (DSLR) camera is required. ART237 may be repeated for credit.*

ART290MC 3 credits 6 periods
Studio Art: Digital Photography
Studio course for art majors allowing continuation in a subject field. Prerequisites: A grade of C or better in ART143 or permission of Instructor. *Course Note: ART290MC may be repeated for credit.*

Visual Arts ART

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. *Course Note: ART110 can be repeated for credit.*

ART111 3 credits 6 periods
Drawing I SUN# ART1111*
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART112 3 credits 6 periods
Two-Dimensional Design SUN# ART1112*
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

*Go to page 28 for more information on SUN courses.

ART113   3 credits   6 periods
Color
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: A grade of C or better in ART112.

ART115   3 credits   6 periods
Three-Dimensional Design   SUN⊞ ART1115*
Fundamental principles of three-dimensional design. Prerequisites: None.

ART116   3 credits   6 periods
Life Drawing I
Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

ART117   3 credits   6 periods
Life Drawing II
Further study of form, structure and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: A grade of C or better in ART116.

ART122   3 credits   6 periods
Drawing and Composition II
Emphasis on composition and exploration of drawing media. Prerequisites: A grade of C or better in ART111.

ART151   3 credits   6 periods
Sculpture I
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of Instructor.

ART152   3 credits   6 periods
Sculpture II
Emphasis on control of sculptural media. Prerequisites: A grade of C or better in ART151.

ART165   3 credits   6 periods
Watercolor Painting I
Transparent and Gouache watercolor painting. Prerequisites: A grade of C or better in (ART111 and ART112), or permission of Instructor. *(ART165 is not offered every semester.)*

ART166   3 credits   6 periods
Watercolor Painting II
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: A grade of C or better in ART165. *(ART166 is not offered every semester.)*

ART167   3 credits   6 periods
Painting I
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of Instructor.

ART168   3 credits   6 periods
Painting II
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: A grade of C or better in ART167 or permission of instructor.

ART171   3 credits   6 periods
Jewelry I
Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. Prerequisites: None.

ART172   3 credits   6 periods
Jewelry II
Further refinement of personal expression using techniques and design concepts of ART171. Prerequisites: A grade of C or better in ART171.

ART211   3 credits   6 periods
Drawing and Composition III
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: A grade of C or better in ART122 or permission of instructor.

ART216   3 credits   6 periods
Life Drawing III
Advanced creative study from model in various painting and drawing media. Prerequisites: A grade of C or better in ART117 or permission of Instructor.

ART217   3 credits   6 periods
Life Drawing IV
Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: A grade of C or better in ART216 or permission of Instructor.

ART222   3 credits   6 periods
Drawing and Composition IV
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: A grade of C or better in ART211 or permission of instructor.

ART251   3 credits   6 periods
Sculpture III
With emphasis on attention to individual problems and techniques. Prerequisites: A grade of C or better in ART152.

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*Go to page 28 for more information on SUN courses.

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ART252   3 credits   6 periods
Sculpture IV
Advanced sculpture problems and professional practices. Prerequisites: A grade of C or better in ART251.

ART265   3 credits   6 periods
Watercolor Painting III
Continuation of watercolor painting with emphasis on control and expression. Prerequisites: A grade of C or better in ART166.

ART266   3 credits   6 periods
Watercolor Painting IV
Advanced problems directed toward more personal expression. Prerequisites: A grade of C or better in ART265.

ART267   3 credits   6 periods
Painting III
Development of materials and techniques of painting. Individual problem-solving. Prerequisites: A grade of C or better in ART168 or permission of instructor.

ART268   3 credits   6 periods
Painting IV
Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: A grade of C or better in ART267 or permission of instructor.

ART290AA-AC   1-3 credits   2-6 periods
Studio Art
Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of Instructor. *Course Note: ART290AA, ART290AB, and ART290AC may be repeated for credit.*

ART295AA-JC   1-3 credits   2-6 periods
Art Workshop/Seminar
Advanced-level workshop/seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate-level courses in specific field or permission of department/division chair.

ART HUMANITIES   ARH
Art Department   AB 112   480.423.6344
Fine Arts Division   MUS 139   480.423.6328

ARH100   3 credits   3 periods
Introduction to Art
Understanding and enjoyment of art and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

ARH101   3 credits   3 periods
Prehistoric Through Gothic Art   SUN# ART1101*
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102   3 credits   3 periods
Renaissance Through Contemporary Art   SUN# ART1102*
History of art from around the world from the Renaissance through contemporary period. Prerequisites. None.

ARH110   3 credits   3 periods
History of Graphic Design
Survey of the history of graphic design from its origins to the present. Traces the characteristics, aesthetics and the reciprocal influence of design and society. Includes movements and individual designers. Emphasizes the function of design as a distinct but equal branch of human visual communication and the role of design as the dominant visual exercise of the contemporary world. Prerequisites: None. *(ARH110 is offered fall semester only.)*

ARH118   3 credits   3 periods
Introduction to Chinese Art
Explores Chinese philosophy, symbolism, history and religions that underlie the choice of subject matter and life forms in Chinese art. Uses Chinese bamboo brush, ink and rice paper to study Chinese calligraphy and traditional subjects for painting. Prerequisites: None. *(ARH118 is not offered every semester.)*

ARH145   3 credits   3 periods
History of American Indian Art
Survey of American Indian Art from pre-contact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections. Prerequisites: None. *(ARH145 is offered spring semester only.)*

ASTRONOMY   AST
Natural Sciences Division   NS 102A   480.423.6111

The astronomy courses satisfy the natural sciences requirement for the Associate in Arts degree and most four-year curricula. When taken together, AST101 and AST102 satisfy ASU's general science requirement (SG). AST111 and AST112 fulfill ASU's natural sciences requirement (SG, SQ) when they are taken with AST113 and AST114, respectively.

***Go to page 28 for more information on SUN courses.**

AST101　　　　3 credits　　3 periods
Survey of Astronomy
Survey of astronomy for the nontechnical student. The history, content and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies and cosmology. Prerequisites: None.

AST102　　　　1 credit　　　3 periods
Survey of Astronomy Laboratory
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

NOTE: AST111 and AST112 are each a first course in astronomy. Either course can be taken alone or both can be taken in either order.

AST111　　　　3 credits　　3 periods
Introduction to Solar System Astronomy
Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.

AST112　　　　3 credits　　3 periods
Introduction to Stars, Galaxies, and Cosmology
Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory score on district placement exam.

AST113　　　　1 credit　　　3 periods
Introduction to Solar System Astronomy Laboratory
Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114　　　　1 credit　　　3 periods
Introduction to Stars, Galaxies, and Cosmology Laboratory
Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

BIOLOGY　　　　　　　　　　　BIO
Natural Sciences Division　　NS 102A　480.423.6111

ALSO SEE:　　Pre-Professional Programs, page 199.

The biology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as marine biology, wildlife biology, biological research, biology teacher or other professional biological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including one or two years of biology, a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor to select courses that should be taken to strengthen their science and mathematics background before pursuing the biology curriculum. Recommended courses to be taken in sequence are BIO181 and BIO182. Supporting courses include CHM151, CHM152 or CHM154, CHM230 or (CHM235 and CHM236), PHY111, PHY112, MAT150 or MAT151, MAT182 and MAT212. Consultation with the catalog of the college to which you plan to transfer may recommend a more rigorous math sequence as follows: MAT150 or MAT151, MAT182, MAT220, MAT230 and MAT240. In addition to the general education courses required for the Associate in Arts degree, BIO109, BIO205, BIO241 and BIO280 are suggested electives. Since there is some variation in specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly. Students who take and BIO182 should plan to take both of these courses at SCC to ensure that no course information is missing. Students registering for any of the following courses should be aware that many of these courses require field trip activities at students' expense.

BIO100　　　　4 credits　　6 periods
Biology Concepts
Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Prerequisites: None. *Course Note: Field trips may be required at students' expense.*

BIO105　　　　4 credits　　6 periods
Environmental Biology
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

BIO108　　　　4 credits　　6 periods
Plants and Society
A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

BIO145   **4 credits**   **6 periods**
Marine Biology
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO156   **4 credits**   **6 periods**
Introductory Biology for Allied Health
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: A grade of "C" or better in RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one-semester of college level chemistry is strongly recommended.

BIO160   **4 credits**   **6 periods**
Introduction to Human Anatomy and Physiology
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

BIO181   **4 credits**   **6 periods**
General Biology (Majors) I   SUN# BIO1181*
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. A grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended. *(BIO181 may require field trips at students' expense.)*

BIO182   **4 credits**   **6 periods**
General Biology (Majors) II   SUN# BIO1182*
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of "C" or better in BIO181 or BIO181XT. *Course Note: BIO182 may require field trips.*

BIO201   **4 credits**   **6 periods**
Human Anatomy and   SUN# BIO2201*
Physiology I
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.

BIO202   **4 credits**   **6 periods**
Human Anatomy and   SUN# BIO2202*
Physiology II
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of C or better in BIO201 or BIO201XT.

BIO205   **4 credits**   **6 periods**
Microbiology   SUN# BIO2205*
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.

BUSINESS   **GBS and SBU**
Business/CIS Division   AP 237A   480.423.6253

See requirements listed for certificate programs and associate degrees under Business or Business Administration Fastrack.

Business   **GBS**

GBS120   **3 credits**   **3 periods**
Workplace Communication Skills *(Fastrack)*
Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages. Prerequisites: None. *(Offered in both hybrid and online formats.)*

GBS126   **1 credit**   **1.7 periods**
Writing Resumes
Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. Prerequisites: None.

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. *(Offered in online format only.)*

*Go to page 28 for more information on SUN courses.

GBS132   3 credits   3 periods
Personal and Family Financial Security
Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None. *(Offered in online format only.)*

GBS151   3 credits   3 periods
Introduction to Business
Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None. *(Offered in both on-campus and online formats.)*

GBS205   3 credits   3 periods
Legal, Ethical, and Regulatory Issues in Business
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None. *(Offered in both on-campus and online formats.)*

GBS221   3 credits   3 periods
Business Statistics   SUN# BUS2201*
Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: A grade of C or better in GBS220 or MAT217.

GBS233   3 credits   3 periods
Business Communication
Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division. *(Offered in both hybrid and online formats.)*

GBS261   3 credits   3 periods
Investments I
Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None. *(Offered in both hybrid and online formats.)*

GBS270AA-AC   1-3 credits 1-3 periods
Business Internship
General business work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed. Prerequisites: Permission of Department or Division.

Society and Business   **SBU**

SBU200   3 credits   3 periods
Society and Business
The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None. *(Offered in online format only.)*

BUSINESS-PERSONAL COMPUTERS   BPC
CIS Department Office   CM 404 480.423.6588

ALSO SEE: Computer Information Systems (CIS), page 141
Microsoft Technology (MST), page 187
Office Automation Systems (OAS), page 195

BPC100   2 credits   2 periods
Business-Personal Computers
Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None. *(Offered in both online and instructor-led 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 both online and instructor-led formats.)*

BPC111AA   1 credit   1.7 periods
Computer Keyboarding I (OAS111AA)
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. *(Offered in online format only.)*

BPC111AB   1 credit   1.7 periods
Computer Keyboarding II (OAS111AB)
Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of Instructor. *(Offered in online format only.)*

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*Go to page 28 for more information on SUN courses.

BPC170	3 credits	4 periods

A+ Exam Prep: Computer Hardware Configuration and Support

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

BPC270	3 credits	4 periods

A+ Exam Prep: Operating System Configuration and Support

Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: BPC170 with grade of C or better, or permission of Instructor.

BPC280	3 credits	3 periods
BPC280AA	1 credit	1 period
BPC280AB	2 credits	2 periods
BPC280BA	0.25 credits	0.25 periods
BPC280BB	0.50 credits	0.50 periods

Current Topics in Computing

Introduction to current topics, contemporary issues and aspects related to personal computing. Prerequisites: None.
Course Note: May be repeated with change of topic.

CHEMISTRY   CHM
Natural Sciences Division   NS 102A   480.423.6111

The chemistry curriculum recommended for students who plan to become majors in chemistry, biology, pre-medical, pre-dental or pre-pharmacy is CHM150/151, 152, 235 and 236 with the corresponding labs. Other chemistry courses currently required at one or more of the state universities are:

Nursing	CHM130
Home Economics	CHM130
Textiles	CHM130
Engineering	CHM150/151, CHM152

CHM107	3 credits	3 periods

Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. Prerequisites: None.

CHM107LL	1 credit	3 periods

Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

CHM130	3 credits	3 periods

Fundamental Chemistry   SUN#   CHM1130*

A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair.

CHM130LL	1 credit	3 periods

Fundamental Chemistry Lab SUN#   CHM1130*

Laboratory experience in support of CHM130. Prerequisites or Corequisites: A grade of "C" or better in CHM130.

*Go to page 28 for more information on SUN courses.

CHM130AA   **4 credits**   **6 periods**
Fundamental Chemistry   SUN# CHM1130*
with Lab
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: A grade of C or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT103AA and MAT103AB) or higher level mathematics course or satisfactory score on math placement exam] and [RDG100 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score], or permission of the Instructor, or Department or Division Chair. *Course Note: Student may receive credit for only one of the following: CHM130 and CHM130LL, or CHM130AA*

CHM151   **3 credits**   **3 periods**
General Chemistry I   SUN# CHM1151*
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory score on placement exam), or permission of the Instructor, or Department or Division Chair. *Course Note: Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA.*

CHM151LL   **1 credit**   **3 periods**
General Chemistry I Lab   SUN# CHM1151*
Laboratory experience in support of CHM150 or CHM151. Prerequisites or Corequisites: A grade of "C" or better in CHM150 or CHM151.

CHM152   **3 credits**   **3 periods**
General Chemistry II   SUN# CHM1152*
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Prerequisites: A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. *Course Note: Completion of prerequisites within the last two years recommended. Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.*

CHM152LL   **1 credit**   **3 periods**
General Chemistry II Lab   SUN# CHM1152*
Laboratory experience in support of CHM152. Prerequisites or Corequisites: A grade of "C" or better in CHM152. *Course Note: Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.*

CHM230   **3 credits**   **3 periods**
Fundamental Organic   SUN# CHM2230*
Chemistry
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair. *Course Note: Completion of prerequisites within the last two years recommended. CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others.*

CHM230LL   **1 credit**   **3 periods**
Fundamental Organic   SUN# CHM2230*
Chemistry Lab
Laboratory experience in support of CHM230. Prerequisites: A grade of C or better in CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHM235   **3 credits**   **3 periods**
General Organic Chemistry I   SUN# CHM2235*
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: A grade of C or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL), or permission of the Instructor, or Department or Division Chair. *Course Note: Completion of prerequisites within the last two years recommended.*

CHM235LL   **1 credit**   **4 periods**
General Organic   SUN# CHM2235*
Chemistry I Lab
Laboratory experience in support of CHM235. Prerequisites or Corequisites: A grade of "C" or better in CHM235. Completion of prerequisites within the last two years recommended.

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CHM236   3 credits   3 periods
General Organic Chemistry IIA   SUN# CHM2236*

Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: A grade of C or better in CHM235 and CHM235LL, or permission of the Instructor, or Department or Division Chair. *Course Note: Completion of prerequisites within the last two years recommended.*

CHM236LL   1 credit   4 periods
General Organic Chemistry IIA Lab   SUN# CHM2236*

Laboratory experience in support of CHM236. Prerequisites or Corequisites: A grade of "C" or better in CHM236. Completion of prerequisites within the last two years recommended.

CHM282AA-AC   1-3 credits 1-3 periods
Service-Learning Experience in Chemistry

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: CHM282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

COMMUNICATION   COM
Communication/Film Humanities   LC 305   480.423.6347
Fine Arts Division   MUS 139   480.423.6328

Speech communication classes include both theory and practice in a variety of communication situations (group, interpersonal, public) and settings (cultural, organizational, performance). Many college programs require specific communication courses. To assure they meet the unique communication requirements of their major, students should check with an advisor before selecting a communication course.

COM100   3 credits   3 periods
Introduction to Human Communication   SUN# COM1100*

Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication. Prerequisites: None.

COM110   3 credits   3 periods
Interpersonal Communication   SUN# COM1110*

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.

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: A grade of C or better in ENG101 or ENG107 or equivalent, and COM100 or equivalent or permission of Instructor.

COM225   3 credits   3 periods
Public Speaking

Designed to enhance student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.

COM230   3 credits   3 periods
Small Group Communication   SUN# COM2271*

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None.

COM263   3 credits   3 periods
Elements of Intercultural Communication

Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized. Prerequisites: None.

COM271   3 credits   3 periods
Voice and Diction (THP271)

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM298 - SPECIAL PROJECTS
Information about COM298 courses can be found on page 205.

*Go to page 28 for more information on SUN courses.

COMPUTER INFORMATION SYSTEMS   CIS
CIS Department Office   CM 404 480.423.6588

ALSO SEE: Business Personal Computers (BPC), page 137
Microsoft Technology (MST), page 187

CIS103   3 credits   4 periods
Introduction to Social Media
Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues. Prerequisites: None. *(Offered in online format only.)*

CIS108   1 credit   2 periods
Electronic Portfolio Development
Compile, reflect on, and select prior learning experiences and artifacts. Design, produce, and publish an online portfolio that documents prior learning. Includes techniques for presenting the electronic portfolio for evaluation. Prerequisites: (CIS105 or BPC110) or permission of Instructor. *(Offered in online format.)*

CIS105   3 credits   4 periods
Survey of Computer Information Systems   SUN# CIS1120*
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

CIS113DE   3 credits   4 periods
Microsoft Word: Word Processing
Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None. *(Offered in online format.)*

CIS114DE   3 credits   4 periods
Excel Spreadsheet
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None. *Course Note: CIS114DE may be repeated for a total of nine (9) credit hours.*

CIS117DM   3 credits   4 periods
Microsoft Access: Database Management
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. *Course Notes: CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM. CIS117DM may be repeated for a total of nine (9) credit hours.*

CIS119DO   3 credits   4 periods
Introduction to Oracle: SQL
Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing and creating database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS120DB   3 credits   4 periods
Computer Graphics: Adobe Illustrator
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

CIS120DC   3 credits   4 periods
Adobe Animate: Digital Animation
Focuses on entry-level skill expectations for digital animation using Adobe Animate. Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Helps students prepare for the Adobe certifications related to Adobe Animate. Prerequisites: None.

CIS120DF   3 credits   4 periods
Adobe Photoshop Level I: Digital Imaging
Focuses on entry-level skill expectations for digital imaging using Adobe Photoshop. Helps students prepare for the Adobe Certifications related to Photoshop. Prerequisites: None.

CIS121AB   1 credit   2 periods
Microsoft Command Line Operations
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

*Go to page 28 for more information on SUN courses.

CIS126DL   3 credits   4 periods
Linux Operating System
Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

CIS133DA   3 credits   4 periods
Internet/Web Development Level I
Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery and information retrieval tools. Web page development also included. Prerequisites: None.

CIS136   3 credits   3 periods
Content Management Systems: WordPress
Overview of WordPress Content Management System. Includes hands-on design and creation of web pages and blogs for the World Wide Web. Designed to cover best practices for web site/blog creation. Prerequisites: None.

CIS138DA   3 credits   4 periods
Desktop Design and Publishing Using Adobe InDesign
Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: A grade of C or better in CIS105, or BPC110, or permission of Instructor.

CIS150   3 credits   4 periods
Programming Fundamentals
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

CIS151   3 credits   4 periods
Computer Game Development - Level I
Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS156   3 credits   4 periods
Python Programming: Level I
Use of the Python programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

CIS159   3 credits   4 periods
Visual Basic Programming I
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

CIS162AD   3 credits   4 periods
C#: Level I
Introduction to C# programming. Including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

CIS163AA   3 credits   4 periods
Java Programming: Level I
Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: A grade of C or better in CIS105, or permission of Instructor. *(CIS163AA is not offered every semester.)*

CIS164AB   3 credits   4 periods
Oracle: PL/SQL Programming
Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects. Prerequisites: A grade of C or better in CIS119DO, or permission of Instructor. *(CIS164AB is not offered every semester.)*

CIS166   3 credits   4 periods
Web Scripting/Programming
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: A grade of C or better in CIS133CA or CIS133DA or permission of Instructor.

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*Go to page 28 for more information on SUN courses.

CIS166AA   3 credits   4 periods
Introduction to JavaScripting
Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: A grade of C or better in CIS133CA or CIS133DA or permission of Instructor.

CIS166AC   3 credits   4 periods
Web Scripting with Active Server Pages (ASP).NET
Introduction to web scripting using Microsoft's ASP.Net (Active Server Pages). Web application development using Hypertext Markup Language (HTML), ASP.Net Web Forms, programming logic, and Structured Query Language (SQL). Prerequisites: A grade of C or better in (CIS133CA or CIS133DA) and (CIS159 or CIS162AD) or permission of Instructor. *(CIS166AC is not offered every semester.)*

CIS166AE   3 credits   4 periods
Web Scripting with PHP: Hypertext Preprocessor (PHP)
Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and Structured Query Language (SQL). Prerequisites: A grade of C or better in CIS133CA or CIS133DA or permission of Instructor.

CIS175SA   3 credits   4 periods
Interconnecting Cisco Network Devices
Procedures for interconnecting existing computer networks. Emphasis on internetworking, layer usage, and software configuration. Covers router and switch usage, protocol suite and wide-area networking, as well as Internet protocol address and routing configuration. Also includes frame relay and X.25 configuration, access list traffic management, and alternate router access information. Prerequisites: None.

CIS190   3 credits   4 periods
Introduction to Local Area Networks
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: A grade of C or better in CIS105, or permission of Instructor.

CIS197   3 credits   4 periods
VMware ESXI Server Enterprise
Introduction to vSphere and VMware ESXI server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Designed to develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server (vSphere) including basic network functions. Prerequisites: A grade of C or better in (CIS126DL or MST150 (any module)) and (CIS190 or MST140) or permission of Instructor.

CIS214DE   3 credits   5 periods
Advanced Excel Spreadsheet: Level II
Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized. Prerequisites: A grade of C or better in CIS114DE or permission of Instructor. *(Offered in online format.)*

CIS217AM   3 credits   4 periods
Advanced Microsoft Access: Database Management
Advanced database concepts including database design, primary and secondary key selection and relationships between tables. Queries, subforms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: A grade of C or better in (CIS117DM or CIS117CM).

CIS220DC   3 credits   4 periods
Flash: Advanced Animation and ActionScript
Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: A grade of C or better in CIS120DC or permission of Instructor.

CIS220DF   3 credits   4 periods
Adobe Photoshop Level II: Advanced Digital Imaging
Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using Photoshop software's advanced features to manipulate and correct digital and digitally produced images. Prerequisites: A grade of C or better in (CIS120AF, CIS120BF and CIS120CF) or CIS120DF, or permission of Instructor. *(Offered in online format.)*

CIS224   3 credits   4 periods
Project Management Microsoft Project for Windows
Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, PowerPoint and cc Mail. Prerequisites: None. *(Offered in online format.)*

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*Go to page 28 for more information on SUN courses.

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CIS225AB   **3 credits**   **4 periods**
Object-Oriented Analysis and Design
Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of Instructor.

CIS226AL   **3 credits**   **4 periods**
Internet/Intranet Server Administration-Linux
Configuration and management of internet/intranet services, including the Apache web server, Simple Mail Transfer Protocol servers (SMTP), Structured Query Language (SQL server), File Transfer Protocol (FTP), Network Time Protocol (NTP), and other network services used in home and small business environments. Covers basic security configuration and testing. Prerequisites: A grade of C or better in CIS126 (any module) or permission of Instructor.

CIS233DA   **3 credits**   **4 periods**
Internet/Web Development Level II
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: A grade of C or better in CIS133CA or CIS133DA or permission of Instructor.

CIS234   **3 credits**   **4 periods**
XML Application Development
The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: A grade of C or better in CIS133CA or CIS133DA, or permission of the instructor. *(CIS234 is not offered every semester.)*

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: A grade of C or better in CIS133CA, or CIS133DA, or permission of Instructor.

CIS250   **3 credits**   **4 periods**
Management of Information Systems
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: A grade of C or better in CIS105. *(CIS250 is not offered every semester.)*

CIS259   **3 credits**   **4 periods**
Visual Basic Programming II
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: A grade of C or better in CIS159 or permission of Instructor. *(CIS259 is not offered every semester.)*

CIS262AD   **3 credits**   **4 periods**
C# Level II
Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools. Prerequisites: A grade of C or better in CIS162AD, or permission of instructor. *(CIS262AD is not offered every semester.)*

CIS263AA   **3 credits**   **4 periods**
Java Programming: Level II
Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: A grade of C or better in CIS163AA or permission of the instructor. *(CIS263AA is not offered every semester.)*

CIS270   **3 credits**   **4 periods**
Essentials of Network and Information Security
Threats to security of information systems, responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GLAC Security Essentials Certificate (GSEC). Prerequisites: A grade of C or better in CNT150 or any MST150 course or permission of Instructor.

CIS276DA   **3 credits**   **4 periods**
MySQL Database
A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS276DB	3 credits	4 periods

SQL Server Database

A broad overview of the Microsoft SQL Server database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: A grade of C or better in CIS105 or permission of Instructor.

CIS280	3 credits	4 periods

Current Topics in Computing

Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS280AA-AB	1-2 credits	2-3 periods

Current Topics in Computing

Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS290AA-AC	1-3 credits	6-18 periods

Computer Information Systems Internship

Work experience in business or industry. Prerequisites: Permission of Instructor.

CIS296 - COOPERATIVE EDUCATION

Information about CIS296 courses can be found on page 146.

COMPUTER SCIENCE CSC

Mathematics Division/CSC Dept. CM 404 480.423.6581
CSC Course Coor., Gerald Thurman CM 464 480.423.6110

CSC100	3 credits	4 periods

Introduction to Computer Science (Java)

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: A grade of C or better in MAT120, or MAT121, or MAT122.

CSC110	3 credits	4 periods

Introduction to Computer Science (Java)

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: A grade of C or better in MAT120, or MAT121, or MAT122.

CSC120	4 credits	6 periods

Digital Design Fundamentals (EEE120)

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: A grade of C or better in CSC100 or CSC110 or CSC181 or ELE181 or NET181 or equivalent or permission of Instructor.

CSC180	3 credits	3 periods

Computer Literacy

Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

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| CSC205 | 3 credits | 3 periods |

Object Oriented Programming and Data Structures

Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: A grade of C or better in CSC110, or permission of Instructor.

| CSC220 | 3 credits | 5 periods |

Programming for Computer Engineering (EEE220)

Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: A grade of C or better in (CSC/EEE120 and CSC205), or permission of Instructor.

| CSC230 | 4 credits | 5 periods |

Computer Organization and Assembly Language (EEE230)

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: A grade of C or better in [(CSC100 or CSC110) and CSC/EEE120], or permission of Instructor.

| CSC240 | 3 credits | 5 periods |

Introduction to Different Programming Languages

Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages. Prerequisites: A grade of C or better in CSC205, or permission of Instructor.

| CSC294AA-AE | 1-3 credits | 1-4 periods |

Special Topics in Computing

Investigation of special topics in computing technology and applications. Examination of industry trends to solve problems and/or investigate issues. Prerequisites: Permission of Instructor.

COOPERATIVE EDUCATION (Work Experience)

Cooperative Education is a program combining classroom theory with supervised work experience. Students have the opportunity to earn college credit for planned growth in a job that is related to their career goals. A joint agreement is set up among the employer, the college and the student to facilitate the process. At Scottsdale Community College, Cooperative Education is available to students in nearly every discipline and is required in certain occupational programs.

Qualifications for participation in the program:

1. Completion at least 12 college credits;

2. At least a 2.6 Grade Point Average (GPA);

3. Completion of at least one class related to the student's major field of study;

4. Employment that directly relates to the student's academic and career goals; and

5. Must have authorization to work in the U.S.

Determination of College Credit

1. Completion of a minimum of 80 hours of work per semester for each credit to be earned, with a maximum of four (4) credit hours per semester. A student may accumulate a total of six (6) credit hours. However, the number of credits which can be applied toward a degree may be limited by individual departmental requirements.

2. Successful achievement of one learning objective for each credit to be earned.

3. Completion of Final Report, Employer Evaluation of Student

   Performance and documentation of completed learning objectives.

4. Attendance at a Cooperative Education Professional Development activity. An alternative method of completing this requirement may be authorized by the program director.

5. Students receive a letter grade for the Cooperative Education experience. The grade is based on specific criteria and is awarded by the faculty-coordinator to whom the student is assigned.

Application Process

For information on the application process, students must contact the SCC academic department of the course prefix/subject in which they wish to receive credit.

www.scottsdalecc.edu/academics/departments

The prefix for the credits for which the student registers is determined by the academic department (see example below):

XXX296WC Cooperative Education   3 credits 15 periods

Tuition for the Cooperative Education credits is the same as for other academic credits.

Veterans and Financial Aid Benefits

Veterans and financial aid recipients must also have written departmental approval for any courses not listed as electives or core courses within a specific program. Failure to do so may result in a pro rata reduction in financial assistance.

*Go to page 28 for more information on SUN courses.

COUNSELING & PERSONAL DEVELOPMENT CPD
Counseling Services SC 108 480.423.6524

Counseling and Personal Development courses are designed to promote and enhance student's academic, career, and personal success in college and beyond. The course offerings are designed to meet the needs of diverse student populations.

CPD102AB 2 credits 2 periods
Career Exploration
Designed to assist students make informed career decisions. Focuses on current Occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None. *Course Note: CPD102AB may be repeated for a total of six (6) credit hours.*

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.

CPD150 3 credits 3 periods
Strategies for College Success
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

Counseling and Personal Development courses such as CPD150 are specially designed for incoming freshmen and returning adult students enrolling in community college courses. This course assists students in the development of study skills, learning strategies, college coping skills, and facilitate their evaluation and selection of career plans which may improve chances of academic and personal success.

CPD160 3 credits 3 periods
Introduction to Multiculturalism
Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ENG107, or permission of Instructor.

CREATIVE WRITING CRW
English, World Languages and Journalism Division LC 305 480.423.6459

CRW150 3 credits 3 periods
Introduction to Creative Writing
Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society. Prerequisites: None.

CRW160 3 credits 3 periods
Introduction to Writing Poetry
Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

CRW170 3 credits 3 periods
Introduction to Writing Fiction
Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction. Prerequisites: None. CRW150 recommended but not required.

CRW180 3 credits 3 periods
Introduction to Writing Nonfiction
Practice in writing creative nonfiction, including autobiography and biography, the essay, reviews, and humor using a process of invention and discovery, writing, analysis, evaluation, and revision. Combines lecture, discussion, and workshop, leading to the production of marketable quality creative nonfiction. Prerequisites: None. CRW150 recommended but not required.

CRW200 1 credit 1 period
Readings for Writers
Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. Prerequisites: A grade of C or better in CRW150 or permission of Instructor. *Course Note: CRW200 may be repeated for a total of six (6) credits.*

CRW201 1 credit 1 period
Portfolio
Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student`s own literary work in a portfolio. Students meet individually

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with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director. *Course Note: CRW201 may be repeated for a total of two (2) credit hours.*

CRW260   3 credits   3 periods
Intermediate Poetry Writing
Emphasis on writing a series of original poems; analysis and evaluation of the functions and effects of established works of poetry; concentration on evaluation and revising students' poetry through intensive workshopping. Prerequisites: A grade of C or better in CRW160 or permission of Instructor.

CRW270   3 credits   3 periods
Intermediate Fiction Writing
Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping. Prerequisites: A grade of C or better in CRW170 or permission of Instructor.

CRW271   3 credits   3 periods
Topics in Writing: Fiction
Analysis, writing, and revision of genre or element within fiction. Prerequisites: A grade of C or better in CRW150 or permission of instructor.

CRITICAL READING   CRE
English, World Languages and Journalism Division   **LC 305   480.423.6459**

ALSO SEE: Reading (RDG), page 200.

CRE101   3 credits   3 periods
College Critical Reading and Critical Thinking
Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. Prerequisites: (A grade of "C" or better in ENG101 or ENG107) and (appropriate reading placement test score or a grade of "C" or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor).

CRE201   3 credits   3 periods
Critical Reading and Writing in a Global Society
Critical evaluation of writings of authors from a variety of countries and cultures in order to gain a more global perspective of both universal and contemporary issues. Analysis, synthesis, and evaluation of various contemporary cultural viewpoints through at least two substantial writing and/or speaking tasks. Prerequisites: A grade of "C" or better in (ENG101 or ENG107) and (CRE101 or exemption by score on the reading placement test).

CULINARY ARTS   CUL
Hospitality, Tourism and Culinary Arts Division   **AP 253   480.423.6578**

ALSO SEE: Hospitality and Tourism/Hotel, Golf and Restaurant Management (HRM), page 175.

The Culinary Arts Program offers multiple certificate and AAS courses of study for students (see pages 85-88). Further information on all programs may be obtained by calling the Culinary Arts office (480-423-6241), the division office (480-423-6578), or by visiting the website at https://www.scottsdalecc.edu/programs/culinary-arts. The program is proud to be accredited by the American Culinary Federation.

CUL101   3 credits   3 periods
Culinary Fundamentals: Culinary Basics
Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation. Prerequisites: None.

CUL102   3 credits   3 periods
Culinary Fundamentals: Hot Foods
Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces and soups. Study of butchering, yields, purchasing and grade classification. Prerequisites: None.

CUL103   3 credits   3 periods
Culinary Fundamentals: Breakfast and Garde Manger
Cooking techniques and preparation of breakfast items, salads, sandwiches, and dressings. Theory and practice of production of egg, pasta, cheeses, and fruit dishes, canapes and hors d'oeuvre creations. Study of lettuces, fruits, grains, cheeses and dressings as components of salads and sandwiches. Prerequisites: None.

CUL104   3 credits   3 periods
Culinary Fundamentals: Bakery and Pastry
Provides a study of cooking techniques and preparation methods for cakes, pies, cookies and simple desserts as well as production of doughs and breads. Includes preparation of various bakery sauces and toppings, uses of chocolate, and appropriate presentation methods for various types of desserts. Prerequisites: None.

CUL105   3 credits   5 periods
Principles and Skills for Professional Cooking
Introductory principles and skills for professional cooking. Introduces organizational structure of kitchen staff in different types of kitchens. Includes basic principles of safety and

*Go to page 28 for more information on SUN courses.

sanitation, equipment and utensil use, French cooking terms, recipe use, measuring techniques, identification and use of seasoning agents, and basic cooking methods applied to stocks, sauces and soups, vegetables, starches, entrees, and eggs. Emphasis on practical experiences in a commercial kitchen. Prerequisites: None.

CUL107　　　　　**3 credits**　　**5 periods**
Principles and Techniques of Garde Manger
Prepares students for employment in garde manger pantry positions in restaurants and resorts. Includes costing out and ordering food products; food and safety factors; preparing and garnishing pantry product. Emphasis on classical food presentation. Prerequisites: A grade of "C" or better in CUL105, or permission of Program Director.

CUL113　　　　　**3 credits**　　**5 periods**
Commercial Baking Techniques
Principles and techniques for preparation, storage, and serving of bakery products. Includes breads, cakes, pies, pastry, cookies, fillings, and icings. Emphasis on practical experiences in a commercial bakery. Prerequisites: None.

CUL115　　　　　**2 credits**　　**2 periods**
Food Service Sanitation, Safety and Stewarding
Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation. Prerequisites: None.

CUL119　　　　　**3 credits**　　**3 periods**
Baking Theory and Retail Operations
Baking principles to include detailed study of ingredients, heat transfer, and recipe conversions. Basic business operations for a retail bakery including bakery product line and floor plan design. Prerequisites: None.

CUL120　　　　　**2 credits**　　**2 periods**
Food Costing, Purchasing and Inventory Control
Basic skills necessary to understand and utilize cost controls. Focus on measurements, recipe costing and yield analysis. Application of systems and practices for efficient food purchasing, storage, production, budgeting and inventory. Prerequisites: None.

CUL127　　　　　**3 credits**　　**5 periods**
Commercial Baking: Classical Desserts
Advanced principles and techniques in commercial baking and dessert preparation. Focus on fine pastries with European flair and on desserts served in better hotels, restaurants, and resorts. Preparation of macaroons, tarts, puff pastries, specialty cakes, and desserts such as Bavarian creams, mousses, custards, souffles, crepe desserts, and flammeries. Preparation and use of sauces, techniques for using nuts and chocolate, and exploration of new recipes. Prerequisites: A grade of "C" or better in CUL113, or permission of Program Director.

CUL130　　　　　**3 credits**　**6.15 periods**
Savory Foods I
Studies all facets of hot foods; including vegetable preparation, stocks, sauces, soups. Reviews ingredients, production and plating techniques that are unique to a contemporary, continental kitchen. Prerequisites: None.

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CUL137   3 credits   5 periods
Specialty Breads and Breakfast Pastry
The preparation of classical and artisan breads using advanced production techniques and skills. Classic breakfast pastry, with the production of laminated doughs, sweet doughs, and rich yeast doughs to include Danish, croissant, puff pastry, brioche, and other international classics. Completion of edible centerpieces made out of various styles of bread. Prerequisites: A grade of C or better in CUL113 or permission of Program Director.

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   3.5 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   7.5 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   3 credits   5.8 periods
Dining Room Operations I
Focuses on theory and practice of operating a casual dining room; includes set-up and clean-up, food and beverage service, proper etiquette, point-of-sale operation and presenting guest checks. Emphasis on service techniques, including buffet and banquet set-ups, and customer accommodations. Prerequisites: None.

CUL201   3 credits   5 periods
International Cuisine
Gourmet international food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected international cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to: Italian, German, Oriental, Middle Eastern, and Spanish. Prerequisites: A grade of "C" or better in CUL105, or permission of Program Director.

CUL203   3 credits   5 periods
American Regional Cuisine
American regional food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected American regions. Emphasis on practical cooking experiences in a restaurant setting. American regions to include, but not limited to: Southern, Cajun/Creole, New England, Mid-West, and Pacific Coast. Prerequisites: A grade of "C" or better in CUL105, or permission of Program Director.

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.

CUL211BB   3 credits   6 periods
Professional Cooking Practicum
Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrees, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens. Prerequisites: A grade of C or better in (CUL105 and FON104) or permission of Department or Division. Corequisites: CUL211BA. *(Corequisite waived by SCC Program Director.)*

CUL215   3 credits   5 periods
Advanced Pastry Arts
Advanced pastry arts and decorative work as applied to showpieces and special occasion cakes. Includes sugar work such as pulled, blown, and poured as well as the use of tempered and modeling chocolate. Design and execution of a three-tier wedding cake as well as work on a special occasion and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Includes desserts for special diets and spa desserts. Prerequisites: A grade of C or better in CUL113 and CUL127, or permission of Program Director. *Course Note: CUL215 may be repeated for a total of six (6) credits.*

CUL217   3 credits   5 periods
Commercial Wedding Cake Production
Basic and advanced execution for special occasion, wedding, and groom`s cakes to include initial design work, baking, icing, and advanced finishing techniques to include the use of fondant and gum paste. Enhancement of cakes to include basic sugar, pastillage, and chocolate decoration. Prerequisites: A grade of C or better in CUL113 or permission of Program Director.

CUL219   3 credits   5 periods
Professional Pastry Techniques
Advanced production techniques for plated desserts, frozen desserts, modern and classical gateaux, petits fours, and chocolates. Prerequisites: A grade of C or better in CUL113 and CUL127, or permission of Program Director.

CUL220   2 credits   2 periods
Food Service Nutrition
Study of basic nutrition concepts with an emphasis on the nutritional concerns of restaurants and other types of food service operations. Focuses on nutrients in foods, the relationships to other nutrients and the planning of well-balanced menus throughout the life cycle. Prerequisites: None.

CUL225   3 credits   3 periods
Supervisory Functions in Food Service
Principles and techniques of supervision applied to food service workers. Includes roles and responsibilities of a food service supervisor, basic theories of management, line staffing functions, basic concepts of communication, motivation techniques, problem-solving, labor relations and laws, performance evaluation and basic record keeping functions in food service settings. Prerequisites: None.

CUL230   3 credits   7 periods
Savory Foods II
Hot food product utilization, preparation and display for contemporary, continental kitchen. Focuses on classical preparation skills with an emphasis on contemporary food production, organization, communication, teamwork and plating skills. Food production focuses include the creation of appetizers, hors d'oeuvres, salads, and salad dressings; the use of grains and legumes; the production of charcuterie; and the creation of display pieces. Prerequisites: A grade of C or better in 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: A grade of C or better in CUL140.

CUL250   2 credits   4 periods
Garde Manger II
Refinement of skills required in a Garde Manger Department. Preparation of appetizers, hors d'oeuvres, salads, salad dressings, use of grains and legumes, production of charcuterie

and display pieces. Emphasis placed on eye appeal, texture, color contrast, artistic touch, taste and processing. Includes study of production and storage of ingredients, sanitation and hygiene standards. Prerequisites: A grade of C or better in 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: A grade of C or better in 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 formal etiquette and service practices for a dining room including buffet and banquet set-up and managerial duties. Prerequisites: A grade of C or better in CUL170.

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DANCE   DAN
HPERD Division   PE 149 480.423.6606
Dance Department   PE 151 480.423.6600

Scottsdale Community College offers a variety of dance courses each semester, designed for the absolute beginning dancer (beginning or level I courses), as well as those interested in transferring to a four-year university, pursuing a career in dance education or a career in performance (intermediate or level II, III and IV courses). Course offerings each semester include beginning through advanced level technique classes in Ballet, Modern Dance, Jazz Dance, and Tap. Also offered: Fundamentals of Choreography, Dance Production, Rhythmic Theory (music for dance), Dance Seminar (conditioning), Pointe, Dance Technology and Dance Performance, which performs regularly on campus, in the community, in Arizona and throughout the United States. Students planning to transfer should be advised each semester for effective transition to a four-year institution. For further information on Scottsdale's dance program, please contact (480) 423-6600. The following courses are suggested for students majoring in dance.

DAN101AA   1 credit   2 periods
Social Dance: Ballroom
Theory and practice of Ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. *Course Note: DAN101AA may be repeated for a total of four (4) credits.*

DAN101AB   1 credit   2 periods
Social Dance: Swing
Theory and practice of Swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. *Course Note: DAN101AB may be repeated for a total of four (4) credits.*

DAN101AC   1 credit   2 periods
Social Dance: Latin
Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. *Course Note: DAN101AC may be repeated for a total of four (4) credits.*

DAN101AD   1 credit   2 periods
Social Dance: Country
Theory and practice of Country dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. *Course Note: DAN101AD may be repeated for a total of four (4) credits.*

DAN101AE   1 credit   2 periods
Social Dance: Tango
Theory and practice of Tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. *Course Note: DAN101AE may be repeated for a total of four (4) credits.*

DAN102AA   1 credit   3 periods
Hip Hop I
Theory and practice of Hip Hop dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN102AA may be repeated for credit.*

DAN102AB   1 credit   3 periods
Hip Hop II
Theory and practice of Hip Hop dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN102AA or permission of Instructor. *Course Note: DAN102AB may be repeated for credit.*

DAN104AA   1 credit   3 periods
Ballroom I
Theory and practice of Ballroom dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN104AA may be repeated for credit.*

DAN104AB   1 credit   3 periods
Ballroom II
Theory and practice of Ballroom dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN104AA or permission of Instructor. *Course Note: DAN104AB may be repeated for credit.*

DAN105AA   1 credit   3 periods
Swing I
Theory and practice of Swing dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN105AA may be repeated for credit.*

DAN105AB   1 credit   3 periods
Swing II
Theory and practice of Swing dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN105AA or permission of Instructor. *Course Note: DAN105AB may be repeated for credit.*

DAN106AA   1 credit   3 periods
Latin I
Theory and practice of Latin dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN106AA may be repeated for credit.*

DAN106AB   1 credit   3 periods
Latin II
Theory and practice of Latin dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN106AA or permission of Instructor. *Course Note: DAN106AB may be repeated for credit.*

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DAN108AA   1 credit   3 periods
Tango I
Theory and practice of Tango dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN108AA may be repeated for credit.*

DAN108AB   1 credit   3 periods
Tango II
Theory and practice of Tango dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN108AA or permission of Instructor. *Course Note: DAN108AB may be repeated for credit.*

DAN170   3 credits   3 periods
Dance Kinesiology
In-depth study of how the human body functions during dance movement both theoretically and practically. Attention given to correct body alignment and use while dancing, exploring each part of the body individually and analyzing the body as a whole. Prerequisites: Appropriate reading and writing placement test scores, or a grade of "C" or better in ENG091 and RDG091. Corequisites: Any dance technique course. *Course Note: DAN125AA may be repeated for credit.*

DAN131   1 credit   3 periods
Ballet I
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN131 may be repeated for credit.*

DAN131PA   0.5 credits 1.5 periods
Ballet Basic Level
Dance training for personal skill development and interest. Introduction to the theory and practice of ballet at the basic level. Prerequisites: None. Prior dance experience suggested but not required. *Course Note: DAN131PA may be repeated for credit. Course is not intended for dance majors.*

DAN132   1 credit   3 periods
Modern Dance I
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN132 may be repeated for credit.*

DAN133   1 credit   3 periods
Jazz Dance I
Introduction to the theory and practice of jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. *Course Note: DAN133 may be repeated for credit.*

DAN133PA   0.5 credits 1.5 periods
Jazz Basic Level
Dance training for personal skill development and interest. Introduction to the theory and practice of jazz dance at the basic level. Prerequisites: None. Prior dance experience suggested but not required. *Course Note: DAN133PA may be repeated for credit. Course is not intended for dance majors.*

DAN134   1 credit   3 periods
Ballet II
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN131 or permission of Instructor. *Course Note: DAN134 may be repeated for credit.*

DAN134PA   0.5 credits 1.5 periods
Ballet Beginning Level
Dance training for personal skill development and interest. Theory and practice of ballet at the beginning level. Prerequisites: A grade of C or better in DAN131PA or permission of Department or Division. *Course Note: DAN134PA may be repeated for credit. Course is not intended for dance majors.*

DAN135   1 credit   3 periods
Modern Dance II
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN132 or permission of Instructor. *Course Note: DAN135 may be repeated for credit.*

DAN135PA   0.5 credits 1.5 periods
Modern Dance Beginning Level
Dance training for personal skill development and interest. Theory and practice of modern dance at the beginning level. Prerequisites: A grade of C or better in DAN132PA or permission of Department or Division. *Course Note: DAN135PA may be repeated for credit. Course is not intended for dance majors.*

DAN136   1 credit   3 periods
Jazz Dance II
Theory and practice of jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN133 or permission of Instructor. *Course Note: DAN136 may be repeated for credit.*

DAN136PA   0.5 credits 1.5 periods
Jazz Dance Beginning Level
Dance training for personal skill development and interest. Theory and practice of jazz dance at the beginning level. Prerequisites: A grade of C or better in DAN133PA or permission of Department or Division. *Course Note: DAN136PA may be repeated for credit. Course is not intended for dance majors.*

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*Go to page 28 for more information on SUN courses.

DAN138   1 credit   1 period
Dance Seminar I
Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or jazz dance technique course.

DAN140   1 credit   3 periods
Tap Dance I
An introduction to the theory and practice of tap dance. Prerequisites: None. *Course Note: DAN140 may be repeated for credit.*

DAN145   1 credit   3 periods
Tap Dance II
Theory and practice of tap dance at an advanced beginning level. Prerequisites: A grade of C or better in DAN140 or permission of Instructor. *Course Note: DAN145 may be repeated for credit.*

DAN150   1 credit   3 periods
Dance Performance I
An introduction to the process and practice of dance performance. Prerequisites: None. *Course Note: DAN150 may be repeated for credit.*

DAN155   1 credit   3 periods
Dance Performance II
Continued study of the process and practice of dance performance at a level II. Prerequisites: A grade of C or better in DAN150 or permission of Instructor. *Course Note: DAN155 may be repeated for credit.*

DAN164   1 credit   3 periods
Improvisation
An introduction to and an exploration of basic improvisational dance skills. Prerequisites: None. *Course Note: DAN164 may be repeated for credit.*

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*Go to page 28 for more information on SUN courses.

DAN170   3 credits   3 periods
Dance Kinesiology
In-depth study of how the human body functions during dance movement both theoretically and practically. Attention given to correct body alignment and use while dancing, exploring each part of the body individually and analyzing the body as a whole. Prerequisites: Appropriate reading and writing placement test scores, or a grade of "C" or better in ENG091 and RDG091. Corequisites: Any dance technique course.

DAN201AA-AC   1-3 credits 1-3 periods
Special Topics: Dance
Exploration of current topics, issues and activities related to one or more aspects of dance. Prerequisites: Permission of Instructor. Course Note: Designed to offer special topics and/or specialized training for students in dance. Activities may also be appropriate for portfolio enhancement.

DAN202AA   1 credit   3 periods
Hip Hop III
Theory and practice of Hip Hop dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN102AB or permission of Instructor. *Course Note: DAN202AA may be repeated for credit.*

DAN202AB   1 credit   3 periods
Hip Hop IV
Theory and practice of Hip Hop dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN202AA or permission of Instructor. *Course Note: DAN202AB may be repeated for credit.*

DAN204AA   1 credit   3 periods
Ballroom III
Theory and practice of Ballroom dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN104AB or permission of Instructor. *Course Note: DAN204AA may be repeated for credit.*

DAN204AB   1 credit   3 periods
Ballroom IV
Theory and practice of Ballroom dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN204AA or permission of Instructor. *Course Note: DAN204AB may be repeated for credit*

DAN205AA   1 credit   3 periods
Swing III
Theory and practice of Swing dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN105AB or permission of Instructor. *Course Note: DAN205AA may be repeated for credit.*

DAN205AB   1 credit   3 periods
Swing IV
Theory and practice of Swing dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN205AA or permission of Instructor. *Course Note: DAN205AB may be repeated for credit.*

DAN206AA   1 credit   3 periods
Latin III
Theory and practice of Latin dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN106AB or permission of Instructor. *Course Note: DAN206AA may be repeated for credit.*

DAN206AB   1 credit   3 periods
Latin IV
Theory and practice of Latin dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN206AA or permission of Instructor. *Course Note: DAN206AB may be repeated for credit.*

DAN208AA   1 credit   3 periods
Tango III
Theory and practice of Tango dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN108AB or permission of Instructor. *Course Note: DAN208AA may be repeated for credit.*

DAN208AB   1 credit   3 periods
Tango IV
Theory and practice of Tango dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN208AA or permission of Instructor. *Course Note: DAN208AB may be repeated for credit.*

DAN210   3 credits   3 periods
Dance Production I
Introduction to the elements of pre-production and production, including but not limited to production organization, production management, lighting design, and sound design as they relate to the art of dance. Prerequisites: None.

DAN211   3 credits   3 periods
Dance Production II
Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

DAN221   3 credits   3 periods
Rhythmic Awareness I
Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life. Prerequisites: None.

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Courses

*Go to page 28 for more information on SUN courses.

DAN231   1 credits   3 periods
Ballet III
Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN134 or permission of Instructor. *Course Note: DAN231 may be repeated for credit.*

DAN231AA   2 credits   5 periods
Ballet III: Intensive
Theory and intensive practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN134 or permission of Instructor. *Course Note: DAN231AA may be repeated for credit.*

DAN231PA   0.5 credits 1.5 periods
Ballet Intermediate Level
Dance training for personal skill development and interest. Theory and practice of ballet at the intermediate level. Prerequisites: A grade of C or better in DAN134PA or permission of Department or Division. *Course Note: DAN231PA may be repeated for credit. Course is not intended for dance majors.*

DAN232   1 credit   3 periods
Modern Dance III
Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN135 or permission of Instructor. *Course Note: DAN232 may be repeated for credit.*

DAN232AA   2 credits   5 periods
Modern Dance III: Intensive
Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN135 or permission of Instructor. *Course Note: DAN232AA may be repeated for credit.*

DAN232PA   0.5 credits 1.5 periods
Modern Dance Intermediate Level
Dance training for personal skill development and interest. Theory and practice of ballet at the intermediate level. Prerequisites: A grade of C or better in DAN135PA or permission of Department or Division. *Course Note: DAN232PA may be repeated for credit. Course is not intended for dance majors.*

DAN233   1 credit   3 periods
Jazz Dance III
Theory and practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN136 or permission of Instructor. *Course Note: DAN233 may be repeated for credit.*

DAN233AA   2 credits   5 periods
Jazz Dance III: Intensive
Theory and intensive practice of jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN136 or permission of Instructor. *Course Note: DAN233AA may be repeated for credit.*

DAN234AA   2 credits   5 periods
Ballet IV: Intensive
Theory and intensive practice of ballet at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN231AA or permission of Instructor. *Course Note: DAN234AA may be repeated for credit.*

DAN235   1 credit   3 periods
Modern Dance IV
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN232 or permission of Instructor. *Course Note: DAN235 may be repeated for credit.*

DAN235AA   2 credits   5 periods
Modern Dance IV: Intensive
Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN232AA or permission of Instructor. *Course Note: DAN235AA may be repeated for credit.*

DAN236   1 credit   3 periods
Jazz Dance IV
Theory and practice of jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN233 or permission of Instructor. *Course Note: DAN236 may be repeated for credit.*

DAN236AA   2 credits   5 periods
Jazz Dance IV: Intensive
Theory and intensive practice of jazz dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: A grade of C or better in DAN233AA or permission of Instructor. *Course Note: DAN236AA may be repeated for credit.*

DAN238   1 credit   1 period
Dance Seminar II
Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: A grade of C or better in DAN138 or permission of Instructor. Corequisites: Any ballet, modern dance, or jazz dance technique course.

*Go to page 28 for more information on SUN courses.

DAN264 3 credits 3 periods
Choreography I
Study of basic dance choreography to include construction of a phrase, structure and form in a composition and the basic elements of time, space and energy. Prerequisites: None.

DAN272 3 credits 3 periods
Dance Technology
Survey of the expanding field of technology as it pertains to the study and performance of dance. Prerequisites: A grade of C or better in DAN264 or permission of Instructor.

DAN275 3 credits 3 periods
Choreography for Film and Video
Introduction to creating choreography uniquely for screen medium, emphasizing relationship between choreography, work of the camera, and the editing in maintaining the three dimensional qualities of movement when transferred to the two dimensional space of the screen. Prerequisites: DAN264 and DAN272.

DAN280 2 credits 6 periods
Dance Practicum
A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of Instructor.

DAN282AA-AC 1-3 credits 1-3 periods
Service-Learning Experience in Dance
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: DAN282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

DAN285AA 3 credits 6 periods
Multimedia Performance Ensemble I (MUP285AA)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of Instructor.

DAN285AB 3 credits 6 periods
Multimedia Performance Ensemble II (MUP285AB)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of Instructor.

DAN285AC 3 credits 6 periods
Multimedia Performance Ensemble III (MUP285AC)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of Instructor.

DAN285AD 3 credits 6 periods
Multimedia Performance Ensemble IV (MUP285AD)
Provides students with opportunities to gain training in one or more aspects of arts and entertainment including dance technology and performance, music production and performance and other aspects of live performance production. Assigned projects may be individualized and/or a group effort. Emphasis on developing professional skills of students in their particular area/s of specialization through practical experience and interaction with industry professionals and development of student performance portfolios. Prerequisites: Permission of Instructor.

DAN291AA-AC 1-3 credits 3-9 periods
Dance Conservatory II
An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: A grade of C or better in (DAN131and DAN132) or permission of Instructor. *Course Note: DAN291AA-AC may be repeated for credit.*

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*Go to page 28 for more information on SUN courses.

DAN293   3 credits   3 periods
Teaching Dance in Elementary Education
Introduction to theories and methods of teaching dance and movement in the elementary school setting. Includes planning, facilitating, and assessing dance and movement experiences for grades K-6. Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233, and DAN264), or permission of Instructor.

DAN294   3 credits   3 periods
Teaching Dance in Secondary Education
Introduction to the theories and methods of teaching dance and movement in the elementary school setting. Includes planning, facilitating, and assessing dance and movement experiences for grades K-6. Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233, and DAN264), or permission of Instructor.

DAN295   3 credits   3 periods
Teaching and Management of Studio Dance
Expands upon teaching/learning processes in the area of dance as relates to studio dance setting and exploration of management skills. Prerequisites: A grade of C or better in (BIO160, DAN231, DAN232, DAN233, and DAN264), or permission of Instructor.

DAN296WA-WD   1-4 credits 5-20 periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

DANCE HUMANITIES   DAH
HPERD Division   PE 149 480.423.6606
Dance Department   PE 151 480.423.6600

DAH100   3 credits   3 periods
Introduction to Dance
Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None. *(Meets humanities requirement.)*

DAH110   3 credits   3 periods
Dance in Film
Survey of the history and development of dance in film and video including basic film technology and critical analysis and evaluation. Prerequisites: None.

DAH190   1 credit   1 period
Discovering Dance Careers
An overview of the professional opportunities available in dance and dance related fields. Prerequisites: None.

DAH250   3 credits   3 periods
Dance in Popular Culture
Interdisciplinary approach investigating diverse cultural dance practices that have shaped American popular culture from the late 19th century to the present. Highlights issues of power, class, race, ethnicity, gender, age and sexuality. Emphasis is on revealing diverse cultural influences in U.S. popular culture. Prerequisites: None.

DAH255   3 credits   3 periods
Hip Hop: Arts, Aesthetic and Culture
Selective survey and historico-cultural analysis of hip hop arts, aesthetics and culture organized around the founding elements of DJing, MCing, B-boy and B-girling, graffiti arts and knowledge. Prerequisites: ENG101 and ENG107.

DRAFTING (Architectural Technology)

See ARCHITECTURAL TECHNOLOGY

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EARLY CHILDHOOD DEVELOPMENT ECH
Social/Behavioral Sciences Division   SBE 130 480.423.6206

ECH176 3 credits 3 periods
Child Development (CFS176)
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None. *(ECH176 is offered at SCC fall and spring semesters.)*

ECONOMICS ECN
Social/Behavioral Sciences Division   SBE 130 480.423.6206

ECN160 3 credits 3 periods
Economic History of the United States
A description of the trends of American population, industry, and wealth through examination of major American institutions, historical events, and economic thought. Emphasis on the roles of technology and natural resources in agriculture and industry, the labor force, the monetary system, market structures, and the economic impact of government. Prerequisites: None.

ECN211 3 credits 3 periods
Macroeconomic Principles   SUN# ECN2201*
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

ECN212 3 credits 3 periods
Microeconomic Principles   SUN# ECN2202*
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

EDUCATION EDU
Social/Behavioral Sciences Division   SBE 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 United States and Arizona Constitution (POS220 or GCU/POS227). 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 123). 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 step@scottsdalecc.edu.

EDU220 3 credits 3 periods
Introduction to Serving English Language Learners (ELL)
Rationale for and current educational and legal issues for serving 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/Dual Language Immersion(DLI). Includes SEI, ESL, and bilingual/DLI strategies. Prerequisites: None. *Course Note: Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.*

EDU221 3 credits 3 periods
Introduction to Education
Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. *Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment. (Most students will need an Arizona Fingerprint Clearance card to begin field experiences.)*

EDU222 3 credits 3 periods
Introduction to the Exceptional Learner
Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted. Prerequisites: None. *Course Note: EDU222 requires an approved field experience.*

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Courses

*Go to page 28 for more information on SUN courses.

EDU230   **3 credits**   **3 periods**
Cultural Diversity in Education (EPD230)
Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU233   **3 credits**   **3 periods**
Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods
Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: A grade of C or better in (EDU220 or EPD220 or EDU225), or permission of Department or Division. *Course Note: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.*

EDU250   **3 credits**   **3 periods**
Teaching and Learning in the Community College
The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU254   **1 credit**   **5 periods**
Education Internship
Teaching experience in PK-12 classroom setting. Required to work 100 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of department or division, and admission into a post-baccalaureate teacher certification program. *Course Note: EDU254 may be repeated for a total of two (2) credits with permission of department.*

EDU269   **3 credits**   **3 periods**
Methods of Integrating Technology into Curriculum
Overview and practical application of teaching methodology for integrating technology into curriculum development for teachers. Examination of the necessary skills students need to meet national technology standards. Lesson plan development emphasized. Prerequisites: A grade of C or better in EDU260 or Permission of Department.

EDU270   **3 credits**   **3 periods**
Learning and the Brain
Teaching and learning issues within a cognitive processes content. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Emphasis on current neuroscientific brain research and how it impacts teaching practice in preK-12 classrooms. Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.

EDU270AA   **3 credits**   **3 periods**
Elementary Reading and Decoding
Focus on the theories, methods and models of the teaching and learning processes of reading in the elementary grades. Includes current research findings related to methods of teaching reading in the elementary school setting. Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.

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. Covers the history of written language, alphabetic reading, and writing systems, and implementation of effective methods for reading instruction. Prerequisites: None. *Course Note: EDU271 requires an approved field experience.*

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: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program and (PSY101 or permission of Instructor) or permission of Department or Division.

EDU276   **3 credits**   **3 periods**
Classroom Management and Behavior Analysis
Classroom management techniques, and behavior analysis. Classroom discipline models, student behavior and misbehavior, group dynamics, student self-motivation and learning styles covered. Professional Teaching Standards emphasized. Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division. *Course Note: EDU276 requires an approved field experience.*

EDU287AA　　　1 credit　　　1 period
Master Teacher Seminar I
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Baccalaureate Degree and formal acceptance to a Maricopa Community College state approved post-baccalaureate teacher preparation program or permission of Department or Division.

EDU287AB　　　1 credit　　　1 period
Master Teacher Seminar II
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Formal admission to an undergraduate teacher preparation program. *Course Note: EDU287AB may be repeated for a total of four (4) credit hours.*

EDU287AC　　　1 credit　　　1 period
Master Teacher Seminar III
Special topics in education with an emphasis on current issues not covered in education courses. Prerequisites: Baccalaureate degree and formal admission to a state approved post baccalaureate teacher preparation program. *Course Note: EDU287AC may be repeated for a total of four (4) credit hours.*

EDU288AA　　　8 credits　　　5 periods
Student Teaching Lab - Elementary
Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program, and (EDU240 or EDU251) and permission of Department or Division.

EDU290　　　3 credits　　　3 periods
Science Methods and Curriculum Development
Overview and practical application of teaching elementary science. Covers teaching strategies, learning environments, teaching resources, and use of technology. Emphasis on Professional Teaching Standards. Includes current research findings related to the application and learning of elementary science content. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. *Course Note: EDU290 requires an approved field experience.*

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, Professional Teaching Standards and National Council of Teachers of Mathematics Standards also covered. Includes current research findings related to the application and learning of elementary mathematics content. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. *Course Note: EDU293 requires an approved field experience.*

EDU294　　　3 credits　　　3 periods
Multicultural Folktales (ENH294, STO294)
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None.

EDU295　　　3 credits　　　3 periods
Social Studies Methods and Curriculum Development
Overview of teaching elementary social studies. Topics include lesson plans preparation, teaching strategies, assessments, classroom management techniques and teaching resources. Emphasis on Professional Teaching Standards. Includes current research findings related to the application and learning of elementary social studies content. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program. *Course Note: EDU295 requires an approved field experience.*

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.

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*Go to page 28 for more information on SUN courses.

EDUCATION PROFESSIONAL DEVELOPMENT EPD
Social/Behavioral Sciences Division   SBE 130 480.423.6206

EPD229   **3 credits   4.5 periods**
Gifted Education Practicum I
Practical application of theories, models, and instruction for gifted education. Provides an opportunity to receive guided, practical, on-site experience working with gifted students. Requires observations of gifted students in a variety of settings, evaluation of teaching techniques, and critical review of academic standards as they relate to gifted learners and related professional organizations. Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and EPD225, EPD226, EPD227, and EPD228 (or permission of Department or Division chairperson).

EPD230   **3 credits   3 periods**
Gifted Education Practicum II
Supervised practicum. Emphasis on the provision of instruction and assessment to gifted and talented students. Covers lesson plan development, classroom procedures, classroom management, and assessment. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: Must hold a provisional or standard early childhood, elementary, secondary or special education teaching certificate and EPD225, EPD226, EPD227, EPD228, and EPD229 (or permission of Instructor or Department or Division Chairperson).

EPD270   **3 credits   3 periods**
Theoretical and Research Foundations of Language and Literacy
Focus on scientifically-based research as the foundation for classroom reading instruction. Emphasis on the five major areas of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Application of techniques for organizing and implementing explicit, systematic instruction in each of these areas, and methods of regularly assessing children`s performance in reading and language arts. Prerequisites: Must hold a provisional or standard elementary, secondary, or special education teaching certificate.

EPD274   **6 credits   6 periods**
Reading Assessment
Focus on Assessment Practices and Systems including administering assessments, data collection and analysis, diagnosing reading difficulties, developing student growth plans, and utilizing data to provide appropriate effective instruction to increase literacy success for all students. Prerequisites: A grade of C or better in EPD270, (EPD271AA or EPD271AB), (EPD272AA or EPD272AB), and must hold a provisional or standard elementary, secondary, or special education teaching certificate.

EPD276   **3 credits   3 periods**
The Teacher Leader
Focus on K-12 teachers` skills as recognized teacher leaders. Includes reading, summarizing, and analyzing current educational research and theory about the teacher leader. Examination of the effect of informal and formal roles of the teacher leader in the schools. Also covers discovery of personal philosophies of leadership and plans for enacting leadership within participant`s own school sites. Prerequisites: Must hold a provisional or standard elementary, secondary, or special education teaching certificate.

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ELECTRICAL ENGINEERING   EEE
Mathematics Division   CM 404 480.423.6581

EEE Course Coordinator, Cody Anderson   CM 437 480.423.6775

EEE120   4 credits   6 periods
Digital Design Fundamentals (CSC120)
Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: A grade of C or better in CSC100 or CSC110 or CSC181 or ELE181 or NET181 or equivalent or permission of Instructor.

EEE202   5 credits   7 periods
Circuits and Devices
Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: A grade of C or better in ECE103 or ECE103AB or ECE103EP. Corequisites: (MAT276 or MAT277) and (PHY116 or PHY131).

EEE220   3 credits   5 periods
Programming for Computer Engineering (CSC220)
Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: A grade of C or better in (CSC/EEE120 and CSC205), or permission of Instructor.

EEE230   4 credits   5 periods
Computer Organization and Assembly Language (CSC230)
Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: A grade of C or better in [(CSC100 or CSC110) and CSC/EEE120], or permission of Instructor.

ENGINEERING SCIENCE   ECE
Mathematics Division   CM 404 480.423.6581

EEE Course Coordinator, Cody Anderson   CM 437 480.423.6775

ECE102   2 credits   4 periods
Engineering Analysis Tools and Techniques   SUN# EGR1102*
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or permission of Department or Division. Corequisites: MAT151 or MAT182 or MAT187.

ECE103   2 credits   4 periods
Engineering Problem Solving and Design   SUN# EGR1102*
Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering science as a profession. Prerequisites: A grade of C or better in (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

ECE211   3 credits   5 periods
Engineering Mechanics - Statics
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: A grade of C or better in ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

ECE212   3 credits   5 periods
Engineering Mechanics - Dynamics
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: A grade of C or better in ECE211 and MAT241.

NOTE: Completion of both ECE211 and ECE212 is equivalent to MCCCD's ECE214 course (see below) in some Maricopa-ASU Pathways (MAPP): ECE214 is not currently offered at SCC.

ECE214   4 credits   6 periods
Engineering Mechanics
Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: A grade of C or better in (ECE103 or ECE103AB), (MAT230 or MAT231) and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.

*Go to page 28 for more information on SUN courses.

ENGLISH   ENG
English, World Languages
and Journalism Division   LC 305   480.423.6459

ENG071   3 credits   3 periods
Preparatory Academic Writing I
Emphasizes preparation for college level composition and related reading tasks with a focus on communicating through complete, grammatically correct writing, organized to communicate a central idea. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ENG081   3 credits   3 periods
Preparatory Academic Writing II
Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

ENG091   3 credits   3 periods
Preparatory Academic Writing III
Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.

ENG101   3 credits   3 periods
First-Year Composition   **SUN#** ENG1101*
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG102   3 credits   3 periods
First-Year Composition   **SUN#** ENG1102*
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: A grade of C or better in ENG101.

ENG107   3 credits   3 periods
First-Year Composition for ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies

through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108   3 credits   3 periods
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL).Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: A grade of C or better in ENG107.

ENG183   3 credits   3 periods
Basic Manuscript Writing: Fiction
Basic skills and techniques used by the professional fiction writer in writing fiction for publication, including characterization, plot development, writing dialogue, setting scenes, and establishing mood. Emphasis on writing scenes. Prerequisites: None. *Course Notes: ENG183 may be repeated for a total of six (6) credit hours*.

ENG200   3 credits   3 periods
Reading and Writing About Literature
Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. Prerequisites: A grade of C or better in ENG102.

ENG210   3 credits   3 periods
Creative Writing
Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C" or better, or permission of department.

ENG217   3 credits   3 periods
Personal and Exploratory Writing
Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

ENG235   3 credits   3 periods
Magazine Article Writing
Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

ENGLISH AS A SECOND LANGUAGE   ESL
**English, World Languages
and Journalism Division**   LC 305 480.423.6459

ESL097   **3 credits**   **3 periods**
Preparatory Academic Writing III for ESL
Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

ENG107   **3 credits**   **3 periods**
First-Year Composition for ESL
Equivalent of ENG101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG108   **3 credits**   **3 periods**
First-Year Composition for ESL
Equivalent of ENG102 for students of English as a Second Language (ESL).Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENGLISH HUMANITIES   ENH
**English, World Languages
and Journalism 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.

ENH190   **3 credits**   **3 periods**
Introduction to U.S. Ethnic Literature
Introduction to the US ethnic literatures of African Americans, Arab Americans, Asian Americans, Latinas/os, Native Americans, Mixed Race, and other emerging ethnic groups through various expressions. Examines the interconnections of the various experiences of racialized groups living in the US. Provides ethnic U.S. literature a global context through study of the interconnections with the literatures of Africa, Asia, Latin America, and Oceania. Focus on literary production of at least four specific U.S. ethnic groups and relevant international literatures. Prerequisites or Corequisites: ENG101 or ENG107.

ENH241   **3 credits**   **3 periods**
American Literature Before 1860
Includes literature written prior to 1860 in the United States. Prerequisites: A grade of C or better in ENG101.

ENH242   **3 credits**   **3 periods**
American Literature After 1860
Includes literature written after 1860 in the United States. Prerequisites: None.

ENH251   **3 credits**   **3 periods**
Mythology
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

ENH255   **3 credits**   **3 periods**
Contemporary U.S. Literature and Film
Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: A grade of C or better in ENG101.

ENH259   **3 credits**   **3 periods**
American Indian Literature
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

ENH260   **3 credits**   **3 periods**
Literature of the Southwest
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

ENH291   **3 credits**   **3 periods**
Children's Literature (EDU291)
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

ENH295   3 credits   3 periods
Banned Books and Censorship
History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

EQUINE SCIENCE   EQS
Applied Sciences Division   AP 237B 480.423.6599

EQS105   3 credits   3 periods
Principles of Equine Science
Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: (RDG091 with a C or better or equivalent as indicated by placement), and ((MAT081, or MAT082, or MAT083) with a C or better or equivalent as indicated by placement), and (ENG091 with a C or better or equivalent as indicated by placement).

EQS120   4 credits   4 periods
Equine Anatomy and Physiology
Study of structure and function of the equine. Includes cell structure, anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Incorporates detailed discussion and identification of various anatomical parts. Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.

EQS130   3 credits   3 periods
Equine Business and Law
Practices and records used in the equine business. Includes record keeping systems and basic accounting principles; taxes; personnel management practices; computer programs for record keeping and operations management. Addresses legal aspects and laws unique to equine businesses. Prerequisites: (RDG091 with a C or better or equivalent as indicated by placement), and ((MAT081, or MAT082, or MAT083) with a C or better or equivalent as indicated by placement), and (ENG091 with a C or better or equivalent as indicated by placement).

EQS140   3 credits   3 periods
Equine Behavior
Equine behavior modification using the horse's natural behavior patterns. Emphasis on intelligence level, vision, emotions, hearing, and attention span of the horse. Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.

EQS162   2 credits   4 periods
Equine and Stable Management I
Focus on daily stable operations in the care and management of horses. Practical experience in basic horse husbandry, horsemanship, and stable management. Development of ground handling skills and use of lunge line and round penning techniques. Topics include feeding, watering, stable sanitation, grooming, bathing, vaccines, parasite control, safety, horse behavior, health, wounds and their treatments, and record keeping. Prerequisites: A grade of C or better in EQS105 or permission of Department or Division.

EQS175   2 credits   2 periods
Introduction to Equine Therapies
Designed to acquaint students with equine therapies for major muscle groups, the skeletal system and the hoof of the horse. The relationship that exists between the listed systems, equine locomotion and lameness problems will be discussed. Discussion, demonstration, and/or practical hands-on opportunities of equine therapy techniques will be focus of the class. Prerequisites: None. *Course Note: EQS175 is not designed to train or certify individuals to massage horses on a professional basis.*

EQS200   3 credits   3 periods
Principles of Equine Nutrition
Basic principles of equine nutrition and digestion. Proper selection, evaluation and utilization of feeds as well as the feeding and care of the equine in various stages of production, growth and performance. Emphasis on nutrient content and ration evaluation, general health and feed management. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs. Prerequisites: A grade of C or better in (EQS105 and EQS120) or permission of Department or Division.

EQS220   3 credits   3 periods
Equine Reproduction
Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures. Prerequisites: A grade of C or better in (EQS105 and EQS120) or permission of department.

EQS225   3 credits   3 periods
Equine Health and Disease Management
Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health. Prerequisites: A grade of C or better in (EQS105 and EQS120) or department approval.

EQS250   3 credits   6 periods
Equine Evaluation
Fundamental relationship between good conformation and ability of the horse to remain sound and useful. Includes basic skeletal structure, common blemishes and evidence of unsoundness. Breed conformation standards and performance events for the more common breeds. Prerequisites: A grade of C or better in EQS105 and EQS120, or permission of Department or Division.

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EQS264   **4 credits**   **4 periods**
Equine and Stable Management II
Advanced practical experience in horse and stable management. Practical and supervisory experience in daily stable operations that increase skill and knowledge level in the care and management of horses. Topics include nutrition, diseases and their prevention, environmental issues parasite, pests and rodent control, safety, horse handling, wounds and their treatments, injury and treatments, inventory control, record keeping, and industry-standard operating procedures. Prerequisites: A grade of C or better in EQS162 or permission of Department or Division.

EQS280   **3 credits**   **15 periods**
Equine Science Internship
Equine industry work experience at faculty approved site. Focus of internship is immersion in an area of interest in or related to equine industry. Prerequisites: A grade of C or better in (EQS120 and EQS162), or permission of Department or Division. *Course Note: EQS280 requires a minimum of 240 contact hours. Students can choose to participate in the EQS285 Equine Science Practicum or EQS280.*

EQS283   **1 credit**   **2 periods**
(Formerly EQS282)
Special Event Internship
Hands-on career track experience before, during and after a major equine event. Emphasis on event coordination and management issues. Prerequisites: A grade of C or better in EQS105 or permission of Department or Division. *Course Note: EQS283 requires a minimum of 30 contact hours. EQS283 may be repeated for a total of four (4) credit hours with permission of Department or Division.*

EQS285   **2 credits**   **10 periods**
Equine Science Practicum
Equine industry work experience at faculty approved site. Requires a minimum of 150 contact hours. Prerequisites: A grade of C or better in EQS120 and EQS162. *Course Note: EQS285 may be repeated for a total of four (4) credit hours. EQS280 may be taken as an option.*

EQS294   **3 credits**   **4 periods**
EQS294AA   **2 credits**   **2 periods**
EQS294AB   **1 credit**   **1 period**
EQS294AC   **0.5 credits**   **0.5 periods**
(Formerly EQS198, EQS198AA, EQS198AB, EQS198AC)
Special Topics in Equine Science
Exploration of special topics related to Equine Science and Equine Management with an emphasis on current issues. Prerequisites: None. *Course Note: EQS294, EQS294AA, EQS294AB, and EQS294AC may be repeated for credit.*

*Go to page 28 for more information on SUN courses.

EXERCISE SCIENCE EXS
HPERD Division PE 149 480.423.6606

EXS101 3 credits 3 periods
Introduction to Exercise Science
Introductory course that will provide the student with a general overview of the disciplines, professions and research areas associated with the field of Exercise Science. Basic history, philosophy, theory, educational pathways and career options will be examined. Prerequisites: None.

EXS112 3 credits 3 periods
Professional Applications of Fitness Principles
Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None.

EXS125 3 credits 3 periods
Introduction to Exercise Physiology
Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

EXS130 3 credits 3 periods
Strength Fitness - Physiological Principles and Training Techniques
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

EXS132 3 credits 3 periods
Cardiovascular Fitness: Physiological Principles and Training Techniques
Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None.

EXS145 3 credits 4.5 periods
Guidelines for Exercise Testing and Prescription
Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

EXS214 2 credits 3 periods
(Formerly EXS212FL)
Instructional Competency: Flexibility and Mind-Body Exercises
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS216 2 credits 3 periods
(Formerly EXS212SC)
Instructional Competency: Muscular Strength and Conditioning
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 2 credits 3 periods
(Formerly EXS212CR)
Instructional Competency: Cardiorespiratory Exercises and Activities
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS239 3 credits 5.4 periods
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. *Course Note: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.*

EXS239AA 1 credit 1.8 periods
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. *Course Note: CPR certification must be current through the duration of the internship. EXS239AA may be repeated for a maximum of six (6) credits.*

EXS239AB   2 credits   3.6 periods
Practical Applications of Personal Training Skills and Techniques Internship
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. *Course Note: CPR certification must be current through the duration of the internship. EXS239AB may be repeated for a maximum of six (6) credits.*

EXS241   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.

EXS250   4 credits   6 periods
Applied Kinesiology
Anatomical and physiological fundamentals and applications of human movement. Emphasizes the relationship between anatomical structure and function of the musculoskeletal system. Examines neuromuscular aspects of human motion and fundamental stabilization and movement of the extremities and spine. Analyzes kinesiological aspects of functional movement in the human body, and identifies normal and abnormal human movement patterns. Prerequisites: A grade of C or better in (BIO160 or BIO201) and EXS125 and (EXS130 or EXS216).

EXS265   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. EXS281, suggested but not required. *(EXS265 may be offered for baseball, basketball, golf, soccer, softball, or volleyball.)*

EXS281   3 credits   3 periods
Methods of Coaching
Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/team management and self management. Prerequisites: None. EXS265 suggested but not required. *(EXS281 may be offered for baseball, football, soccer, softball, or volleyball.)*

EXS282AA-AC   1-3 credits 1-3 periods
Service-Learning Experience in Exercise Science
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: EXS282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

EXS290   3 credits   3 periods
Introduction to Evidence-Based Practice
Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science. Prerequisites: A grade of C or better in (ENG101 or ENG107) or permission of Instructor. EXS101 recommended.

FITNESS AND WELLNESS CENTER

See PHYSICAL EDUCATION (PED), page 198.

FOOD AND NUTRITION   FON
HPERD Division   PE 149 480.423.6606

FON100   3 credits   3 periods
Introductory Nutrition
Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness. Prerequisites: None.

FON125   1 credit   1 period
Introduction to Professions in Food, Nutrition, and Dietetics
Overview and discussion of career opportunities in the fields of food, nutrition, and dietetics. Includes information about history, ethics, standards of practice, communication and counseling skills. Emphasis on how to become a Registered Dietitian Nutritionist or a Dietetic Technician Registered. Prerequisites: None.

*Go to page 28 for more information on SUN courses.

FON143   3 credits   3 periods
Food and Culture
Understanding diet in the context of culture. Historical, religious, and socio-cultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures. Prerequisites: None. *Course Notes: FON143 may be repeated for a total of six (6) credit hours.*

FON210   3 credits   3 periods
Sports Nutrition and Supplements for Physical Activity
Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: A grade of C or better in FON100 or FON241.

FON230   3 credits   3 periods
Nutrition for Special Populations
Nutritional changes and appropriate management across the lifespan to maximize health and longevity. Addresses needs of those individuals with particular dietary restrictions, requirements or deficiencies. Includes special dietary needs of those diagnosed with common pathologies such as heart disease, diabetes. Prerequisites: A grade of C or better in FON100, or FON241, or permission of instructor.

FON241   3 credits   3 periods
Principles of Human Nutrition
Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes micro and macro nutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions. Prerequisites: None.

FON241LL   1 credit   3 periods
Principles of Human Nutrition Laboratory
Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, dietary analysis, and ecological/economical assessments. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites: A grade of C or better in FON241 or Corequisites: FON241.

FON247   3 credits   3 periods
Weight Management Science
The comprehensive study of obesity as a disease of modern society due to multiple determinants. Use of evidence-based data and methods to assess and manage weight in various settings. Use of client-centered counseling strategies, including behavior change theories. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: A grade of C or better in FON100 or FON241 or permission of Instructor.

FORENSIC SCIENCE   FOR
Applied Sciences Division   AP 237B   480.423.6599

FOR105   4 credits   6 periods
Forensic Science: Physical Evidence
Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties. Prerequisites: None.

FOR106   4 credits   6 periods
Forensic Science: Biological Evidence
Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties. Prerequisites: None.

FOR275   4 credits   5 periods
Forensic Anthropology (ASM275)
Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline. Prerequisites: None. *(FOR/ASM275 is not offered every semester.)*

Go to page 28 for more information on SUN courses.

FRENCH LANGUAGE   FRE
**English, World Languages
and Journalism Division**   LC 305   480.423.6459

FRE101AA   4 credits   5 periods
Elementary French I   SUN# FRE1101*
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None. *(FRE101AA is only offered through the high school dual enrollment program.)*

FRE102AA   4 credits   5 periods
Elementary French II   SUN# FRE1102*
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: A grade of C or better in FRE101 or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required. *(FRE102AA is only offered through the high school dual enrollment program.)*

FRE201   4 credits   4 periods
Intermediate French I   SUN# FRE2201*
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval. *(FRE201 is only offered through the high school dual enrollment program.)*

FRE202   4 credits   4 periods
Intermediate French II   SUN# FRE2202*
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better, or three years of high school French with an average of "C" or better. Completion of prerequisites within the last three years is required. *(FRE202 is only offered through the high school dual enrollment program.)*

GEOGRAPHY   GCU and GPH
Social/Behavioral Sciences Division   SBE 130   480.423.6206

The cultural geography courses (GCU), which provide social/behavioral science credit, are listed first, followed by the physical geography courses (GPH), which provide natural science credit.

Cultural Geography   GCU

GCU102   3 credits   3 periods
Introduction to Human Geography
Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. Prerequisites: None.

GCU221   3 credits   3 periods
Arizona Geography
The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

Physical Geography   GPH

GPH111   3 credits   3 periods
Introduction to Physical Geography Lecture
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None. Corequisites: GPH112.

GPH112   1 credit   3 periods
Introduction to Physical Geography Lab
Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None. Corequisites: GPH111.

GPH212   3 credits   3 periods
Introduction to Meteorology I
Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

GPH214   1 credit   3 periods
Introduction to Meteorology I Lab
Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

GPH213   3 credits   3 periods
Climate and Weather
Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None.

GPH215   1 credit   3 periods
Climate and Weather Laboratory
A mathematical, statistical, and spatial analysis of climatological phenomena. Prerequisites: None. Corequisites: GPH213.

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*Go to page 28 for more information on SUN courses.

GEOLOGY   GLG
Natural Sciences Division   NS 102A   480.423.6111

The geology curriculum is designed to satisfy the requirements for the first two years of most four-year curricula leading to the preparation of a student to enter such career fields as paleontology, petroleum geology, geological research, geology teacher or other professional geological science careers. The curriculum assumes the student has had a strong science and mathematics background in high school, including a year of chemistry, a year of physics and three years of mathematics. Students who have not had this kind of background should consult a science advisor as to what courses should be taken to strengthen their science and mathematics background before pursuing the geology curriculum. Recommended courses to be taken during the first two years are GLG100 and GLG100LL or GLG101 and GLG103. GLG102 and GLG104 are also recommended. Supporting courses include CHM150/151, CHM152, CHM154, PHY111, PHY112, MAT122 or MAT152. Consultation with the catalog of the college to which the student plans to transfer may recommend a more rigorous math sequence as follows: MAT152, MAT182, MAT220 and MAT230. Since there is some variation in the specific courses required by various universities and colleges, students should consult the catalog of the school to which they will transfer and select courses accordingly.

GLG101   **3 credits   3 periods**
Introduction to   SUN# GLG1101*
Geology I - Physical Lecture
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface. Prerequisites: None.

GLG102   **3 credits   3 periods**
Introduction to Geology II - Historical Lecture
Outlines the origin and history of the earth with emphasis on North America–its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

GLG103   **1 credit   3 periods**
Introduction to   SUN# GLG1101*
Geology I - Physical Lab
May accompany GLG101. Study of common rock-forming minerals, rocks, and maps. Prerequisites: None.

GLG104   **1 credit   3 periods**
Introduction to Geology II - Historical Lab
May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

GLG110   **3 credits   3 periods**
Geological Disasters and the Environment
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources. Prerequisites: None.

GLG111   **1 credit   3 periods**
Geological Disasters and the Environment Lab
May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

GLG121   **1 credit   2 periods**
Geology of the Grand Canyon
Introduction to the physiography and geology of the Grand Canyon. Includes a hiking field trip to the Grand Canyon. Prerequisites: None. *Course Note: GLG103 suggested but not required.*

GLG231AA-AD   **0.5-3 credits 0.5-3 periods**
Special Topics in Geology
Exploration of important topics in geology. Specific topic varies. Prerequisites: None.

HEALTH CARE RELATED   HCR
Health Sciences Division   HES 123   480.423.6226

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: A grade of C or better in BIO202 or BIO205, or permission of Instructor.

HEALTH CORE CURRICULUM   HCC
Health Sciences Division   HES 123   480.423.6226

HCC109   **0.5 credits 0.5 periods**
CPR for Health Care Provider
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 and recent development of 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 inter-professional 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.

HCC145   3 credits   3 periods
Medical Terminology for Health Care Professionals
Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC145AA   1 credit   1 period
Medical Terminology for Health Care Professionals 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 selected 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, Exercise Science, 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.

HES106   0.5 credits 0.5 periods
Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)
Basic overview of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Covers choking procedures and the importance, guidelines, and techniques for performing CPR and utilizing an AED. Prerequisites: None.

HES154   3 credits   3 periods
First Aid/Cardiopulmonary Resuscitation
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

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.

HES210   3 credits   3 periods
Cultural Aspects of Health and Illness
Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. 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.

HES282AA-AC   1-3 credits 1-3 periods
Service-Learning Experience in Health Science
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: HES282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

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*Go to page 28 for more information on SUN courses.

HISTORY   HIS
Social/Behavioral Sciences Division   SBE 130   480.423.6206

HIS100   **3 credits   3 periods**
History of Western Civilization to Middle Ages
Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

HIS101   **3 credits   3 periods**
History of Western Civilization Middle Ages to 1789
Survey of the origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

HIS102   **3 credits   3 periods**
History of Western Civilization 1789 to Present
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103   **3 credits   3 periods**
United States History to 1865   SUN# HIS1131*
The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

HIS104   **3 credits   3 periods**
United States History 1865 to Present   SUN# HIS1132*
The political, economic, and social development of United States from 1865 to the present time. 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.

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.

HIS113   **3 credits   3 periods**
History of Eastern Civilizations to 1850
An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century. Prerequisites: None.

HIS114   **3 credits   3 periods**
History of Eastern Civilizations 1850 to Present
Examination of characteristics and development of civilizations of Middle East, India, Far East, and Southeast Asia, from mid-nineteenth century to present. Prerequisites: None.

HIS140   **3 credits   3 periods**
American Indian History (AIS140)
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

HIS173   **3 credits   3 periods**
United States Military History
Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

HIS204   **3 credits   3 periods**
African-American History 1865 to Present
Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None.
(HIS204 not offered every semester.)

*Go to page 28 for more information on SUN courses.

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HIS251   3 credits   3 periods
History of England to 1700
History of England to 1660. Analysis of the major political, cultural, social, and intellectual, and social factors in English historical development from its earliest times till 1660. Prerequisites: None.

HIS252   3 credits   3 periods
History of England 1700 to Present
Analysis of the major political, cultural, social, and intellectual factors in English historical development from 1650 to present. Prerequisites: None.

HONORS   HON
English, World Languages and Journalism Division   LC 305   480.423.6459

HON201   3 credits   3 periods
Leadership Development: Historical and Contemporary Perspectives
Interdisciplinary study of leadership focusing on development of leadership skills. Prerequisites: Admission to the college honors program or permission of Instructor.

> *Students must register for HON201 through the Honors Office (FOB104). Non-Honors students can enroll with permission of Instructor. Signature Required. For more information call the Honors Program at 480-423-6525 or the Service-Learning & Leadership Office at 480-423-6545.*

HOSPITALITY & TOURISM MANAGEMENT   HRM

Hotel, Restaurant, Golf, Spa & Wellness Center, and Tourism Management
Hospitality, Tourism and Culinary Arts Division   AP 253   480.423.6578

ALSO SEE: Recreation (REC), page 201

HRM110   3 credits   3 periods
Introduction to Hospitality and Tourism Management
A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan. Prerequisites: None.

HRM120   3 credits   3 periods
Hotel Facility Management
Fundamental duties and responsibilities of hotel facility management. Emphasis on detail tasks, including personnel, cleaning, purchasing, equipment, textiles, maintenance, and safety. Examines basic systems for hotel facility management record keeping. Prerequisites: None.

HRM130   3 credits   3 periods
Guest Services Management
Examines organization and management of the hotel front office and guest service operations. Explores key front office functions and related systems and skills necessary to ensure guest satisfaction and efficient operations. Prerequisites: None.

HRM140   3 credits   3 periods
Food Production Concepts
Concepts related to preparation of hot foods, pantry, and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering, and inventory. Prerequisites: None.

HRM142   3 credits   3 periods
Wine: From Vine to Table
An overview of the history, culture, viticulture techniques, production, distribution, control, and consumption in the wine industry. Provides an overview of wine and health issues, interpreting wine labels, alcohol service laws, and general operational concepts of the wine industry. Prerequisites: None.

HRM145   3 credits   3 periods
Events Management
Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events. Prerequisites: None.

HRM146   3 credits   3 periods
International Meetings, Conventions and Exhibitions
Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment. Prerequisites: A grade of C or better in HRM110.

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HRM150   **3 credits   3 periods**
Hospitality and Tourism Information Systems I
Overview of current computer technology, concepts and terminology as it applies to the hospitality and tourism industry. Use of software applications including word processing, spreadsheet, database and presentation graphics. Discussion of social and ethical issues related to computers. Exploration of relevant and emerging technologies in the industry. Prerequisites: A grade of C or better in HRM110.

HRM160   **3 credits   3 periods**
Tourism Principles and Practices
Introduces the fundamental principles and practices of tourism. Examines tourism sectors, consumer behavior, and factors that influence tourism. Focuses on the interaction of tourism with the economy, environment and people. Prerequisites: None.

HRM220   **3 credits   3 periods**
Hospitality Managerial Accounting
Study of financial statement analysis, asset management, ratio analysis, analytical techniques, and investment decision making. Emphasis on planning, budgeting, and management decisions. Prerequisites: A grade of C or better in ACC111 or ACC211 or HRM265.

HRM230   **3 credits   3 periods**
Beverage Management
Identification, production, purchasing, and service of spirits, wine and beer products. Marketing, menu development, and cost controls of a beverage operation. Special emphasis on staffing, training and legal regulations for beverage sales. Prerequisites: None.

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HRM235   3 credits   3 periods
Club Management
Examines organization and management of private clubs. Emphasis on member services and operations management. Explores key functions including food and beverage, golf operations, fitness and recreation programs. Prerequisites: A grade of C or better in HRM110.

HRM240   3 credits   3 periods
Commercial Food Production
Application of food preparation principles, procedures and techniques to small and large quantity food production. Emphasis on techniques and procedures used in contemporary commercial kitchens. Prerequisites: A grade of C or better in HRM110 and HRM140.

HRM250   3 credits   3 periods
Hospitality and Tourism Information Systems II
Use of computer systems to generate information needed for management of lodging, tourism and food service businesses. Emphasis on computer-based hotel property and restaurant management systems. Includes basic ledger principles. Prerequisites: A grade of C or better in (HRM110 and HRM150) or permission of Instructor.

HRM260   3 credits   3 periods
Hospitality Human Resource Management
Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: A grade of C or better in HRM110 or approval of instructor.

HRM265   3 credits   3 periods
Financial Management for Hospitality and Tourism
Examines financial management concepts, analytical techniques and decision making processes essential to hospitality and tourism management. Provides an applied management approach to managing profitability, financing growth, and using financial analysis to make decisions. Prerequisites: A grade of C or better in HRM110. MAT140 or MAT141 or MAT142 recommended but not required.

HRM270   3 credits   3 periods
Hospitality Marketing
Essential skills of defining a service market, developing a market plan and directing personnel to follow marketing plan. Emphasis on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market. Prerequisites: A grade of C or better in HRM110.

HRM275   3 credits   3 periods
Restaurant Management
Overview of restaurant industry with focus on the major segments. Emphasis on developing plans for marketing, accounting system, staffing, training, menu development and cost controls for restaurant operation. Special emphasis on safety and sanitation, and legal regulations in the restaurant industry. Prerequisites: None.

HRM280   3 credits   3 periods
Hospitality and Tourism Law
Examines legal aspects of hotel, restaurant and tourism management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: A grade of C or better in HRM110.

HRM290   3 credits   3 periods
Ecotourism
Overview of ecotourism planning and development with emphasis on contemporary issues associated with environmentally sound, culturally sensitive and economically viable tourism development. Examines the history and emergence of ecotourism and the establishment of policies and management practices associated with sustainable development that conserves natural resources while providing economic benefits. Prerequisites: A grade of C or better in HRM110.

HRM296WC   3 credits   15 periods
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

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*Go to page 28 for more information on SUN courses.

HUMANITIES   HUM
Communication/Film Humanities   LC 305   480.423.6347
Fine Arts Division   MUS 139 480.423.6328

HUM205   3 credits   3 periods
Introduction to Cinema (THF205)
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

HUM209   3 credits   3 periods
Women and Films (WST209)
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites. None.

HUM210   3 credits   3 periods
Contemporary Cinema (THF210)
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

HUM215   3 credits   3 periods
Film Comedy
Explores the basics of humor in film by tracing its roots through a historical examination of a variety of arts, artists, and theorists. Focuses on films' unique contributions to the world of laughter. Investigates how comedy, and film comedy in particular, provides an essential and unifying force for culture and society. Prerequisites. None.

HUM250   3 credits   3 periods
Ideas and Values in the Humanities
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: A grade of C or better in ENG101. *(HUM250 is offered Fall semester only.)*

HUM251   3 credits   3 periods
Ideas and Values in the Humanities
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including western and non-western cultures. Prerequisites: A grade of C or better in ENG101. *(HUM251 is offered Spring semester only.)*

INFORMATION STUDIES   IFS
Library Division   Library Building 480.423.6653

IFS110   1 credit   1 period
Critical Research for College Success
Access, evaluate, and incorporate sources appropriately into academic projects. Prerequisites: None. *Course Note: IFS110 may be repeated for a total of four (4) credit hours.*

IFS201   3 credits   3 periods
Information in a Post-Truth World
Development of critical thinking skills in using information. Exploration of how information can be used as a tool or a weapon. Explanation of the role of information as a consumer and creator. Recognition of the impact of culture and worldview on how information is understood, created, and disseminated. Prerequisites: A grade of C or better in ENG101 or ENG107.

INTERIOR DESIGN   INT
Applied Sciences Division   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.

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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: None.

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: A grade of C or better in INT105 or permission of Instructor.

INT190   **3 credits**   **6 periods**
Space Planning
Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Stresses creative expression through the utilization of design elements and principles. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: INT105. Prerequisites or Corequisites: ARC141 or INT140.

INT215   **3 credits**   **3 periods**
Professional Practices
Marketing and business processes used in interior design studios. Ethical issues facing interiors industry. Development of business plan. Prerequisites: A grade of C or better in INT190.

INT225   **3 credits**   **3 periods**
History of Decorative Arts
Survey of historical art, furniture and interiors with an emphasis on decorative arts from various cultures. Prerequisites: A grade of C or better in INT115 and INT120.

INT230   **3 credits**   **6 periods**
Presentation Techniques
Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. Prerequisites: A grade of C or better required in all Prerequisites. Prerequisites: INT145 and (INT140 or ARC141). Prerequisites or Corequisites: INT200 or ARC142.

INT240   **3 credits**   **6 periods**
Kitchen and Bath Design
Exploration into the specific requirements associated with kitchen and bath design. Emphasis on the design process and computer-based tools for interior design. Prerequisites: A grade of C or better in INT190 and (ARC141 or INT140).

INT271AA   **1 credit**   **5 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of Department or Division. *Course Note: INT271AA may be repeated for a total of four (4) credits with department permission.*

INT271AB   **2 credits**   **10 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of Department or Division. *Course Note: INT271AB may be repeated for a total of four (4) credits with department permission.*

INT271AC   **3 credits**   **15 periods**
Interior Design Internship
Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval.

INTERNATIONAL BUSINESS   IBS
Business/CIS Division   AP 237A   480.423.6253

IBS101   **3 credits**   **3 periods**
Introduction to International Business
A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

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***Go to page 28 for more information on SUN courses.**

ITALIAN LANGUAGE ITA
**English, World Languages
and Journalism Division** LC 305 480.423.6459

ITA101 4 credits 4 periods
Elementary Italian I SUN# ITA1101*
Basic grammar, pronunciation and vocabulary of the
Italian language. Includes the study of Italian culture.
Practice of listening, speaking, reading and writing skills.
Prerequisites: None.

ITA102 4 credits 4 periods
Elementary Italian II SUN# ITA1102*
Continued development of speaking, listening, reading, and
writing skills in Italian. Study of Italian culture. Prerequisites:
A grade of C or better in ITA101, or ITA101AA, or permission of
Department or Division. Completion of prerequisites within the
last three years is required.

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.

ITA201 4 credits 4 periods
Intermediate Italian I SUN# ITA2201*
Review of essential grammar of the Italian language and study
of the Italian culture. Continued practice and development of
reading, writing, and speaking skills. Prerequisites: A grade of C
or better in ITA102, or ITA102AA, or permission of Department
or Division. Completion of prerequisites within the last three
years is required.

ITA202 4 credits 4 periods
Intermediate Italian II SUN# ITA2202*
Continued development of Italian language skills and continued
study of the Italian culture. Prerequisites: A grade of C or better
in ITA201 or permission of Department or Division. Completion
of prerequisites within the last three years is required.

JOURNALISM JRN
**English, World Languages
and Journalism Division** LC 305 480.423.6459

JRN201 3 credits 5 periods
News Writing SUN# JRN2201*
Writing and producing news for the media. Associated Press
editing style, writing skills, and organizational structure for
news. Prerequisites: A grade of C or better in ENG101 or
ENG107.

JRN203 3 credits 3 periods
Writing for Online Media
Writing using the modes and resources available on the
Internet. Use of information and resources available on the
Internet in writing, as well as writing for the Internet itself.
Prerequisites: Placement into ENG101 on a District-approved
writing placement test. *(JRN203 is not offered every semester.)*

JRN215 3 credits 5 periods
News Production
Writing, editing, and publishing the student newspaper on
multiple platforms. Emphasis may vary according to student
goals. Prerequisites: A grade of C or better in JRN201 or
[(ENG101 or ENG107) and permission of Program Director or
Instructor]. *Course Note: JRN215 may be repeated for a total of
nine (9) credit hours.*

JRN225 3 credits 3 periods
Photojournalism
Reporting the news as a photojournalist, with emphasis
on the development and creation of news photographs.
Experience in shooting, editing and transmitting digital
photos using professional photo editing and design software.
Prerequisites: None. *(JRN225 is not offered every semester.)*

JRN234 3 credits 3 periods
Feature Writing
Emphasis on crafting stylized human interest stories for
publications. Includes research, interviewing, writing
techniques, editing and professional concerns. Includes best
practices for writing features for traditional and digital media.
Prerequisites: A grade of C or better in ENG101 or ENG107 or
equivalent.

JRN240AA 1 credit 1 period
Journalism Internship
Journalism work experience with a newspaper or other news
organization. 80 hours of designated work per credit. Maximum
of 6 credits allowed. Prerequisites: A grade of C or better in
JRN215.

JRN290 1 credits 1 period
Publications Portfolio
This course is organized around the development of a portfolio
of published stories for submission to a jury of professional
journalists, active and retired, that supports the district's
occupational journalism certificate. Passing requires approval
from two-thirds of the jury. Prerequisites: None.

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JRN296WA-WC **1-3 credits 5-15 periods**
Cooperative Education
Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

JRN298AA-AC **1-3 credits 1-3 periods**
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

LEADERSHIP   LDR
Communication/Film Humanities   LC 305 480.423.6347
Fine Arts Division   MUS 139 480.423.6328

LDR100 **3 credits** **3 periods**
The Leader in You
Introductory exploration and application of leadership theories, concepts and practices for college students that want to make a difference in a changing world. Provides the concept of the relational leadership model and how it differs from traditional leadership theories. Focus on self-development of leadership potential through completion of personal and leadership assessments, values exploration and leadership skill applications. Prerequisites: None. *(LDR100 is not offered every semester.)*

MANAGEMENT   MGT
Business/CIS Division   AP 237A 480.423.6253

See requirements listed for certificate programs and associate degrees under Business or Business Administration Fastrack.

MGT101 **3 credits** **3 periods**
Techniques of Supervision
Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None. *(Offered in online format.)*

MGT126 **3 credits** **3 periods**
Customer Service Skills and Strategies
Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program. Prerequisites: None. *(Offered in online format.)*

MGT175 **3 credits** **3 periods**
Business Organization and Management
Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics and social responsibility. Prerequisites: None. *(Offered in online format.)*

MGT180 **3 credits** **3 periods**
Retail Management
The role of management in retailing and retail performance. Challenges and processes of retail management across various institutions. Prerequisites: None.

MGT229 **3 credits** **3 periods**
Management and Leadership I
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.

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*Go to page 28 for more information on SUN courses.

MGT251   **3 credits**   **3 periods**
Human Relations in Business
Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required. *(Offered in online format.)*

MGT253   **3 credits**   **3 periods**
Owning and Operating a Small Business
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MGT276   **3 credits**   **3 periods**
Personnel/Human Relations 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/CIS Division   AP 237A   480.423.6253

See requirements listed for certificate programs and associate degrees under Business or Business Administration Fastrack.

MKT101   **3 credits**   **3 periods**
Introduction to Public Relations
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None. *(Offered in both on-campus and online formats.)*

MKT110   **3 credits**   **3 periods**
Marketing and Social Networking
Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create a social media campaigns. Prerequisites: None. *(Offered in online format.)*

MKT111   **3 credits**   **4 periods**
Applied Marketing and Social Networking
Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. Prerequisites: MKT110. *(Offered in online format.)*

MKT263   **3 credits**   **3 periods**
Advertising Principles
Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required. *(Offered in online format.)*

MKT267   **3 credits**   **3 periods**
Principles of Sales
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. *(Offered in online format.)*

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. *(Offered in both on-campus and online formats.)*

MKT280AA-AB   **1-2 credits 1-2 periods**
Marketing Internship
Marketing work experience in a business or industry. Eighty hours of designated work per credit per semester. Prerequisites: Permission of Department or Division. *Course Note: MKT280AA and MKT280AB may be repeated for a total of four (4) credits.*

MASS COMMUNICATION   MCO
English, World Languages and Journalism 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 culture, politics and education. Prerequisites: A grade of C or better in ENG101 or ENG107. *(MCO120 is not offered every semester.)*

*Go to page 28 for more information on SUN courses.

MCO220   3 credits   3 periods
Cultural Diversity and the Media
Images of the diverse cultures and gender issues within the U.S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U.S. race relations and racial change. Roles, contributions, and challenges of the minority press in the United States. Prerequisites: A grade of C or better in ENG101, or ENG107.

MATHEMATICS   MAT
Mathematics Division   CM 404   480.423.6581

Mathematics Value Statement

Rapid change and growing complexity characterize our world. In this context, the ability to think critically is an increasingly important skill.

As a discipline that encompasses many forms of reasoning, mathematics is in a position to foster critical thinking and other higher-order thinking skills.

Students become critical thinkers in mathematics not only through the acquisition of course-specific knowledge and skills, but also through the development of skills in problem solving, decision making, and communication. Accordingly, all mathematics courses in the Maricopa Community College District are designed to help develop the following:

To foster critical thinking, students interpret evidence, identify arguments pro and con, analyze and evaluate alternative points of view, reach conclusions, justify results and procedures, and explain assumptions and reasons.

When solving problems, students identify the problem to be solved, determine the strategy(ies) to solve the problem, apply the selected strategy(ies), judge the correctness and appropriateness of the solution, and interpret and communicate the solution.

When making decisions, students identify the various options that could be used, select an appropriate or reasonable option(s), justify the option(s) selected, and verify the reasonableness or validity of their conclusions. To develop effective communication skills, students use mathematical language and vocabulary; explain a problem-solving or decision-making process in an understandable and logical sequence; use a variety of resources, materials, or methods; and interpret and respond to mathematical communication received from others.

MAT081   4 credits   4 periods
Basic Arithmetic
Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning. Prerequisites: Satisfactory score on district placement exam. *Course Note: Students may receive credit for only one of the following: (MAT051 and MAT052 and MAT053 and MAT054), or MAT081, or MAT082.*

MAT082   3 credits   3 periods
Basic Arithmetic
Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning. Prerequisites: Satisfactory score on district placement exam. *Course Note: Students may receive credit for only one of the following: (MAT051 and MAT052 and MAT053 and MAT054), or MAT081, or MAT082.*

MAT090   5 credits   5 periods
Introductory Algebra
Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate diagnostic score, or a grade of C or better in each of the following courses: MAT051, MAT052, and MAT053 OR (an appropriate mathematics placement score, or a grade of C or better for MAT081 or MAT082). *Course Note: Students may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.*

*Go to page 28 for more information on SUN courses.

MAT091   4 credits   4 periods
Introductory Algebra

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate diagnostic score, or a grade of C or better in each of the following courses: MAT051, MAT052, and MAT053 OR (an appropriate mathematics placement score, or a grade of C or better for MAT081 or MAT082). *Course Note: Students may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.*

MAT092   3 credits   3 periods
Introductory Algebra

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change. Prerequisites: An appropriate diagnostic score, or a grade of C or better in each of the following courses: MAT051, MAT052, and MAT053 OR (an appropriate mathematics placement score, or a grade of C or better for MAT081 or MAT082). *Course Note: Students may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092.*

MAT108   2 credits   2 periods
Tutored Mathematics

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT 141, or MAT 142, or MAT150, or MAT151, or MAT152, or permission of department chair. *Course Note: MAT108 may be repeated for a total of ten (10) credits.*

MAT112   3 credits   3 periods
Mathematical Concepts and Applications

A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057).

*Go to page 28 for more information on SUN courses.

MAT120   5 credits   5 periods
Intermediate Algebra
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092 OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057). *Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.*

MAT121   4 credits   4 periods
Intermediate Algebra
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057). *Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.*

MAT122   3 credits   3 periods
Intermediate Algebra
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057). *Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.*

MAT140   5 credits   5 periods
College Mathematics
College-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: (An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092 OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057), or a grade of "C" or better in MAT120, or MAT121, or MAT122. *Course Note: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142.*

MAT141   4 credits   4 periods
College Mathematics
College-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092 OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057), or a grade of "C" or better in MAT120, or MAT121, or MAT122. *Course Note: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142.*

MAT150   5 credits   5 periods
College Algebra/Functions
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real world problems, and defining and illustrating sequences and series. Prerequisites: A grade of "C" or better in MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. General Education Designation: Mathematics - [MA] in combination with: MAT182.*

MAT151   4 credits   4 periods
College Algebra/Functions   SUN# MAT1151*
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real world problems, and defining and illustrating sequences and series. Prerequisites: A grade of "C" or better in MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. *Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. General Education Designation: Mathematics - [MA] in combination with: MAT182.*

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.

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*Go to page 28 for more information on SUN courses.

MAT187   5 credits   5 periods
Precalculus   SUN# MAT1187*

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. Prerequisites: Grade of "B" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. *Course Note: Strongly recommended that students have some knowledge of trigonometry. Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.*

MAT206   3 credits   3 periods
Elements of Statistics   SUN# MAT1160*

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212   3 credits   3 periods
Brief Calculus   SUN# MAT2212*

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT212 or MAT213.*

MAT217   3 credits   3 periods
Mathematical Analysis for Business

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of "C" or better in MAT212 or MAT213.

MAT220   5 credits   5 periods
Calculus with Analytic Geometry I   SUN# MAT2220*

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. *Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.*

MAT225   3 credits   3 periods
Elementary Linear Algebra

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212, or MAT220, or MAT221, or equivalent.

MAT227   5 credits   5 periods
Discrete Mathematical Structures   SUN# MAT2227*

Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: A grade of "C" or better in (CSC100 or CSC110) and (MAT220 or MAT221) or permission of Instructor.

MAT230   5 credits   5 periods
Calculus with Analytic Geometry II   SUN# MAT2230*

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. *Course Note: Students may receive credit for only one of the following: MAT230 or MAT231.*

MAT240   5 credits   5 periods
Calculus with Analytic Geometry III

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. *Course Note: Students may receive credit for only one of the following: MAT240 or MAT241.*

MAT241   4 credits   4 periods
Calculus with Analytic Geometry III   SUN# MAT2241*

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. *Course Note: Students may receive credit for only one of the following: MAT240 or MAT241.*

MAT256   4 credits   4 periods
Investigating Quantity: Number, Operations and Numeration Systems

Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics. Prerequisites: A grade of "C" or better in (MAT150 or MAT151 or MAT152 or higher), or a grade of "C" or better in [(MAT120 or MAT121 or MAT122) and (MAT140 or MAT141 or MAT142 or higher)], or [a grade of "C" or better in (MAT140 or MAT141 or MAT142) and satisfactory score on District placement exam to permit enrollment in (MAT150 or MAT151 or MAT152 or higher)]. *Course Note: MAT256 is designed to meet requirements for prospective elementary education teachers.*

MAT257   4 credits   4 periods
Investigating Geometry, Probability and Statistics
Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. Prerequisites: A grade of C or better in MAT256 or permission of Instructor. *Course Note: MAT257 is designed to meet the requirements for prospective elementary education teachers.*

MAT262   3 credits   3 periods
Differential Equations   SUN# MAT2262*
Ordinary differential equations with applications including LaPlace transforms with numerical methods. Prerequisites: A grade of C or better in MAT230 or MAT231 or equivalent.

MAT276   4 credits   4 periods
Modern Differential Equations
Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. *Course Note: Students may receive credit for only one of the following: MAT276 or MAT277.*

MICROSOFT TECHNOLOGY   MST
CIS Department Office   CM 404 480.423.6588

ALSO SEE: Business-Personal Computers (BPC), page 137
Computer Information Systems (CIS), page 141
Office Automation Systems (OAS), page 195

MST150WT   3 credits   4 periods
Installing and Configuring Microsoft Windows 10
In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required.

MST150SV   3 credits   4 periods
Microsoft Windows 7 Configuration
Knowledge and skills necessary to perform installation and day-to-day administration and support of the Microsoft Windows 7 operating system. Preparation for the Microsoft certification examination. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required.

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.

MST158DB   4 credits   5 periods
Installing and Configuring Windows Server
In-depth exploration of how to effectively install and configure Windows Server. Includes roles and features of Server, virtualization with Hyper-V, core network services, Active Directory, and Group Policy. Designed to prepare students for the corresponding Microsoft Windows Server Installation and Configuration examination (70-410). Prerequisites: A grade of C or better in (MST140 or CNT140++) and MST150++, or permission of Instructor.

MOTION PICTURE/TV PRODUCTION CLASSES
See **TELECOMMUNICATIONS (TCM)**, page 206.

MUSIC   MHL, MUC, MUP
Music Department   MUS 139 480.423.6333
Fine Arts Division   MUS 139 480.423.6328

Scottsdale Community College offers the first two years of basic instruction needed for theory, voice and/or instrumental majors. In addition, courses are offered to meet the requirements of general education in the humanities, commercial music and special interest areas. Private instruction is offered in the areas of piano, voice, band and orchestral instruments. A special fee is charged for private instruction, except for approved music majors. Music majors are required to participate in a performance group each semester. All potential music majors are encouraged to contact the music department, (480) 423-6333, for further information.

Music: History & Literature   MHL

MHL140   3 credits   3 periods
Survey of Music History
Study of composers, compositions, styles, and periods in music history. Prerequisites: None.

MHL145   3 credits   3 periods
American Jazz and Popular Music
The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800s to present. Prerequisites: None.

*Go to page 28 for more information on SUN courses.

MHL153 **3 credits** **3 periods**
Rock Music and Culture
History of rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

MHL155 **3 credits** **3 periods**
Survey of American Music
History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None.

MHL204 **3 credits** **3 periods**
Hip-Hop Music and Culture
A history of Hip-Hop's musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: A grade of C or better in ENG101, or ENG107, or permission of Instructor.

Music: Theory & Composition MTC

MTC101 **3 credits** **3 periods**
Introduction to Music Theory
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC103 **1 credit** **2 periods**
Introduction to Aural Perception
An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. Prerequisites: None. *Course Note: MTC103 may be repeated for a total of two (2) credit hours.*

MTC105 **3 credits** **3 periods**
Music Theory I
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: A grade of C or better in MTC100, or MTC101, or permission of Instructor. Corequisites: MTC106.

MTC106 **1 credit** **2 periods**
Aural Perception I
The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

MTC111 **1 credit** **1 period**
Lyric Writing
Lyric writing and its relationship to song structure and rhythm. Emphasis on basic poetic forms, meter, rhyme schemes, analysis of song lyrics for content and clarity, and use of lyric writing tools. Prerequisites: None. *Course Note: Basic note reading and/or music theory is advisable. MTC111 may be repeated for credit.*

MTC120 **3 credits** **3 periods**
Intro to Sound Design for Film and Video (TCM120)
Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: A grade of C or better in (TCM100 and TCM136) or permission of Instructor.

MTC155 **3 credits** **3 periods**
Music Theory II
A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: A grade of C or better in MTC105. Corequisites: MTC156.

MTC156 **1 credit** **2 periods**
Aural Perception II
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

MTC191 **3 credits** **4 periods**
Electronic Music I
An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers, and other compatible MIDI instruments. Prerequisites: None.

MTC192 **3 credits** **4 periods**
Electronic Music II
Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: A grade of C or better in MTC191.

MTC193 **3 credits** **4 periods**
Computer-Based Sound Synthesis
Principles of sound synthesis using computer-based methods. Synthesis methods include subtractive, additive, frequency modulation, sample and synthesis, and hybrid. Emphasis on synthesis techniques for use in electronic music. Prerequisites: A grade of C or better in MTC191 or permission of Instructor.

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MTC205 — 3 credits — 5 periods
Music Theory III　　　**SUN#**　MUS2222*

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: A grade of C or better in MTC155. Corequisites: MTC206. *(MTC205 is not offered every semester.)*

MTC206 — 1 credit — 2 periods
Aural Perception III　　　**SUN#**　MUS2222*

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205. *(MTC206 is 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: A grade of C or better in MTC/TCM120 or permission of Instructor.

MTC240 — 3 credits — 0.60 periods
Composition

Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. Prerequisites: A grade of C or better in (MTC105 and MTC106, or equivalent) , and permission of Instructor. *Course Note: MTC240 may be repeated for total of twelve (12) credit hours.*

MTC255 — 3 credits — 3 periods
Music Theory IV　　　**SUN#**　MUS2223*

A continuation of Music Theory III, including 20th Century theories and techniques. Prerequisites: A grade of C or better in MTC205. Corequisites: MTC256. *(MTC255 is not offered every semester.)*

MTC256 — 1 credit — 2 periods
Aural Perception IV　　　**SUN#**　MUS2223*

A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255. *(MTC256 is not offered every semester.)*

MTC291 — 3 credits — 4 periods
Electronic Music III

Continued study of the production of music using electronic processes. Emphasis on more complex configurations and their applications in live performance or studio use. Prerequisites: MTC192.

MTC296 - COOPERATIVE EDUCATION

MTC298 - SPECIAL PROJECTS

Music: Commercial & Business　　MUC

MUC109 — 3 credits — 3 periods
Music Business: Merchandising and the Law

Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures and business affairs, agents, artist management, and concert production. Prerequisites: None.

MUC110 — 3 credits — 3 periods
Music Business: Recording and Mass Media

Operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

MUC111 — 3 credits — 5 periods
Digital Audio Workstation I (DAW I)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: A grade of C or better in MUC195, or MUP195AA, or TCM/VPT105, or permission of Instructor.

MUC112 — 3 credits — 5 periods
Digital Audio Workstation II (DAW II)

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: A grade of C or better in MUC111, and (MUC195 or MUC195AA).

MUC135 — 3 credits — 3 periods
Introduction to Disc Jockey Techniques

Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted dance songs, cueing, segueing/mixing methods, the relationship of beats per minute to segueing, and programming songs to entertain a live audience. Covers the history of the live performance DJ and strategies for soliciting employment in the field. Prerequisites: None. *Course Note: MUC135 may be repeated for a total of six (6) credits.*

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*Go to page 28 for more information on SUN courses.

MUC136   3 credits   4 periods
Turntablism: The Art of the Scratch DJ
Covers the skills required in vinyl manipulation; examines the development of turntable techniques and the contributions made by individual turntable artists. Prerequisites: None. *Course Note: MUC136 may be repeated for a total of six (6) credits.*

MUC137   3 credits   4 periods
Digital DJ Performance Techniques
Covers the skills required for live performance employing digital media with an emphasis on programs such as Serato Scratch Live and Ableton Live. Prerequisites: None. *Course Note: MUC137 may be repeated for a total of six (6) credits.*

MUC139   3 credits   4 periods
Introduction to Emcee-Rapping Techniques
Development of beginning level live-performance and recording emcee-rap techniques. Emphasis on understanding rhyme, structure, breath control, stage presence, and performance. Covers the history of the DJ/emcee and origins of the rapper, song structure, enunciation, vocal delivery, breath control, melody, and pacing while staying on beat. Prerequisites: None. *Course Note: MUC139 may be repeated for a total of six (6) credits.*

MUC194   3 credits   3 periods
Introduction to Audio Mixing Techniques
Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use. Prerequisites: A grade of C or better in MUC112 and MUC195 or permission of Instructor. *(MUC194 is not offered every semester.)*

MUC195AA   3 credits   5 periods
Studio Music Recording I
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC196   3 credits   5 periods
Studio Music Recording II
Emphasis on signal-processing equipment, mixing consoles and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: A grade of C or better in MUC195 or MUC195AA.

MUC197   3 credits   3 periods
Live Sound Reinforcement I
Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

MUC198   3 credits   3 periods
Live Sound Reinforcement II
Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: A grade of C or better in MUC197. *(MUC198 is not offered every semester.)*

MUC209   3 credits   3 periods
Music Industry Entrepreneurship
Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process. Prerequisites: A grade of C or better in MUC109 and MUC110 or permission of Instructor. *(MUC209 is not offered every semester.)*

MUC237   3 credits   4 periods
Electronic Dance Music Production
Process and skills required for music production employing digital media, with an emphasis on producing music on digital audio workstations. Prerequisites: MTC191 or permission of Instructor. *Course Note: MUC237 may be repeated for a total of six (6) credit hours. (MUC237 is not offered every semester.)*

MUC274   2 credits   2 periods
Music Industry Study Tour
A tour of the music industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of professional opportunities and careers. Prerequisites: None. *Course Note: Additional expenses will apply students responsible for travel expenses. MUC274 may be repeated for a total of ten (10) credit hours. (MUC274 is not offered every semester.)*

MUC290AA   1 credit   1 period
Music Business Internship
Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served.

Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. *Course Note: MUC290AA requires a minimum of eighty (80) hours of designated work per credit. MUC290AA may be repeated for a total of twelve (12) credit hours.*

MUC291AA   1 credit   1 period
Disc Jockey Internship
Disc Jockey (DJ) internship work experience, which may include emcee-rapping and/or electronic dance music production, under the supervision of an experienced industry professional. Perform a variety of activities to fulfill the routines and responsibilities of the department or business where the internship is served. Prerequisites: Permission of Department or Division. *Course Note: MUC291AA requires a minimum of eighty (80) hours of designated work per credit. MUC291AA may be repeated for a total of twelve (12) credit hours.*

MUC293   1 credit   1 period
Self Promotion for Music (Formerly MUC295AA)
Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None. **(MUC293 is 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: A grade of C or better in MUC196 and (MUC111 or permission of Instructor).

MUC297AA   1 credit   1 period
Music Internship
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit. Prerequisites: Permission of Department or Division. *Course Note: MUC297AA may be repeated for a total of twelve (12) credit hours.*

MUC298AA-AC   1-3 credits 1-3 periods
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

Music: Private Instruction   MUP

There is a special fee for non-music majors enrolling in private instruction of $431 for 1 credit (1/2 hour lesson per week, per semester) or $862 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,euphonium, 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

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*Go to page 28 for more information on SUN courses.

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Music: Performance — MUP

MUP110   0.5 credits   0.5 periods
Concert Music
Attendance at concerts, recitals and music lectures on and off campus. Required each semester for all music majors. Prerequisites: None.

MUP123AB   0.5 credits   0.5 periods
Studio Class/Voice
Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific voice problems. Prerequisites: None. Corequisites: Private Voice Instruction. *Course Note: MUP123AB may be repeated for credit.*

MUP123AD   0.5 credits   0.5 periods
Studio Class: Instrumental
Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems. Prerequisites: None. Corequisites: Private Instrumental Instruction. *Course Note: MUP123AD may be repeated for credit.*

MUP130   2 credits   3 periods
Beginning Group Piano
Basic introduction to playing piano through music reading, chords, rhythmic, and written activities. Designed for those with little or no piano experience. Prerequisites: None.

MUP131   2 credits   3 periods
Class Piano I
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132   2 credits   3 periods
Class Piano II
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: A grade of C or better in MUP131 or permission of Instructor.

MUP150   1 credit   3 periods
Community Chorus
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. Prerequisites: None. *Course Note: MUP150 may be repeated for credit.*

MUP153   2 credits   5 periods
Concert Choir
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled during the year including a concert tour. Auditions may be required. May be repeated for credit. Prerequisites: None. *Course Note: Auditions may be required. MUP153 may be repeated for credit.*

MUP154AA   1 credit   3 periods
Jazz Vocal Ensemble
Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Prerequisites: Auditions required or permission of instructor. *Course Note: MUP154AA may be repeated for credit.*

MUP159   1 credit   3 periods
Community Orchestra
Emphasis on college/community participation and the preparation of orchestral literature for public performance. Prerequisites: None. *Course Note: MUP159 may be repeated for credit. Auditions may be required.*

MUP161   1 credit   3 periods
Community Band
Emphasis on college/community participation and the preparation of band literature for public performance. Prerequisites: None. *Course Note: MUP161 may be repeated for credit. Auditions may be required.*

MUP163   1 credit   3 periods
Jazz Ensemble
Practical and performance experience in various jazz styles. Prerequisites: None. *Course Note: MUP163 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.*

MUP181   1 credit   2 periods
Chamber Music Ensembles
Practical and performance experience in instrumental, vocal, and mixed ensembles. Prerequisites: None. *Course Note: MUP181 may be repeated for credit.*

MUP182   1 credit   3 periods
Chamber Singers
Practical and performance experience in various styles of vocal music. Prerequisites: None. *Course Note: MUP182 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.*

MUP209 2 credits 2 periods
Elements of Conducting
Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.

MUP225 2 credits 3 periods
Class Guitar I
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 2 credits 3 periods
Class Guitar II
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: A grade of C or better in MUP225 or permission of Instructor.

MUP227 2 credits 3 periods
Class Guitar III
Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: A grade of C or better in MUP226 or permission of Instructor.

MUP228 2 credits 3 periods
Class Guitar IV
Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: A grade of C or better in MUP227 or permission of Instructor. *Course Note: MUP228 may be repeated for credit.*

MUP231 2 credits 3 periods
Class Piano III
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: A grade of C or better in MUP132 or permission of Instructor.

MUP232 2 credits 3 periods
Class Piano IV
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: A grade of C or better in MUP231 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. Prerequisites: None. *Course Note: MUP270 may be repeated for credit.*

MUP298 - SPECIAL PROJECTS
Information about MUP298 courses can be found on page 205.

NURSING: CONTINUING EDUCATION NCE
Health Sciences Division HES 123 480.423.6226

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 credits 0.5 periods
Math and Medications for Intermediate Nursing Students
Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: Current student in Nursing program or permission of Department or Division.

NCE214MM 1 credit 1 period
Mathematical Methods of Drug Calculation
Focuses on basic mathematical concepts using decimals and fractions to calculate fractional and metric-apothecary conversion dosage problems and intravenous flow rates. Emphasis on the dimensional analysis problem solving method. Prerequisites: None.

NCE291 1 credit 1 period
Nursing Skills and Patient Care in Simulation
Review of basic skills. Remediation, guided learning, and simulation performance. Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor. *Course Note: NCE291 may be repeated for a total of five (5.0) credits.*

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*Go to page 28 for more information on SUN courses.

NCE292   2 credits   2 periods
Simulation for Patient Care Experiences
Review and practice of nursing skills. Remediation, guided learning, and simulation performance. Prerequisites: Current Arizona Registered Nurse (RN) license or Licensed Practical Nurse (LPN) license or registered as student nurse or permission of Instructor. *Course Note: NCE292 may be repeated for a total of ten (10) credits.*

NCE293   2 credits   2 periods
Team Management of Deteriorating Patients in Simulation Experiences
Development of skills needed to effectively identify, assess, monitor, and respond to patients who are either deteriorating or at risk of deteriorating related to injury or disease process. Prerequisites: Current licensure as a health professional or registered as a student in a health professional program of study, or permission of Instructor. *Course Note: NCE293 may be repeated for a total of ten (10) credits.*

NURSING SCIENCE   NUR
Health Sciences Division   HES 123   480.423.6226

The Nursing Program is available at eight of the Maricopa Community Colleges. The nursing pathway provides multiple exit points for employment that begins with the Nurse Assisting course and continues to the Practical Nurse certificate and Registered Nurse degree program.

NUR104AB   1 credit   1 period
Structured Nursing Review
Structured nursing tutorial assistance and nursing skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. *Course Note: Course offered as Credit (P) No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits.*

Health Sciences Division, HES 123, 480-423-6226
NUR152   9 credits   19 periods
Nursing Theory and Science I
Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients. Prerequisites: Admission into the Nursing Program.

NUR172   9 credits   16 periods
Nursing Theory and Science II
Utilization of Nurse of the Future competencies to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients. Prerequisites: A grade of C or better in NUR152 or permission of Nursing Department Chair.

NUR252   9 credits   16 periods
Nursing Theory and Science III
Application of critical thinking strategies related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: A grade of C or better in (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.

*Go to page 28 for more information on SUN courses.

NUR283   9 credits   16 periods
Nursing Theory and Science IV
Applies Nurse of the Future competencies to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse. Prerequisites: A grade of C or better in (BIO205 and NUR252) or permission of Nursing Department Chair.

NUR298AA/AB/AC   1-3 credits 1-3 periods
Special Projects (Honors)
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

OFFICE AUTOMATION SYSTEMS   OAS
CIS Department Office   CM 404 480.423.6588

ALSO SEE: Business-Personal Computers (BPC), page 137

OAS118   1 credit   1.7 periods
10-Key by Touch
Touch system of numeric keys on ten-key pads. Prerequisites: None.

PHILOSOPHY   PHI
Social/Behavioral Sciences Division   SBE 130 480.423.6206

ALSO SEE: Religious Studies (REL), page 203

PHI101   3 credits   3 periods
Introduction to Philosophy   SUN# PHI1101*
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI103   3 credits   3 periods
Introduction to Logic   SUN# PHI1103*
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

PHI104   3 credits   3 periods
World Philosophy
Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None.

PHI105   3 credits   3 periods
Introduction to Ethics   SUN# PHI1105*
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None.

PHI212   3 credits   3 periods
Contemporary Moral Issues
Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None. **(PHI212 is not offered every semester.)**

PHI213   3 credits   3 periods
Medical and Bio-Ethics
A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patients' rights, and biological experimentation. Prerequisites: None.

PHI216   3 credits   3 periods
Environmental Ethics
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None.

PHI244   3 credits   3 periods
Philosophy of Religion (REL244)
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

PHOTOGRAPHY

See ART, PHOTOGRAPHIC, page 132.

*Go to page 28 for more information on SUN courses.

PHYSICAL EDUCATION   PED
HPERD Division   **PE 149 480.423.6606**

Students wishing to pursue a degree in physical education at a four-year institution should seek advisement through an advisor or the appropriate faculty member of the HPERD Department.

Physical Education Emphasis:

PED101	Physical Activities: Basic	1 credit	2 periods
PED102	Physical Activities: Intermediate	1 credit	2 periods
PED103	Physical Activities: Basic	0.5 credits	1 period
PED201	Physical Activities: Advanced	1 credit	2 periods
PED202	Physical Activities: Elite	1 credit	2 periods

A variety of courses including individual, dual, team sports and leisure-time activities as listed in the schedule of classes are offered each semester. No prerequisites are required and may be repeated for credit. These activities may include:

- aerobics
- aikido
- basketball
- conditioning
- cycling
- fencing
- fitness walking
- golf
- pilates
- self defense
- soccer
- tennis
- triathlon training
- volleyball
- weight training
- yoga
- Zumba®

ALSO SEE: Dance (DAN), page 152
Dance Humanities (DAH), page 158
Exercise Science (EXS), page 168
Food and Nutrition (FON), page 169
Health Science (HES), page 173
Recreation (REC), page 201
Wellness Education (WED), page 214

PED150   **2 credits**   **2 periods**
Tradition and Practice of Yoga I
Introduction to the art and science of yoga. Explores the history and philosophy of yoga. Studies terms, concepts, issues, trends and health benefits of yoga. Examines teaching yoga as a career. Prerequisites: None.

PED155   **2 credits**   **2 periods**
Tradition and Practice of Yoga II
Examination of the art and science of yoga. Explores the history and philosophy of yoga. In-depth review of significant literature associated with the yoga tradition. Examines cultural aspects of yoga, relevancy of yoga to modern day life and health benefits of yoga. Prerequisites: PED150.

PED158   **2 credits**   **2 periods**
Tradition and Practice of Yoga III
A deep exploration of the yogic path as it relates to the self, to teaching yoga, and to society as a whole. Emphasis on the early and modern intellectual foundations of yoga. Prerequisites: PED150 and PED155.

*Go to page 28 for more information on SUN courses.

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PED270   **2 credits**   **2 periods**
Teaching Yoga: Level I
Methods of teaching yoga. Studies assessment techniques, establishing goals, and organizing the classroom. Reviews yoga instruction techniques and how these differ from other movement-based activities; application of anatomical knowledge and practice teaching experiences. Prerequisites: PED101YO or PED102YO or PED201YO.

PED271   **2 credits**   **2 periods**
Teaching Yoga: Level II
Emphasizes practice teaching experiences. Reviews instructional methods and techniques for assessing student skill levels, organizing the classroom and writing lesson plans; application of anatomical knowledge to build movement skills, improvement of observational skills and development of an individual teaching style. Prerequisites: PED270 or permission of Instructor.

PED272   **2 credits**   **2 periods**
Teaching Yoga: Alignments and Adjustments
Instructional methods for teaching more advanced asanas. Principles of alignment of back bending, inversion, forward bending and arm balancing asanas and techniques for identifying and correcting misalignments. Emphasis on instructional techniques that safely build yoga movement skills while encouraging progression in the practice of challenging asanas. Prerequisites: PED271 or permission of Instructor.

PED274   **1 credit**   **3 periods**
Teaching Yoga: Practicum
Guided, practical, in-class experience in teaching yoga students. Requires implementation of lesson plans, application of individual teaching techniques, demonstration of individual teaching style, and evaluation of teaching sessions. Prerequisites: PED270 or PED271.

PED280   **2 credits**   **2 periods**
Introduction to Yoga Therapy
Introduction to the therapeutic use of yoga. Includes basic concepts of yoga therapy, identification of common therapeutic problems and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement and promote health and well-being. Prerequisites: PED270 or permission of Instructor.

PED281   **2 credits**   **2 periods**
Yoga Therapy - Upper Body Principles
Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being of the upper body. Emphasis on the study of chronic problem areas and therapeutic issues with shoulders and upper body. Prerequisites: PED280 or permission of Instructor.

PED283   **2 credits**   **2 periods**
Yoga Therapy - Low Back Principles
Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues associated with the lower back. Prerequisites: PED280 or permission of Instructor.

PED284   **2 credits**   **2 periods**
Yoga Therapy - Knee Principles
Basic concepts of yoga therapy, review of therapeutic interventions, identification of common therapeutic problems of the knee, and application of yoga asana as a modality of healing. Demonstration and practice of therapeutic techniques and sequences to improve movement capability and promote health and well-being. Emphasis on the study of chronic problem areas and therapeutic issues. Prerequisites: PED280 or permission of Instructor.

PED288   **2 credits**   **10 periods**
Yoga Therapy Practicum
Focus on immersion in the area of Yoga Therapy. Yoga Therapy application onsite at the community college with a current instructor of Yoga. Requires minimum of 150 contact hours. Prerequisites: A grade of C or better in (PED280, PED281, PED283, and PED284), or permission of Program Director. *Course Note: PED288 may be repeated for a total of eight (8) credit hours.*

Service-Learning Experience

PED282AA-AC   **1-3 credits**   **1-3 periods**
Service-Learning Experience in Physical Education
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: PED282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

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*Go to page 28 for more information on SUN courses.

Fitness and Wellness Center
Aerobics and Weight Training

The Fitness and Wellness Center helps students and the public develop a lifestyle of regular exercise. Students may use the center to earn credits while non-credit memberships are available to the public. Call 480-423-6604 or go to https://www.scottsdalecc.edu/fitness-center for more information.

The following features are included:

Degreed and certified instructors on the floor during all hours, indoor track, free towel service, showers, lockers, full lines of cardio and strength equipment, and a group exercise schedule that includes Zumba®, Group Cycling, Boot Camp, Yoga, Tai Chi, Pilates and more.

PED101FL   **1 credit**   **2 periods**
Physical Activities: Fitness for Life
Designed to teach students how to use appropriate techniques for assessing, writing and participating in personalized programs of Cardiovascular Fitness, Weight Control, and Muscular Strength and Flexibility. Prerequisites: None.

PED115   **2 credits**   **4 periods**
Lifetime Fitness
Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. Prerequisites: None. *Course Note: PED115 may be repeated for a total of eight (8) credit hours.*

PHYSICS   PHY
Natural Sciences Division   NS 102A   480.423.6111

PHY101   **4 credits**   **6 periods**
Introduction to Physics
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091 or MAT092, or equivalent, or satisfactory score on Math placement exam. *Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.*

Engineering majors who have not had a rigorous, quantitative high school physics course, such as Advanced Placement Physics, are advised to take PHY111 as preparation for PHY121 and PHY112 as preparation for PHY131. See the Engineering Science information located in the Program section of this catalog for a suggested three-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.

Fitness and Wellness Center

PHY111   **4 credits**   **6 periods**
General Physics I   SUN# PHY1111*
Includes motion, energy, and properties of matter. Prerequisites: MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement test score or one year high school Trigonometry with a grade of "C" or better or permission of Department or Division. *Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.*

PHY112   **4 credits**   **6 periods**
General Physics II   SUN# PHY1112*
Includes electricity, electromagnetism, and modern physics. Prerequisites: A grade of C or better in PHY111.

PHY121   **4 credits**   **6 periods**
University Physics I: Mechanics   SUN# PHY1121*
Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or department consent. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131   **4 credits**   **6 periods**
University Physics II: SUN# PHY1131*
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: A grade of C or better in MAT230, or MAT231, or department consent, and PHY121. Corequisites: MAT241 or department consent.

PHY241   **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: A grade of C or better in PHY131.

POLITICAL SCIENCE   POS
Social/Behavioral Sciences Division   SBE 130   480.423.6206

POS110   **3 credits**   **3 periods**
American National Government SUN# POS1110*
Study of the historical backgrounds, governing principles, and institutions of the national government of the United States. Prerequisites: None.

POS113   **3 credits**   **3 periods**
United States and Arizona Social Studies (GCU113)
Overview of government, history, and geography of the United States and Arizona. Includes the relationship of government to the United States economic system as well as the influences and developments that have shaped U.S. and Arizona history. Also covers geographical systems, regions, and study techniques. 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: A grade of C or better in ENG101 or ENG107 or equivalent.

POS120   **3 credits**   **3 periods**
World Politics   SUN# POS1120*
Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

POS210   **3 credits**   **3 periods**
Political Ideologies
An exploration of the diversity of textual, historical, and cultural traditions of the political thought that has shaped the human experience. Prerequisites: Prerequisites: (A grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score) and (a grade of "C" or better in ENG091 or eligibility for ENG101 as indicated by appropriate writing placement test score).

POS220   **3 credits**   **3 periods**
U.S. and Arizona Constitution
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

PRE-PROFESSIONAL PROGRAMS
Natural Sciences Division   NS 102A   480.423.6111

Scottsdale Community College offers opportunities for students to pursue transfer programs of study in the following preprofessional areas: Pre-Dental, Pre-Forestry, Pre-Medical, Pre-Medical Technology, Pre-Mortuary Science, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy and Pre-Veterinary. Although professional schools require substantially the same preparatory program during the first two years of college, significant differences exist; therefore, suggested transfer programs are not included in this section. Students who desire to pursue a preprofessional program of study are urged to establish an early advisement relationship with a member of the science faculty so that a specific program may be planned.

PSYCHOLOGY   PSY
Social/Behavioral Sciences Division   SBE 130   480.423.6206

PSY101   **3 credits**   **3 periods**
Introduction to Psychology   SUN# PSY1101*
To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

PSY132   **3 credits**   **3 periods**
Psychology and Culture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world. Prerequisites: None.

PSY215   **3 credits**   **3 periods**
Introduction to Sport Psychology
Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of Instructor.

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*Go to page 28 for more information on SUN courses.

PSY225   3 credits   3 periods
Psychology of Religion

Provides an introduction to the history, varieties and theories of the psychology of religion from an empirical, research-based perspective. Specific areas of study include the role of gender, age, socioeconomic status, and personality on religious experience, the effects of religion and prayer on mental and physical health, the development of religious thought and behavior over the lifespan, and the social psychology of new religious movements. In addition, the role of cultural differences on religious attitudes both within the USA and around the world is also addressed. Prerequisites: A grade of C or better in PSY101 or Permission of Instructor.

PSY230   3 credits   3 periods
Introduction to Statistics

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: (A grade of "C" or better in PSY101 and MAT092 or higher MAT course) or (a grade of "C" or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor.

PSY235   3 credits   3 periods
Psychology of Gender

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of Instructor.

PSY240   3 credits   3 periods
Developmental Psychology

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of Instructor.

PSY250   3 credits   3 periods
Social Psychology

The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

PSY262   3 credits   3 periods
Positive Psychology

Overview and application of psychological principles based on strengths and resilience of human beings as opposed to dysfunction and symptoms of mental disorders. Topics include happiness, relationships, resilience, optimism, well-being, and brain research explaining positive emotions. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

PSY266   3 credits   3 periods
Abnormal Psychology

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

PSY277   3 credits   3 periods
Psychology of Human Sexuality

Survey of psychological and physiological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites: A grade of C or better in PSY101. *Course Note: Student must be 18 years or older. PSY277 course may contain adult content. All students under the age of 18 are required to have a signed parental consent form on file, which is on the back of the Under the Age of 18 Enrollment Form.*

PSY290AB   4 credits   6 periods
Research Methods

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: A grade of C or better required in all prerequisites. ENG101, or ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of Instructor.

READING   RDG
English, World Languages and Journalism Division   LC 305   480.423.6459

The reading courses are designed as personal improvement programs for college students. Each student's strengths and weaknesses in study skills, vocabulary, reading rate and comprehension are identified and emphasis is placed on individual improvement.

*Go to page 28 for more information on SUN courses.

RDG071   3 credits   3 periods
Basic Reading
Provide opportunities for practice and application of basic reading skills. Includes phonic analysis, word recognition, structural analysis, use of context clues, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and development of inferential interpretation. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in ESL/RDG046, or permission of Instructor. *Course Note: RDG071 is recommended for all students with limited reading experiences.*

RDG081   3 credits   3 periods
Reading Improvement
Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG071, or permission of Instructor.

RDG100   3 credits   3 periods
Successful College Reading
Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor. *Course Note: RDG100 satisfies RDG091 requirement. RDG100 may be repeated for a total of twelve (12) credit hours.*

REAL ESTATE   REA
Business/CIS Division   AP 237A   480.423.6253

REA179   3 credits   3 periods
Real Estate Principles I
Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180   3 credits   3 periods
Real Estate Principles II
Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the commissioner's rules, investment, property management, and government restrictions. Prerequisites: A grade of C or better in REA179 or permission of Instructor.

REA290AH   3 credits   3 periods
Property Management
Emphasizes realty laws, survey of rentals, housing needs, and rents in Phoenix metropolitan area. Prerequisites: A grade of C or better in REA179 or permission of Instructor.

RECREATION   REC
HPERD Division   PE 155   480.423.6606

REC120   3 credits   3 periods
Leisure and the Quality of Life
Overview of the historical, psychological, social and cultural aspects of play, leisure and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

REC150AB   3 credits   3 periods
Outdoor Adventure Skills
Camping and outdoor skills including camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

REC155AA   1 credit   2 periods
Canyoneering
Basic canyoneering skills. Includes hydrology, navigation, safety systems, climbing and hiking skills, wading/swimming techniques and flood/weather identification. Prerequisites: None. *Course Note: REC155AA may be repeated for a total of four (4) credits.*

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*Go to page 28 for more information on SUN courses.

REC155AB 1 credit 2 periods
Caving
Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection. Prerequisites: None. *Course Note: REC155AB may be repeated for a total of four (4) credits.*

REC155AC 1 credit 2 periods
Outdoor Rock Climbing
Basic outdoor rock climbing skills. Includes belaying, climbing techniques, rope systems and anchor systems. Prerequisites: None. *Course Note: REC155AC may be repeated for a total of four (4) credits.*

REC155AD 1 credit 2 periods
Rowing
Basic rowing skills for a four or eight person shell. Includes physical conditioning, rowing etiquette and safety, boat handling, proper rowing techniques, and teamwork. Prerequisites: None. *Course Note: REC155AD may be repeated for a total of four (4) credits.*

REC155AE 1 credit 2 periods
Indoor Rock Climbing
Basic indoor rock climbing skills. Includes belaying, climbing techniques, rope systems, anchor systems and safety. Prerequisites: None. *Course Note: REC155AE may be repeated for a total of four (4) credits.*

REC155AF 1 credit 2 periods
Backpacking
Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Prerequisites: None. *Course Note: REC155AF may be repeated for a total of four (4) credits.*

REC155AG 1 credit 2 periods
Hiking
Development of safe and enjoyable hiking skills. Essentials and requirements for safe hiking. Prerequisites: None. *Course Note: REC155AG may be repeated for a total of four (4) credits.*

REC155AJ 1 credit 2 periods
Outdoor Survival
Introduction to and practice of essential skills needed for procuring shelter, water and fire in a wilderness environment. Prerequisites: None. *Course Note: REC155AJ may be repeated for a total of four (4) credits.*

REC155AK 1 credit 2 periods
Leave No Trace Trainer Certification
Emphasis on seven (7) Leave No Trace principles. Skills needed to effectively teach and demonstrate minimum impact techniques and outdoor ethics. Prerequisites: None. *Course Note: REC155AK provides hands-on experiences, held in*

the outdoors with one overnight camping. Course instructor(s) are certified LNT Master Educators. Students who successfully complete the course become Leave No Trace Trainers and receive a completion certificate through the LNT Center. Basic level of fitness recommended. REC155AK may be repeated for a total of four (4) credit hours.*

REC210 3 credits 3 periods
Leisure Delivery Systems
Systemic study of delivery of leisure services in public, commercial and independent sectors; particular emphasis placed on the urban setting. Prerequisites: None.

REC230 3 credits 3 periods
Programming of Recreation Services
Foundations for designing, planning, delivering and managing recreational and leisure events. Emphasis on application of recreation programming concepts and practices in a variety of settings and situations for a diversity of participants. Prerequisites: None.

REC240 3 credits 6 periods
Wilderness First Responder
Introduces and provides practical training in the essentials of medical assistance in backcountry emergencies. Includes patient assessment, first aid for trauma victims, and treatment of other medical emergencies. Prerequisites: None. *(REC240 is not offered every semester.)*

REC250 3 credits 3 periods
Recreation Leadership
An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

REC282AA-AC 1-3 credits 1-3 periods
Volunteerism for Recreation:
A Service Learning Experience
Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) REC282 credit hours; may not repeat specific assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

Go to page 28 for more information on SUN courses.

Courses

Courses

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RELIGIOUS STUDIES   REL
Social/Behavioral Sciences Division   SBE 130 480.423.6206

ALSO SEE: Philosophy (PHI), page 195.

REL100   3 credits   3 periods
World Religions
The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

REL205   3 credits   3 periods
Religion and the Modern World
Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.

SERVICE-LEARNING
Service-learning and Leadership Office   SC 100 480.423.6545

Director, Dr. Becky Bradley

Service-learning is a teaching, learning and reflecting method that brings together classroom curriculum with meaningful service in the community. Students are able to immediately use what they are learning in the classroom to address real-life problems. As a result of their service and learning, students become more socially aware, civically responsible and globally engaged citizens.

Service-learning places equal importance upon the service provided and the learning achieved. Internships, in comparison, may not involve service at all; a focus is placed upon the knowledge and/or vocational skills obtained to support the student.

SCC's office is largely dedicated to the development and management of a successful service-learning program. You can find us in room 100 of the Student Center, just outside of the Bookstore - or, by email at serve.learn.lead@scottsdalecc.edu - or online on our website and Facebook page.

When creating your class schedule for the upcoming term, remember to look for classes that offer service-learning. More are coming! You will learn, and our community will change. All because of you.

SIGN LANGUAGE   SLG
**English, World Languages
and Journalism Division**   LC 305 480.423.6459

SLG101   4 credits   4 periods
American Sign Language I
Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a corequisite but not required.

SLG102   4 credits   4 periods
American Sign Language II
Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of "C" or better, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SOCIETY AND BUSINESS
See **SOCIETY AND BUSINESS (SBU)**, page 137.

SOCIOLOGY   SOC
Social/Behavioral Sciences Division   SBE 130 480.423.6206

SOC101   3 credits   3 periods
Introduction to Sociology   SUN# SOC1101*
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors. Prerequisites: None.

SOC105   3 credits   3 periods
Introduction to American Indian Studies (AIS105)
Introduction to political, economic and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None.

*Go to page 28 for more information on SUN courses.

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SOC110   3 credits   3 periods
Drugs and Society
Provides a sociological understanding of drug use and policy. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Introduces extensive coverage of various methods and statistics for measuring drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues. Prerequisites: None.

SOC112   3 credits   3 periods
American Indian Policy (AIS112)
Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic, and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations. Prerequisites: None.

SOC141   3 credits   3 periods
Sovereign Indian Nations (AIS141)
Explores the sovereign status of American Indians as it relates to social relationships, traditions, and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues, and contemporary social problems. Prerequisites: None.

SOC160   3 credits   3 periods
American Indian Law (AIS160)
Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations. Prerequisites: None.

SOC212   3 credits   3 periods
Gender and Society
A sociological analysis of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Prerequisites: None.

SOC220   3 credits   3 periods
Sport and Society
Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of fans, athletes, and athletic administrators, as well as how professional, collegiate, and amateur sports have at times played a transformative role in society. Prerequisites: None.

SOC241   3 credits   3 periods
Racial and Ethnic Relations   SUN# SOC2215*
(Formerly SOC140)
Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States. Prerequisites: None.

SOC245   3 credits   3 periods
Social Deviance
A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control. Prerequisites: None.

SOC251   3 credits   3 periods
Social Problems   SUN# SOC2250*
A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity. Prerequisites: None.

SPANISH LANGUAGE   SPA
**English, World Languages
and Journalism Division**   LC 305   480.423.6459

SPA101   4 credits   4 periods
Elementary Spanish I   SUN# SPA1101*
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

SPA102   4 credits   4 periods
Elementary Spanish II   SUN# SPA1102*
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: (A grade of "C" or better in SPA101 or SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA115　　　　　3 credits　　3 periods
Beginning Spanish Conversation I
Basic pronunciation, vocabulary, sentence structures, and cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116　　　　　3 credits　　3 periods
Beginning Spanish Conversation II
Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: A grade of C or better in SPA115, or SPA115AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA201　　　　　4 credits　　4 periods
Intermediate Spanish I　**SUN#** SPA2201*
Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: A grade of "C" or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA202　　　　　4 credits　　4 periods
Intermediate Spanish II　**SUN#** SPA2202*
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA235　　　　　3 credits　　3 periods
Advanced Spanish Conversation I
Continued development of skills in conversational fluency. Class conducted completely in Spanish. Prerequisites: A grade of C or better in SPA226 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA265　　　　　3 credits　　3 periods
Advanced Spanish I
Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: A grade of C or better in SPA202 or permission of Department or Division. Completion of prerequisites within the last three years is required.

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: A grade of C or better in SPA265, or permission of Department or Division. Completion of prerequisites within the last three years is required.

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.

SUSTAINABILITY　　　　　SSH/SUS
HPERD Division　　　　　PE 149　480.423.6606

SSH111　　　　　3 credits　　3 periods
Sustainable Cities
Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None.

SUS100　　　　　3 credits　　3 periods
Introduction to Sustainability
Introduction to the basic concepts of sustainability. Includes challenges of land, ocean, and resource management as well as the built environment. Also covers connections between global, local and personal sustainability challenges and responses at each level. Prerequisites: None.

SUS110　　　　　3 credits　　3 periods
Sustainable World
Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None.

Courses

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Courses

TELECOMMUNICATIONS   TCM
Film/Motion Picture/TV Production Classes

Scottsdale School of Film+Theatre   LC 404   480.423.6076
Fine Arts Division   MUS 139 480.423.6328

The Scottsdale School of Film+Theatre at SCC offers the AAS in Motion Picture/Television Production. The program is designed for students who plan to enter the field of motion pictures and/or television production. Students will receive "hands-on" practical training in a fine arts learning environment and may select one or more of several specialization "tracks" within the AAS degree. Certificates of Completion in Screenwriting, Production: Television, Production: Film, and Editing are also available.

TCM100   **3 credits**   **3 periods**
Digital Multimedia
Introduction to the major components of a multimedia project. Prerequisites: None.

TCM107   **3 credits**   **3 periods**
Career Pathways in the Media
Emphasis on theories of broadcasting, how the media functions in our society, the business structure of the U.S. media environment, the cultural import and potential impact of the programming and films, and the growth of new communications technologies. Prerequisites: None.

TCM117   **3 credits**   **5 periods**
Introduction to Cinematography
Introductory workshop focusing on basic film and video camera operation and lighting. Emphasis on the role of the cinematographer, basic camera operation and lens selection, introduction to cinematic storytelling to include interpreting the script, basic lighting techniques, exposure meters, film stocks, and planning for the editing style. Prerequisites: A grade of C or better in TCM100, or TCM/VPT105, or permission of Instructor.

TCM118   **3 credits**   **5 periods**
Lighting for Film and Television
Introductory workshop focusing on lighting for video and film productions. Emphasis on the role of the cinematographer in developing a look and mood for a production and to tell a story through the use of light and color. Prerequisites: None.

TCM120   **3 credits**   **3 periods**
Introduction to Sound Design for Film and Video (MTC120)
Basic principles of recording and mixing sound for film and video. Includes voice-over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. Prerequisites: (A grade of C or better in (TCM100 and TCM136) or permission of Instructor.

TCM121   **3 credits**   **3 periods**
Story Theory for Film, Television and Media
Introduction to story theory and structure as it applies to screenwriting for feature films, television programs (one-hour dramas and sitcoms) and related media. Prerequisites: None.

TCM123   **3 credits**   **6 periods**
Feature Screenwriting
Intermediate workshop focused in writing initial draft of a narrative feature film screenplay. Prerequisites: A grade of C or better in TCM121.

TCM124   **3 credits**   **6 periods**
Television Screenwriting
Intermediate workshop focused on understanding the collaborative nature of series/television (TV) story development (i.e., writers' room) and writing initial draft of a spec script for an existing TV one-hour drama or half-hour sitcom. Prerequisites: A grade of C or better in TCM121.

TCM131   **4 credits**   **6 periods**
Radio-Television Announcing
Theory and practice in news reporting, commercial announcing, interviewing, studio anchoring, and of on-air technique in radio. Development of basic commercial announcing techniques including the study and practice of various dialects and characterization styles. Use of radio control room including radio equipment and specialized audio software programs for development of commercials. Prerequisites: None. *(TCM131/ TCM131AA is not offered every semester.)*

TCM134 3 credits 4 periods
Pre-Production for Motion Picture and Television
Introduction to elements of pre-production for motion picture and television. Focuses on aesthetics, scriptwriting, budgeting, and selecting cast and crew. Features pre-production meetings to establish style, location, art design, shot sheet/story board, sound design, shooting schedule and film stock/video tapes. Pre-production of one film project and one video project required. Working as crew on one class shoot required. Prerequisites: A grade of C or better in TCM100, or TCM/VPT105, or permission of Department or Division.

TCM135 3 credits 3 periods
Production for Motion Picture and Television
Introduction to elements of production for motion picture and television. Focuses on directing, crew responsibilities, camera operation, lenses, lighting and sound recording. Production of one film shoot and one video shoot required. Prerequisites: A grade of C or better in TCM134 or permission of Department or Division.

TCM136 3 credits 3 periods
Post-Production for Motion Picture and Television
Introduction to elements of post-production for motion picture and television. Focuses on editing, titles, sound design and marketing strategies. Post-production and marketing of one film and one video required. Prerequisites: A grade of C or better in TCM135 or permission of department.

TCM151 3 credits 4 periods
Broadcast Production
Introduction to multi-camera television production in studio and on location. Emphasizes teamwork and group production through a variety of program types. Prerequisites: A grade of C or better in TCM100, or TCM/VPT105, or permission of Instructor.

TCM217 3 credits 5 periods
Advanced Cinematography
Advanced workshop focusing on film and video camera operation and lighting. Emphasis on the role of the cinematographer and camera department, in-depth camera operation and lens selection, advanced cinematic storytelling to include interpreting the script, advanced lighting techniques, exposure meters, film stocks, and planning for the editing style. In-depth analysis of on-set communication and collaboration between the Cinematographer and other key crew members. Prerequisites: A grade of C or better in TCM241 and TCM117, or permission of Instructor. *Course Note: TCM217 may be repeated for a total of six (6) credits. (TCM217 is not offered every semester.)*

TCM220 3 credits 5 periods
Adv. Sound Design for Film and Video (MTC220)
Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. Prerequisites: A grade of C or better in MTC/TCM120 or permission of Instructor. *(TCM220 is not offered every semester.)*

TCM223 3 credits 6 periods
Feature Screenwriting: The Rewrite
Advanced workshop focused in rewriting narrative feature film screenplay, developing an individual writing voice and understanding the professional feature writing landscape. Prerequisites: A grade of C or better in TCM123.

TCM224 3 credits 6 periods
Television Screenwriting: The TV Pilot
Advanced workshop focused on creating an original television series concept, writing an original pilot script for the series, developing an individual writing voice and understanding the professional television writing landscape. Prerequisites: A grade of C or better in TCM124.

TCM230 4 credits 4 periods
Motion Picture Directing
Theory and practice in directing the motion picture. Includes overview of the roles and responsibilities of the film director, examples of film directing, and practice sessions in analyzing a script, creating a scene, working with actors, conducting rehearsals, planning the camera movements and overseeing elements of a production. Prerequisites: A grade of C or better in (MTC/TCM120, TCM117, TCM121, and TCM241) or permission of Instructor. *Course Note: TCM230 may be repeated for a total of eight (8) credits.*

TCM241 4 credits 6 periods
AVID Media Composer Editing
Editing on a Media Composer non-linear editing system, including time-line editing, trimming, dialog and action editing, refining audio, basic multi-layer motion, and 3D effects; also covers basic and intermediate color correction, intermediate and three-dimension titling, working with tape and file based media, and media management. Prerequisites: A grade of C or better in TCM136 or permission of Instructor.

TCM242 2 credits 4 periods
Professional Portfolio in Film and Television
Explores techniques and applications used in editing an individual project on an editing system. Prerequisites: A grade of C or better in (TCM241 and independent footage) or permission of Instructor. *Course Note: TCM242 may be repeated for a total of six (6) credits.*

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*Go to page 28 for more information on SUN courses.

TCM242AA   2 credits   4 periods
Professional Portfolio in Screenwriting
Explores techniques and applications used in screenwriting for an individual project. Prerequisites: A grade of C or better in TCM212, or TCM223, or TCM224. *Course Note: TCM242AA may be repeated for a total of six (6) credits.*

TCM243   4 credits   6 periods
Introduction to Video Compositing and Title Animation
Introduction to computer-based video compositing and title animation. Prerequisites: A grade of C or better in TCM241 or permission of Instructor. *(TCM243 is offered in the Spring semester only.)*

TCM244   4 credits   6 periods
Film Finishing
Introduction to editing system and applications. Prerequisites: A grade of C or better in TCM241 or permission of Instructor. *(TCM244 is offered in the Fall semester only.)*

TCM248   4 credits   6 periods
Advanced Film Production Techniques
Advanced workshop in the techniques of film production. Emphasizes real world simulation of production departments. Prerequisites: A grade of C or better in (MTC/TCM120 and TCM117) or permission of Instructor.

TCM250   4 credits   6 periods
Documentaries for Social Change
Study of and practical application in social documentary production. Focuses on diverse voices and styles of social documentaries, philosophical issues faced by the filmmaker, technical considerations, and business elements required for financial and commercial success of the social documentary. Prerequisites: A grade of C or better in TCM136 or permission of Instructor. *Course Note: TCM250 may be repeated for a total of twelve (12) credits.*

*Go to page 28 for more information on SUN courses.

TCM251   3 credits   5 periods
Advanced Studio Production
Advanced video production within a studio environment. Prerequisites: A grade of C or better in (TCM117, TCM121, TCM151, and TCM241) or permission of Instructor. *(TCM251 is offered in the Spring semester only.)*

TCM260   3 credits   4 periods
Film/Video Producing and Financing
Guides the independent film/video producer through basic business aspects of production. Examines methods of setting up a production company, strategies for financing and distribution and approaches to "packaging" a film/video project. Includes development of a prospectus on a special film/video project. Prerequisites: None.

TCM275   4 credits   7 periods
Advanced Portfolio Production
Advanced workshop in portfolio development for Producers, Directors, Cinematographers, Production Designers, Editors, and Screenwriters. Prerequisites: Permission of Instructor. *Course Note: All students must submit an application. TCM275 may be repeated for a total of twelve (12) credits. (TCM275 not offered every semester.)*

TCM280   3 credits   5 periods
The Art of Editing
A lab intensive post-production course. Emphasizes the art of editing movie and television media and the development of editing skills. Editing products, including demo reels, from instructor provided or student provided quality raw footage. Prerequisites: A grade of C or better in TCM241 or permission of Instructor. *Course Note: TCM280 may be repeated for a total of nine (9) credits. (TCM280 is offered in the Spring semester only.)*

TCM283   4 credits   6 periods
(Formerly TCM282)
Advanced Non-Linear Editing Techniques
Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system. Prerequisites: A grade of C or better in TCM241 or permission of Instructor. *(TCM283 is offered in the Fall semester only.)*

TCM294AA   1 credit   1 period
TCM294AB   2 credits   2 periods
TCM294AC   3 credits   3 periods
(Formerly TCM285AA, TCM285AB, TCM285AC)
Special Topics in Motion Picture/Television Production
Exploration of current topics, issues and aspects of motion picture and television production. Prerequisites: A grade of C or better in TCM136 or permission of Instructor. *Course Note: TCM294AA may be repeated for a total of three (3) credits; TCM294AB may be repeated for a total of six (6) credits; and TCM294AC may be repeated for a total of nine (9) credits.*

TCM296 - COOPERATIVE EDUCATION
Information about TCM296 courses can be found on page 146.

TCM298 - SPECIAL PROJECTS
Information about TCM298 courses can be found on page 205.

THEATRE ARTS   THE
Fine Arts Division   MUS 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.

THE118   3 credits   3 periods
Playwriting
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

THE220   3 credits   3 periods
Modern Drama   SUN# THE2220*
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent. *(THE220 is offered in the Spring semester only.)*

THEATRE AND FILM   THF
Fine Arts Division   MUS 139 480.423.6328

THF115   3 credits   4 periods
Makeup for Stage and Screen (Formerly THP115)
Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None. *(THF115 not offered every semester.)*

THF120AA   1 credit   2 periods
Audition Techniques for Stage and Screen: Prepared Monologue (Formerly THP120AA)
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

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*Go to page 28 for more information on SUN courses.

THF120AB   **1 credit**   **2 periods**
Audition Techniques for Stage and Screen: Cold Readings (Formerly THP120AB)
Practice in the techniques of auditioning for stage and screen. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None. *(THF120AB not offered every semester.)*

THF130   **3 credits**   **4 periods**
Combat for Stage and Screen (Formerly THE130)
Fundamental techniques and terminology of staged combat with and without weapons. Analysis and performance of safely choreographed violence that tells a story for stage and screen. Prerequisites: None. *Course Note: THF130 may be repeated for a total of twelve (12) credits.*

THF205 (HUM205)   **3 credits**   **3 periods**
Introduction to Cinema (Formerly THE205)
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THF209   **3 credits**   **4 periods**
Acting for the Camera (Formerly THP210)
Special technical aspects of acting before a camera. Prerequisites: A grade of C or better in THP112 or permission of Instructor.

THF210 (HUM210)   **3 credits**   **3 periods**
Contemporary Cinema (Formerly THE210)
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

THF215   **3 credits**   **4 periods**
Advanced Makeup Techniques for Stage and Screen (Formerly THP215)
Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. Prerequisites: A grade of C or better in THF115. *(THF215 is not offered every semester.)*

THF260   **2 credits**   **4 periods**
Theatrical Design: Rendering (Formerly THP260)
Provides experience and explores multiple illustration techniques used to communicate ideas in entertainment production. Provides basic skills including pictorial drawing and sketching. Prerequisites: None.

THEATRE PERFORMANCE AND PRODUCTION   THP
Fine Arts Division   MUS 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.

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 is not offered every semester.)*

THP203   **3 credits**   **6 periods**
Technical Theatre Production
Designed to give college credit to the technical production crews of college theatre productions Prerequisites: None. *Course Notes: THP203 may be repeated for up to a maximum of nine (9) credits.*

THP212   **3 credits**   **4 periods**
Acting II
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: A grade of C or better in THP112 or departmental approval.

THP213   **3 credits**   **5 periods**
Introduction to Technical Theatre
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery, lighting and properties. Prerequisites: None.

THP214   **3 credits**   **4 periods**
Directing Techniques
Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing and performing. Prerequisites: A grade of C or better in THP112 or THE220, or permission of Instructor. *(THP214 is not offered every semester.)*

THP216   **3 credits**   **4 periods**
Beginning Stage Lighting
Basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. Prerequisites: A grade of C or better in THP213 or permission of Instructor. *(THP216 is not offered every semester.)*

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THP217   **3 credits**   **4 periods**
Introduction to Design Scenography
The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience. Prerequisites: None.

THP225   **2 credits**   **2 periods**
Visual Script Analysis
Theory and practice in analysis of dramatic literature for the technician and designer. Emphasis on techniques of script analysis for visual information. Prerequisites: None.

THP250   **3 credits**   **4 periods**
Stage Properties
Introduction to stage properties including design, construction and maintenance features. Provides skills in property design and construction using an assortment of standard materials. Prerequisites: None.

THP261   **2 credits**   **4 periods**
Previsualization Modeling
Provides experience and explores basic previsualization methods used to communicate ideas in entertainment preproduction. Provides basic models skills. Prerequisites: None.

THP263   **3 credits**   **6 periods**
Entertainment Industry Design I: 2D CAD
Introduction to Computer Aided Drafting (CAD) for the Entertainment industry, including stage, screen and television venues, using CAD software. Includes basic set-ups, formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to entertainment industries. Prerequisites: None.

THP264   **3 credits**   **6 periods**
Entertainment Industry Design II: 3D CAD
Introduction to construction, manipulating, and rendering three-dimensional (3D) objects and theatrical stage spaces using CAD software and post-production software. Prerequisites: A grade of C or better in THP263.

*Go to page 28 for more information on SUN courses.

THP265   **3 credits**   **6 periods**
Introduction to Stage Management
The focus of this course is the role of the stage manager. Topics include all aspects of preparation and implementation of rehearsals and performances for the stage manager position. Prerequisites: None.

THP266   **1 credit**   **2 periods**
Production Careers in Technical Theatre
Provides the continuing design, stage management and technical student with opportunities to explore the versatility of the job opportunities within the Tech Theatre industry. Emphasis on presenting the work and talent both in person and on paper. Development of a professional resume and vita. Prerequisites: None.

THP267   **3 credits**   **4 periods**
Painting Techniques for Film, TV and Theatre
Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: A grade of C or better in THP213.

THP269   **1 credit**   **1 period**
Technical Theatre Portfolio Development
The analysis and preparation of all elements of a Technical Theatre/Design Portfolio including the use of digital portfolios and application to specific disciplines. Practice with portfolio presentation and maintaining and updating portfolio materials. Prerequisites: None.

THP270   **2 credits**   **5 periods**
Musical Theatre Workshop (MUP270)
Workshop in the study and performance of Musical Theatre repertoire including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. Prerequisites: None. *Course Note: THP270 may be repeated for credit.*

THP271   **3 credits**   **3 periods**
Voice and Diction (COM271)
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

THP281   **3 credits**   **4 periods**
Production and Acting I
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: Departmental approval.

THP282   **3 credits**   **4 periods**
Production and Acting II
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: A grade of C or better in THP281 or departmental approval.

THP285   **3 credits**   **3 periods**
Creating/Performing Solo/Collaborative Works (STO285)
Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues. Prerequisites: None.

THP298 - SPECIAL PROJECTS

SCOTTSDALE CONSERVATORY THEATRE
SCT Hotline   480.423.6718

THP291AA   **1 credit**   **2 periods**
Summer Conservatory: Stage Movement
Techniques of body centering, coordination, relaxation, energization, and physical expression for the actor. Prerequisites: By audition and interview only. *Course Note: THP291AA may be repeated for a total of three (3) credit hours.*

THP291AB   **1 credit**   **2 periods**
Summer Conservatory: Voice and Diction
Basic principles and techniques of voice production and stage speech for the actor. Prerequisites: By audition and interview only. *Course Note: THP291AB may be repeated for a total of three (3) credit hours.*

THP291AC   **1 credit**   **1 period**
Summer Conservatory: Script Analysis (ACT)
Theory and practice in analysis of dramatic literature for the actor. Emphasis on techniques of character analysis for interpretation. Prerequisites: By audition and interview only. *Course Note: THP291AC may be repeated for a total of three (3) credit hours.*

THP291AD   **1 credit**   **2 periods**
Summer Conservatory: Improvisation
Techniques of improvisation to develop the actor's creativity. Emphasis on inner resources, sensory memory, and emotional memory. Prerequisites: By audition and interview only. *Course Note: THP291AD may be repeated for a total of three (3) credit hours.*

THP291AE   3 credits   4 periods
Summer Conservatory: Scene Study
Basic methodology and process of rehearsing and creating a character through prepared scenes for faculty critique and analysis. Prerequisites: By audition and interview only. *Course Note: THP291AE may be repeated for a total of nine (9) credit hours.*

THP291AF   1 credit   2 periods
Summer Conservatory: Career Development (ACT)
Principles of the business of being an actor. Emphasis on audition techniques. Prerequisites: By audition and interview only. *Course Note: THP291AF may be repeated for a total of three (3) credit hours.*

THP291AG   4 credits   5 periods
Summer Conservatory: Production (ACT)
Practicum in rehearsal and stage performance through public productions. Prerequisites: By audition and interview only. *Course Note: THP291AG may be repeated for a total of twelve (12) credit hours.*

THP292AA   3 credit   4 periods
Summer Conservatory: Theatre Technology
Theory and practice of technical phases of play production. Includes applications in scenery, properties, and lighting. Prerequisites: By interview only. *Course Note: THP292AA may be repeated for a total of nine (9) credit hours.*

THP292AC   1 credit   1 period
Summer Conservatory: Script Analysis (TECH)
Theory and practice in analysis of dramatic literature as preparation for technical production applications. Prerequisites: By interview only. *Course Note: THP292AC may be repeated for a total of three (3) credit hours.*

THP292AD   1 credit   2 periods
Summer Conservatory: Career Development (TECH)
Techniques of preparation and presentation of professional materials for the theatre technician and designer. Prerequisites: By interview only. *Course Note: THP292AD may be repeated for a total of three (3) credit hours.*

THP292AE   4 credit   5 periods
Summer Conservatory: Production (TECH)
Practicum in various aspects of technical theatre production for public performance. Prerequisites: By interview only. *Course Note: THP292AE may be repeated for a total of twelve (12) credit hours.*

TRIBAL COURT ADVOCACY   TCA
Applied Sciences Division   AP 237B   480.423.6599

TCA101   3 credits   3 periods
Overview of Indian Law I
Legal problems specific to American Indians and tribes, including the nature and scope of Indian law, federal Indian law and policy, the special federal-tribal relationship, Indian tribal governments, Indian tribal sovereignty, and the jurisdictional framework in Indian country. Prerequisites: None.

TCA102   3 credits   3 periods
Overview of Indian Law II
Legal problems special to American Indians and tribes. Includes criminal, civil, tax, and regulatory jurisdiction in Indian country. Rights of individual Indians, tribal economic development and Indian water, fishing, and hunting rights. Prerequisites: A grade of C or better in TCA101, or permission of Department or Division.

TCA103   3 credits   3 periods
Tribal Court Jurisdiction
Federal judicial system; relationship of federal and tribal law; jurisdiction of federal courts and their relation to tribal courts; tribal judicial system. Prerequisites: A grade of C or better in TCA102, or permission of Department or Division.

TCA104AA   3 credits   3 periods
Practice Court: Criminal
Conduct a mock civil case, focus on all stages of trial from commencement of the action to final judgment. Prerequisites: A grade of C or better in TCA102, or permission of Department or Division.

TCA104AB   3 credits   3 periods
Practice Court: Civil
Conduct a criminal case, focus on all stages of trial from commencement of the action to final judgment. Prerequisites: A grade of C or better in TCA102, or permission of Department or Division.

TCA203   1 credit   1 period
Ethics for the Tribal Court Advocate
Rules of professional responsibility and ethical considerations pertinent to tribal court advocates. Prerequisites: A grade of C or better in TCA101.

Courses

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Courses

*Go to page 28 for more information on SUN courses.

TCA211   **3 credits**   **3 periods**
Introduction to Tribal Cases and Codes
Introduction to the process of legal research. Reading and briefing cases using the Issue-Rule-Analysis-Conclusion (IRAC) approach, legal analysis of cases and codes, elements of a legal memorandum with emphasis on legal writing skills. Prerequisites or Corequisites: (ENG101 and TCA101) or permission of Department Chairperson or Program Director.

TCA215   **3 credits**   **3 periods**
Evidence for the Tribal Court Advocate
Examination of the most commonly encountered evidentiary issues encountered by advocates in the tribal courts. Evidentiary foundations, exclusion of witnesses, recognition of hearsay, admissibility of character and prior acts evidence, privileged communications; authentication. Prerequisites: A grade of C or better in TCA101.

TCA225   **3 credits**   **3 periods**
Legal Writing for the Tribal Court Advocate
Development of practical and analytical skills used in basic legal research. Culminates in writing a legal memorandum. Prerequisites: A grade of C or better in (ENG101 and TCA211), or permission of Department Chairperson or Program Director.

TCA298AB   **2 credits**   **2 periods**
Special Projects
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or Instructor.

*Go to page 28 for more information on SUN courses.

WELLNESS EDUCATION   WED
HPERD Division   PE 149 480.423.6606

WED162   1 credit   1 period
Meditation and Wellness
Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

WED165   2 credits   2 periods
Overview of Massage Therapy
History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

WED172   1 credit   1 period
Overview of Herbal Remedies
History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None. *(WED172 is not offered every semester.)*

WED181   1 credit   1 period
Essential Oil Properties and Formulations
Focuses on the benefits of individual plant oils, profiling past to present day uses and documented properties; experiential evaluation of the oils; how to formulate topical blends; oil substitution using less expensive oils; hands-on learning. Prerequisites: None. *(WED181 is not offered every semester.)*

WED183   2 credits   2 periods
Introduction to Ayurvedic Principles
Introduction to Ayurveda: "the science of life"; a complete system of balancing the body, mind and spirit, originating from ancient India. Introduction to foundational Ayurvedic principles, health philosophy and self assessment of basic constitution. Application of basic health and self care practices such as food selection and preparation, exercise and movement, renewal and restoration activities, environmental influences to promote health and well-being. Prerequisites: None. *Course Notes: WED183 may be repeated for a total of six (6) credits. (WED183 is not offered every semester.)*

WED185   2 credits   2 periods
Overview of Movement Therapy Systems
Definition of health, exploration of mind-body-spirit connection in health, various therapeutic modalities, identification of strengths and limitation of movement based therapies. Also includes development of ability to critically review written material in the physical or movement therapy area. Prerequisites: None. *(WED185 is not offered every semester.)*

WED195AA-AC   0.5-2 credits 1-2 periods
Special Topics in Wellness Education A
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. *Course Note: WED195AA-AC may be repeated for credit.*

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.

WED282AA-AC   1-3 credits 1-3 periods
Service-Learning Experience in Wellness Education
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. *Course Note: WED282AA-AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.*

WORLD LANGUAGES
English, World Languages
and Journalism Division   LC 305 480.423.6459

The foreign language conversation courses (115, 116, 225, 226) qualify as general elective credit. Courses numbered 201 and 202 qualify as a global awareness requirement or for fulfillment of the foreign language requirement at the state universities. Courses numbered 265 and 266 qualify as a global awareness and humanities requirement. These language courses are offered:

French (FRE) - see page 171
Italian (ITA) - see page 180
Sign Language (SLG) - see page 203
Spanish (SPA) - see page 204

Courses

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Courses

*Go to page 28 for more information on SUN courses.

MCCCD GENERAL
INFORMATION

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

https://district.maricopa.edu/regulations

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

2.4.1 General Statement

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

2.4.2 Nondiscrimination Policy
(see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College and South Mountain Community College) to:

Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information.

Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

Mandato de No Descriminación

Es el mandato 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 y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica. Asi mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica.

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

2.4.3 Equal Opportunity Statement
(see 5.1.3 EEO Policy Statement)

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, it is the policy of the Maricopa to provide an environment for each Maricopa 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, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers. Students who enroll will be supported in the development of these skills by classes in English as a Second Language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more information.

Declaración de Igualdad de Oportunidad

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no descriminará o tolerará descriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Agregando, es el mandato de los Colegios Comunitarios promover 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, identidad sexual, origen nacional, ciudadania (incluyendo documentos), edad, incapacidad, estado de veterano/a o información genésica.

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 County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student 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, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee or student 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 disabled or veteran status 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 continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

ADA/504/Title IX Coordinator: Dr. Donna Young, Vice President of Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6390; donna.young@scottsdalecc.edu

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504 Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by individuals with disabilities. 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.

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Declaraciónes de Acción Afirmativa

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

De acuerdo a las provisiones en la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no descriminarán o tolerarán descriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado.

Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no descriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica. Asi mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no descriminará ni tolerará descriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o veterana de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por

razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadania (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genesica. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

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

ADA/504/Coordinador del Titulo IX: Dr. Donna Young, Vice President of Student Affairs, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6390; donna.young@scottsdalecc.edu

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/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.

Governing Values (Board Policy 4.1)

Our Vision

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

Our Mission

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

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

Our Institutional Values

The Maricopa Community Colleges are committed to:

Community

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

Excellence

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

Honesty and Integrity

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

Inclusiveness

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

Innovation

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

Learning

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

Responsibility

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

Stewardship

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

2.1 General Regulation

1. General Statement

Compliance with Policies, Rules and Regulations

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

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

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

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

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

2. Outcomes Assessment

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

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

ADMISSIONS, REGISTRATION &
ENROLLMENT

2.2.1 Admission Policy

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

Admission Classifications

1. Admission of Regular Students

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

A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.

B. Has a high school certificate of equivalency.

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

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

2. Admission of Students Under 18 Years of Age

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

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

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

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

   iv. A passing score on the Arizona Instrument to Measure Standards test (AIMS SCIENCE)

   v.   A passing score on the relevant portions of the Arizona's Measurement of Education Readiness to Information Teaching (AZMERIT) test.

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

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

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

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

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

3. Specialized Vocational/Training Program

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

4. Western Undergraduate Exchange Program

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

5. Admission of F-1 Nonimmigrant Students

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

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

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

A. Admission to Academic Programs

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

B. Admission to an Intensive English Program

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

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

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

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

iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.

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

C. Financial Support

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

Tuition and fees	$ 8,010 [1]
Living Expenses:	$10,140 [2]
Books	$1,100 [3]
Health Insurance	$1,100 [4]
Total	$20,350 [5]

D. Dependent Financial Guarantee

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

E. Health Insurance

All F-1 and M-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage

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for dependents of F-1 and M-1 students is highly recommended. The Maricopa Community Colleges contract with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information, contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:
(1) Based on 2016-2017 tuition and fee schedule.
(2) Based on estimated living expenses for two (2) semesters (10 months).
(3) Based on average new and used textbook prices and rental rates. Assumes books are sold at the end of the semester.
(4) Based on the 2014-2015 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.
(5) Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

2.2.2 Admission Information

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

1. Student Status

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

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

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

2. Student Identification Number

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

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

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

A. Maricopa County resident

B. Out-of-County resident

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

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

A. Implementation

i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.

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

iii. A request for review of the initial classification may be made to a District review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten (10) days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

B. Definitions

i. **Armed Forces of the United States** means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.

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

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

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

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

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

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

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

C. Criteria for Determining Residency

i. In-State Student Status

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section ***Demonstrating Lawful Presence***.

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

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

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

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

d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of such person's parent.

4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.

5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

6. A person who is a member of the Armed Forces of the United States or the spouse or a dependent of a member of the Armed Forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one (1) year before enrollment to qualify for in-state student classification does not apply.

7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads:

G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national

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guard status, shall be granted immediate classification as an in state student and, while continuously enrolled, does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H:

   H. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

   Students are required to submit the following:

   1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
   2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
   3. Students must also provide at least one of the following:

      a. Registration to vote in this state.

      b. An Arizona driver license.

      c. Arizona motor vehicle registration.

      d. Employment history in Arizona.

      e. Transfer of major banking services in Arizona.

      f. Change of permanent address on all pertinent records.

      g. Other materials of whatever kind or source relevant to domicile or residency status.

9. Per Arizona state law, a person who is honorably discharged from the armed forces of the United States on either Active duty or Reserve or National Guard status, or who has retired from Active duty or Reserve or National Guard Status, 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 the following requirements:

   a. Registered to vote in this state.

   b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:

   1. An Arizona driver license
   2. Arizona motor vehicle registration
   3. Employment history in Arizona
   4. Transfer of major banking services to Arizona
   5. Change of permanent address on all pertinent records
   6. Other materials of whatever kind or source relevant to domicile or residency status
   7. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

ii.   Alien In-State Student Status

1.   An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

2.   In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.

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

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

4.   Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS) may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the USCIS Notice of Action letter (I-797c) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. Exception: In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (e.g., the student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

iii.   Proving Lawful Presence in the United States

All applicants for instate tuition (and other public benefits) must first show at least one of the following documents in accordance with A.R.S. §1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

•   An Arizona Driver's License issued after 1996 or an Arizona Non-operating Identification License or an Arizona Instruction Permit.

•   A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States. (A hospital record/certificate and certified Abstract of Birth are not acceptable.)

•   A United States Certificate of Birth Abroad.

•   A United States Passport.

•   A Foreign Passport with a United States Visa.

•   An I-94 Form with a Photograph.

•   A United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document.

•   A United States Permanent Resident Card.

•   A United States Certificate of Naturalization.

•   A United States Certification of Citizenship.

•   A Tribal Certificate of Indian Blood.

•   A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal members*, the Elderly and "Persons with disabilities or incapacity of the mind or body," may submit certain types of documentation under Section 1903 of the Federal Social Security Act (42 United States Code 1396B, as amended by Section 6036 of the Federal Deficit Reduction Act of 2005).**

 * A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

**If you think that this may apply, please contact the Legal Services Department for assistance.

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iv. Presumptions Relating to Student Status

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

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college District governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.

2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

v. Proof of Residency

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

1. *In-State Residency*

a. An affidavit signed by the student must be filed with the person responsible for verifying residency.

b. Any of the following may be used in determining a student's domicile in Arizona:

1. Arizona income tax return
2. Arizona voter registration
3. Arizona Motor Vehicle registration
4. Arizona Driver's license
5. Employment history in Arizona
6. Place of graduation from high school
7. Source of financial support
8. Dependency as indicated on federal income tax return
9. Ownership of real property
10. Notarized statement of landlord and/or employer
11. Transfer of major banking services to Arizona
12. Change of permanent address on all pertinent records
13. Other relevant information

2. *County Residency*

a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days; **and**

b. Any of the following may be used to determine a student's county residency:

1. Notarized statements of landlord and/or employer
2. Source of financial support
3. Place of graduation from high school
4. Ownership of real property
5. Bank accounts
6. Arizona income tax return
7. Dependency as indicated on a Federal income tax return
8. Other relevant information

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

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

2.2.3 Other Admission Information

1. Veterans

   By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two (2) years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal, Appendix S-7, page 252.)

2. Ability to Benefit

   A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.

   B. For students enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of **REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS** or **SPECIAL**.

      i. **REGULAR** status, for the purpose of 2.2.3.2 is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. 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 in an eligible program.

      ii. **REGULAR WITH PROVISIONAL REQUIREMENTS** status, for the purpose of 2.2.3.2 is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has not completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.

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

3. Transcripts

   The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs for verification of course requisites and for determination of academic standing. The official transcript must be sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions Office of the Maricopa college you plan to attend to verify which secure websites may be valid. It is the student's responsibility to ensure that official transcripts have been received and are complete.

   Students entering as high school graduates may be required to submit high school transcripts. Please contact the Admissions Office of the Maricopa college you plan to attend for more information on preparing a home-schooled official transcript. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or an official report of qualifying GED scores.

4. Educational Assessment

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

2.2.4 Prior Learning Assessment Credit

Credit may be awarded for prior learning recognized through a variety of forms of evaluation and examination, as outlined in this policy. 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):

Credit by Evaluation;

- Educational Experiences in The Armed Services
- Training Programs/College Credit Recommendation Service

Credit by Exam (College-Level Equivalency Examinations);

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- International Baccalaureate (IB) Diploma/Certificate
- Cambridge International Exams (CIE), A and AS Level
- Defense Activity for Non-Traditional Educational Support (DANTES) Examination Program (also known as DANTES Subject Standardized Tests (DSST))
- American College Testing Proficiency Examination Program (ACT-PEP)
- Departmental Exams (also known as "CHALLENGE" Exams)

Articulated Transfer Credit

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study. No more than 20 credit hours may be applied to Arizona General Education Curriculum (AGEC). Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to research the Credit for Prior Learning policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Please direct questions about credit for prior learning at the Maricopa Community Colleges to the offices of Admissions and Records/Student Enrollment Services.

Descriptions of Assessment Methods

1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The number of credits listed in the ACE guide are recommendations only.

A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

A. Educational Experiences in the Armed Services

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

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

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

Servicemembers Opportunity Colleges (SOC)
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 Servicemembers Opportunity College (SOC). This means that the colleges recognize the 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. The Maricopa Community Colleges are open-access institutions that 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 Servicemembers Opportunity College (SOC) 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 all other graduation requirements.

B. College Credit Recommendation Service

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

- i. training parallels a discipline area offered through the Maricopa Community Colleges; and
- ii. credit meets a program requirement or is used as elective credit.

C. Departmental Credit by Evaluation

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

i.   The evaluation of a course a second time;

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

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

iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some of the Maricopa Community Colleges for unique programs of study.

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

2. Credit By Exam (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 Offices of Admissions and Records/Student Enrollment Services from the specific testing company(ies) before credit is awarded. ***All equivalency is subject to future review and possible catalog change.***

A. Advanced Placement (AP) Credit (See table on page 230)

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. Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the MCCCD Instructional Councils (ICs). *Disclaimer*: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

B. College Level Examination Program (CLEP) Credit

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 is 50 (on the 20-80 scale) for all CLEP computer-based exams as of July 1, 2001.

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities. Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College. Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by the MCCCD Instructional Councils (ICs). Disclaimer: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur. Credit by exam is awarded based on the date the exam was taken. Students who take the exam during the current catalog year will earn credit based on the credit equivalency found in the current catalog. If the test was taken in a prior academic year, please refer to the catalog for that year.

Foreign Languages Credit Prior to July 1, 2001:

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

Course	Spanish	French	German	Credit
101	50-54	50-54	39-45	4 (101)
102	55-65	55-61	46-50	8 (101 & 102)
201	66-67	62-65	51-59	12 (101 & 102 & 201)
202	68-80	66-80	60-80	16 (101 &102 & 201 & 202)

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

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Advanced Placement (AP) Credit

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4	ARH101 & 102	6
	3	ARH101 or 102	3
Art – Studio Art (2-D Design) (Previously Art - Studio - General)	5 or 4	ART112	3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art - Studio - Drawing)	5 or 4	ART111	3
Biology	5 or 4	BIO181 & BIO182	8
	3	BIO100 or Equivalent	4
Chemistry	4	CHM151 & CHM151LL	4
	5	CHM151 & CHM151LL and CHM152 & CHM152LL	8
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT221	4
Calculus (With Ab subscore 3 or higher)	2 or 1	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4	MAT221 & MAT231	8
	3	MAT221	4
Chinese Language and Culture (Previously Chinese – Language)	5	CHI101 & 102 & 201 & 202	20
	4	CHI101 & 102 & 201	15
	3	CHI101 & 102	10
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language and Composition	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at universities)
English – Literature	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at universities)
Environmental Science	5 or 4	Elective Credit	3
French – Language	5, 4, or 3	FRE101 & 102 & 201 & 202	16
French – Literature	5, 4, or 3	FRE101 & 102 & 201 & 202	16
German – Language	5, 4, or 3	GER101 & 102 & 201 & 202	16
German – Literature	5, 4, or 3	GER101 & 102 & 201 & 202	16
History – European	5 or 4	HIS101 & HIS102	6
History – World	5	HIS111	3
	4	HIS110	3
Human Geography	5 or 4	GCU102	3
Italian Language and Culture	5	ITA101 & 102 & 201 & 202	16
	4	ITA101 & 102 & 201	12
	3	ITA101 & 102	8
Japanese Language and Culture (Previously Japanese – Language)	5	JPN101 & 102 & 201 & 202	20
	4	JPN101 & 102 & 201	15
	3	JPN101 & 102	10
Latin: Vergil (Previously Latin – Language)	5	LAT101 & 102 & 201 & 202	16
	4	LAT101 & 102 & 201	12
	3	LAT101 & 102	8
Music Theory (Previously Music)	5 or 4	MTC105 & MTC106	4
Physics B: Physics 1 – Mechanics	5 or 4	PHY111	4
Physics B: Physics 2 – Electricity and Magnetism Only	5 or 4	PHY112	4
Physics B (through 2013-14)	5	PHY111 & PHY112	8
	4	PHY111	4
Physics C – Electricity and Magnetism	5, 4, or 3	PHY112	4
Physics C – Mechanics	5, 4 or 3	PHY111	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101 & 102 & 201 & 202	16
Spanish – Literature	5, 4, or 3	SPA101 & 102 & 201 & 202	16
Statistics	5, 4 or 3	MAT206	3
U.S. Government and Politics (Previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103 & HIS104	6

College Level Examination Program (CLEP)

CLEP Examination	MCCCD		
General	**Score**	**Sem. Hrs.**	**Equivalency**
College Composition NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP Examination	50 or higher	3	ENG101(3) or Elective Credit (3) (and placement into honors composition at universities)
College Composition–Modular NOTE: The Maricopa Community Colleges do not award credit for ENG102 through CLEP Examination	50 or higher	0	NT
Humanities	50 or higher	6	Elective Credit*
Natural Sciences	50 or higher	3	NT
Social Sciences and History	56	3	Elective Credit
Subject			
Advanced American Government	ACE Score	3	POS110
American Literature	50 or higher	6	ENH241* & ENH242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit*
Biology	50 or higher	3	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Precalculus	50 or higher	5	MAT187
Chemistry	50 or higher	4	CHM151 (3) and CHM151LL (1)*
College Algebra	50 or higher	3	MAT152
College Composition (Replaces English Composition with Essay)	50 or higher	4	ENG101 or Elective Credit (and placement into honors composition at universities)
English Literature	ACE Score	3	Elective Credit*
Financial Accounting	50 or higher	3	Elective Credit (Students pursuing an AAS at a community college may be able to substitute this exam course to meet an Accounting requirement, but a substitution is not allowed in a transfer degree. Contact the appropriate department at your community college to see if this is an option.)
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101 & 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101 & 102 & 201 FRE101 & 102 & 201 & 202
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101 & 102
German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101 & 102 & 201 GER101 & 102 & 201 & 202
Human Growth and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	50 or higher	0	Not accepted
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 or higher	3	Elective Credit
Introductory Psychology	50 or higher	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	50 or higher	0	Not Accepted
Marketing, Principles of	50 or higher	0	Not Accepted
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101 & 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101 & 102 & 201 SPA101 & 102 & 201 & 202
Trigonometry	ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877	56	3	HIS103
U.S. History II – 1865 to the Present	56	3	HIS104
Western Civilization I – Ancient Near East to 1648	56	3	HIS100 or HIS101
Western Civilization II – 1648 to the Present	56	3	HIS102
The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.			

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C. International Baccalaureate (IB) Diploma/Certificate Credit

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCD College grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Instructional Councils (ICs). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7 or 6 4 or 5	8 4	BIO181 & 182 BIO100 or equivalent
Business and Management - HL	5 or higher	3	Elective Credit
Chemistry - HL	7, 6, or 5 4	8 4	CHM151 & CHM151LL & CHM152 & CHM152LL CHM151 & CHM151LL
Computer Science - HL	5 or higher	3	CSC110 or CSC110AA or CSC110AB
Economics - HL	7, 6, or 5	6	ECN211 & ECN212
English A - HL	7, 6,or 5	3	ENG101 or Elective Credit
English B - HL	No Credit	0	NT
Foreign Language A or B - HL	7, 6, or 5 4	8 8	Foreign Language 201 & 202 Foreign Language 101 & 102
Geography - HL (Previously Human Geography)	5 or higher	3	GCU102
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103 & HIS104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101 & HIS102 HIS101
Mathematics - HL, Mathematics - SL, Mathematical Studies - SL, Further Mathematics - SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6 5	8 4	PHY111 & PHY112 PHY111
Psychology	5 or higher	3	PSY101
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB102
Visual Arts - HL (Previously Art/Design)	7, 6 or 5 4	6 3	ART111 & ART112 ART112

D. Cambridge International Examinations (CIE) A and AS Level

Changes to exams and scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Instructional Councils (ICs). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

CIE Examination	Score	Sem. Hrs.	MCCCD Equivalency
Accounting - A Level	D or E	6	Elective Credit
Accounting - AS Level	D or E	3	Elective Credit
Art and Design - A Level	D or E	6	ART111 & ART112
Art and Design - AS Level	D or E	3	ART111
Biology - A Level	D E	8 0	BIO181 & BIO182 NT*
Biology - AS Level	D E	4 0	BIO181 NT
Biology - Environmental Management - AS Level	D E	4 0	ENV101 NT
Biology - Marine Science - A Level	D E	8 0	BIO145 (4), BIO149AK (1) & BIO Department Elective (3) NT
Biology - Marine Science - AS Level	D E	4 0	BIO145 NT
Chemistry - A Level	A	8	[CHM150 (4) & CHM151LL (1)] or CHM150AA (5) or [CHM151 (3) & CHM151LL (1)] or CHM151AA (4) and [CHM152 (3) & CHM152LL (1)] or [CHM152AA (4)]
Chemistry - A Level	B or C	4	[CHM150 (4) & CHM151LL (1)] or [CHM150AA (5)] or [CHM151 (3) & CHM151LL (1)] or [CHM151AA (4)]

Chemistry - A Level	D or E	4	[CHM130 (3) & CHM130LL (1)] or [CHM130AA (4)]
Chemistry - AS Level	D	4	[CHM130 (3) & CHM130LL (1)] and [CHM130AA (4)]
Chemistry - AS Level	E	0	NT
Economics - A Level	D or higher	6	ECN211 & ECN212
Geography - A Level	D or E	6	Elective Credit
Geography - AS Level	D or E	3	Elective Credit
Psychology - A Level	D or E	6	PSY101 & PSY Elective
Psychology - AS Level	D or E	3	PSY101

E. DANTES Subject Standardized Tests (DSST) Credit

The Maricopa Community Colleges may award credit for the DANTES Subject Standardized Tests (DSST) 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.

Changes to exams cut scores are determined by the respective statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCD Instructional Councils (ICs). *DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.*

DSST Exam Title	Score	Sem. Hrs.	MCCCD Credit
Principles of Public Speaking	400	3	COMELC
Fundamentals of College Algebra	No Credit	0	No Credit
Principles of Statistics	400	3	MAT206
Ethics in America	400	3	PHI105
Introduction to World Religions	400	3	REL100
Art of the Western World	400	3	ARH101 or ARH102
Human Cultural Geography	400	3	GCU102
History of the Soviet Union	400	3	HIS275
A History of the Vietnam War	400	3	HIS273
The Civil War and Reconstruction	400	3	HISELC
Foundations of Education	400	3	EDU221
Lifespan Developmental Psychology	400	3	PSY240
General Anthropology	400	3	ASB102
Substance Abuse	400	3	HES201
Introduction to Law Enforcement	400	3	AJS230
Criminal Justice	400	3	AJS101
Fundamentals of Counseling	No Credit	0	No Credit
Business Ethics and Society	No Credit	0	No Credit
Principles of Finance	No Credit	0	No Credit
Human Resource Management	No Credit	0	No Credit
Organizational Behavior	No Credit	0	No Credit
Principles of Supervision	No Credit	0	No Credit
Introduction to Computing	No Credit	0	No Credit
Introduction to Business	No Credit	0	No Credit
Money and Banking	No Credit	0	No Credit
Personal Finance	No Credit	0	No Credit
Management Information Systems	No Credit	0	No Credit
Business Mathematics	No Credit	0	No Credit
Astronomy	No Credit	0	No Credit
Health and Human Development	400	3	HES100
Environment and Humanity: Race to Save the Planet	400	3	SUS100
Principles of Physical Science I	No Credit	0	No Credit
Technical Writing	400	3	ENG111
Fundamentals of Cybersecurity	No Credit	0	No Credit

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F. 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.

G. Departmental Exams (also known as "CHALLENGE" Exams)

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

Students may not request:

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

   • Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study.
   • Academic 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.

H. Health Care Credit by Examination and Credit by Skills Demonstration Assessment

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

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

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

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

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

3. Transferring to the Maricopa Community Colleges

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed directly from the source institutions to the Admissions and Records/Enrollment Services Offices of the receiving institutions. The Admissions and Records/Enrollment Services Offices at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request.

Conditions of Transfer Credit:

•   The coursework was completed at colleges and/or universities accredited by the following regional accrediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges.

•   Coursework from other institutions may be considered for evaluation on a case-by-case basis.

•   The coursework was earned with a grade of C or better.

•   The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).

- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

  Applicability of non-AGEC designated courses from another Maricopa Community College toward the requirements of a college-specific degree or certificate is determined by individual Maricopa Community Colleges.

- The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate degree and certificate requirements.

- Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.

- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.

- The age of credit may be considered in applying credit toward degrees and certificate programs.

- College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the ministry of education in that country. It is the student's responsibility to submit all foreign and international transcripts to one of the international credential evaluation to be translated into English, evaluated on a course-by-course basis, and sent directly to the receiving colleges. Contact your college admissions and records/enrollment services office to obtain a list of approved agencies.

- For military credit, credit by examination, credit by evaluation, and CLEP/AP/IB/CIE/DSST/ACT-PEP Credit see the section for *Credit for Prior Learning*.

A. Transfer Credit from Maricopa Community Colleges and Established Articulation Agreements

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended.

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions {such as the Maricopa-ASU Pathway Program (MAPP), the U of A Bridge Program, Connect2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study.

B. Articulation and Transfer Agreements

i. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.

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

    https://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG

iii. **Domestic (U.S) and International Institutions:** The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit:

    https://curriculum.maricopa.edu/transfer-partners

C. **Limitations on the Transfer of Credit**

Generally, the following types of courses are not intended for transfer. Contact the Admissions and Records office at your college for specific information.

   i. Remedial/developmental courses or courses numbered below 100

   ii. Arizona government university courses

  iii. Cooperative education

  iv. Experimental courses

   v. Post baccalaureate courses

  vi. Contractual training for business, industry, and government

 vii. Some forms of credit for prior learning

viii. Non-credit courses

D. **Time Limit for Transfer Coursework**

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

E. **Shared Unique Numbering (SUN) System Course Information**

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.aztransfer.com/sun/.

2.2.6 Academic Advising and New Student Orientation

1. Academic Advising

Students who will be attending college for the first time, and intend to earn an associate degree or to transfer on to a college/university to complete a bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCD college.

   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2. New Student Orientation

Students who will be attending college for the first time, and intend to earn an associate degree or transfer to a college/university to complete a bachelor's degree, will be required to attend new student orientation prior to the start of their first semester at a MCCCD college.

   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

3. College Success Course

Students who will be attending college for the first time and intend to earn an associate degree or transfer to a college/university to complete a bachelor's degree, and who test into one or more developmental education courses, will be required to successfully complete a College Success Course (CPD150 or CPD/AAA115) within the first two semesters at a MCCCD college.

   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD Early Outreach Program are considered first time to college.

2.2.7 Student Assessment and Course Placement

1. Testing for Course Placement

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

   i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.

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

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

B. Course placement scores will be valid for two years.

C. Reading placement scores that indicate "Exempt from CRE101" do not expire.

D. Students will be permitted one re-test in English, reading or math level at least a 24-hour waiting period. One additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.

E. The Vice President of Student Affairs 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.

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

   i. The student has earned an associate or higher degree from a regionally accredited college.

   ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.

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

G. The student who is exempt from a course placement test must fulfill the minimum graduation requirements.

2. Course Placement

A. Students who enroll in English, reading, or math will be advised and placed into courses based on valid district approved scores.

B. Students who test into course(s) that are below college-level (i.e., below 100-level) will be advised and placed into the course(s) within the first two semesters enrolled.

C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record.

3. Implementation of Policy

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

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

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

C. Course placement scores will be valid for two years.

D. Reading placement scores that indicate "Exempt from CRE101" do not expire.

4. Evaluation

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

2.2.8 Registration

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

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

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-service registration for a class through my.maricopa.edu will end at 11:59 p.m. on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.

2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 p.m. on the day before the class starts.

3. Exceptions:

   a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

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b. Exceptions are limited to
   i. Courses requiring permission of instructor.
   ii. Courses requiring auditions or try-outs.
   iii. Courses for Special Populations or Cohorts.
   iv. Enrollment in an alternative section of a course taught by the same instructor.
   v. Enrollment in an alternative section of a course taught by a different instructor.
   vi. Course level changes.
   vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
   viii. Students dropped due to human or system errors may be reinstated if they attended the first class meeting.
   ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9. Tuition and Fees Policy

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

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

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community Colleges/Centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy, page 226, under the Residency section of this publication.)

1. Time of Payment

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

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

(Effective July 1, 2018, for fall, spring and summer Sessions)

Current information can be found at:
https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4

The tuition and fees schedule for 2018-2019 is provided for reference. ***These tuition and fees are subject to change.*** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register.

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Appendix S4: Tuition and Fees Student Status

2018-2019	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona Taking Online Courses	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
CREDIT HOURS	A	B	C*	D**	E	F***/+	G
1	85.00	110.00	401.00	215.00	205.00	215.00	127.50
2	170.00	220.00	802.00	430.00	410.00	430.00	255.00
3	255.00	330.00	1,203.00	645.00	615.00	645.00	382.50
4	340.00	440.00	1,604.00	860.00	820.00	860.00	510.00
5	425.00	550.00	2,005.00	1,075.00	1,025.00	1,075.00	637.50
6	510.00	660.00	2,406.00	1,290.00	1,230.00	1,290.00	765.00
7	595.00	770.00	2,807.00	1,505.00	1,435.00	1,505.00	892.50
8	680.00	880.00	3,208.00	1,720.00	1,640.00	1,720.00	1,020.00
9	765.00	990.00	3,609.00	1,935.00	1,845.00	1,935.00	1,147.50
10	850.00	1,100.00	4,010.00	2,150.00	2,050.00	2,150.00	1,275.00
11	935.00	1,210.00	4,411.00	2,365.00	2,255.00	2,365.00	1,402.50
12	1,020.00	1,320.00	4,812.00	2,580.00	2,460.00	2,580.00	1,530.00
13	1,105.00	1,430.00	5,213.00	2,795.00	2,665.00	2,795.00	1,657.50
14	1,190.00	1,540.00	5,614.00	3,010.00	2,870.00	3,010.00	1,785.00
15	1,275.00	1,650.00	6,015.00	3,225.00	3,090.00	3,225.00	1,912.50
16	1,360.00	1,760.00	6,416.00	3,440.00	3,280.00	3,440.00	2,040.00
17	1,445.00	1,870.00	6,817.00	3,655.00	3,485.00	3,655.00	2,167.50
18	1,530.00	1,980.00	7,218.00	3,870.00	3,690.00	3,870.00	2,295.00

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

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

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

\+ This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCCD and the company they work for. This rate does not aply to Study Abroad Programs as there is a separately calculated rate for those students.

A. Determine Student Residency Status

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

B. Use the Chart to Locate Tuition Charges

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

C. Add Any Additional Fees

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

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

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

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

D. Pay Your Fees

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

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

Skill Center Tuition Rates
- Regular $5.00 per clock hour
- Nursing Assistant $6.00 per clock hour
- Practical Nursing $6.00 per clock hour

Credit by Examination and Credit by Evaluation (excludes Allied Health courses)
- Regular Rate $85.00 per credit hour
- Contract Rate $42.50 per credit hour

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

https://district.maricopa.edu/regulations/admin-regs/section-2/2-10

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

3. Outstanding Debts

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

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

A. The designated college official or fiscal officer is responsible for:

     i. Verifying the student's districtwide debt,

     ii. Attempting to notify the student of the debt, and

     iii. Attempting to collect the debt.

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

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:

     i. Collection agency, requiring payment of collection fees by the student;

     ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;

     iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:

     i. MCCCD staff verify that full payment has been made to another College;

     ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);

     iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;

     iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error, and the error is due to an activity that requires correction by the appropriate College or District personnel.

Admission criteria to attend a college within the Maricopa County Community College District (MCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCD faculty or staff.

4. Discounted Fees and Waivers

A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.

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

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

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

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

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

2.2.10 Refund Policy

1. Refund Policy for Credit/Clock Classes

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

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

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

2. Refund Policy for 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.

3. Canceled Classes

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

4. Refund Exceptions

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

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

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

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

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

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

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

5. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive tuition assistance (TA) funds for a course or courses from the department of defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

A. Per refund Exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.

B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the college of enrollment.

2.2.11 Student Financial Assistance (Appendix S-5)

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

Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

• Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;

• A transcript or other record received from another institution the student may have attended;

• The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;

• The independent professional judgment by any official of the office of student financial aid.

How to Apply for Federal Financial Aid

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

Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources. The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at https://mcccdf.org/ or by calling 480-731-8400.

Distribution of Aid

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

Rights and Responsibilities

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

Satisfactory Academic Progress

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

Refunds and Repayments

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

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.

2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.

3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. 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.

Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

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

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

Evaluation Period

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

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Standards of Satisfactory Academic Progress

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

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

GRADE POINT MEASUREMENT

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

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

*For which grade points are computed.

PACE OF PROGRESSION MEASUREMENT

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

MAXIMUM TIME FRAME MEASUREMENT

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

Coursework Treatment in SAP Calculation

Coursework taken during the semester also included in the evaluation:

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

Coursework included in the Pace of Progression evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits

Coursework included in the Maximum Time Frame evaluation:

- All of those included in the Pace of Progression evaluation
- Any bachelor's degree or higher earned will be considered to have exhausted maximum timeframe eligibility
- All course work forgiven through the academic renewal process

Coursework not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)

Notification

Students that have applied for federal assistance, but who do not meet the standards, will be notified. This notification will direct students to information regarding the appeal process.

Ineligibility Determination Appeal

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

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

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

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

Regaining Eligibility

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

Terminology and Information Pertaining to this Policy

- **Summer Sessions** – Enrollment in any or all summer sessions within the same calendar year will be considered one term.
- **Non-Standard Session** – Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA (Cumulative Grade Point Average)** – The MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- **Appeal** – "A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance."
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Probation** – "A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." a student in this status "may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student."
- **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds.
- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.

For more information, contact the college Financial Aid Office.

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

Treatment of Title IV Aid When a Student Withdraws

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

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

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

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

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you

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have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

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

1. Your institutional charges multiplied by the unearned percentage of your funds, OR

2. The entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

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

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

https://district.maricopa.edu/regulations/admin-regs/section-2/2-2

2.2.12 Vaccinations (As Required by 20 USC §1092(a)(1)V))

The Maricopa County Community College District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. 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 33 - Post 9/11 GI Bill and Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

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

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. 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.

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Distance Learning

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCCD degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on my.maricopa.edu, the district's website for student access to Maricopa tools. Maricopa-assigned student e-mail addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

Externship Programs

The Maricopa Community College's official district course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa instructor of record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265.

A complete list of internship courses, along with course objectives, can be found on the Maricopa Community College's District – Center for Curriculum and Transfer Articulation website, located at: https://curriculum.maricopa.edu

Prior Credit Evaluation

Department of Veterans Affairs requires that all persons using any type of Veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.

SCHOLASTIC
STANDARDS

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50-minute class period.

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

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

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

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

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

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending class (see Appendix S-7 for Withdrawal Procedures, page 252).

2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

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

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

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

1. Official Absences

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

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

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

make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

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

2. Religious Holidays

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

2.3.3 Grading

1. Policy

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

Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points 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 points per credit hour
Z	No Credit	Not computed in grade point average
*A **P is judged to be equivalent to a grade of **C** or higher.**		

2. Incomplete Grade

A. Students who are doing acceptable work may request an incomplete grade (**I**) if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances.

If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

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

C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.

3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A W is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the Admissions and Records Office at any of the Maricopa Community Colleges that the student attended.

Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans' Services regarding their policies for repeated courses. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript.

Check individual courses and programs for exceptions.

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

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

B. ***The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "***

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

IMPORTANT DEADLINES FOR
STUDENTS
(See Appendix S-12)

Scholastic Standards

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Scholastic Standards

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

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

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

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

5. Audit Courses

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

B. *The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 250.)*

2.3.4 Academic Probation (Progress)

1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than 2.0. Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee 2.9.

2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours. Academic probation and continued probation are calculated at the conclusion of every term including summer.

2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

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

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the department/division chair and appropriate administrative officer at the college/center. This written grievance must be filed within ten (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) days before any official meetings are convened.

2. Upon receipt of a written grievance, 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 grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.

3. If the grievance is not resolved at this level within ten (10) working days, the student should forward to the vice president of academic affairs or designee a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and department/division chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

NOTE: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2.3.12 Non-Instructional Complaint Resolution Process (Appendix S-8)

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8.

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.

2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the vice president of student affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of student affairs or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the vice president of student affairs or designee does not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (see Appendix S-7). The Admissions and Records Office/Office of Student Enrollment Services provides information about the withdrawal process.

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

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy, page 241.

Student and Faculty Withdrawal Procedures (Appendix S-7)
Student Withdrawal Procedures

1. Withdrawal from Specific Courses

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

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

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

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

*The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 250.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

NOTE: Withdrawing from a class will not entitle students to a refund of tuition/fees if the withdrawal is processed outside the refund policy (see refund policy, page 241)

2. Complete Withdrawal from College

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

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing–not computed in the grade point average) or Y (withdrawn, failing–computed in the GPA as a failing grade).

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 250.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Procedures

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

The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. (See "Important Deadlines for Students," page 250.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

2.3.7 Academic Renewal

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

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

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.

2. Upon approval, all courses taken prior to reenrollment with a grade of A, B, C, D, F, and Y will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades A, B or C will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.

3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.

4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.

5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

2.3.8 Honors Program

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

President's Honor List

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

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COLLEGE
ENVIRONMENT

2.4.4 (See also 5.1.8) Sexual Harassment Policy for Employees and Students

I. Sex Discrimination and Sexual Harassment

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . . ." 20 USC §1681 / 34 C.F.R. Part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student's actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs.

This policy is subject to Constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD Equal Employment Opportunity/ Affirmative Action (EEO/AA) Office.

A. Sexual Harassment

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.

2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.

3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic worwk more difficult because sexual conduct is rejected.

4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.

5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.

6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

B. Hostile Environment Harassment

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

1. the degree to which the conduct affected one or more students' education;

2. the nature, scope, frequency, duration, and location of incident or incidents;

3. the identity, number, and relationships of persons involved;

4. the nature of higher education.

C. Sexual Assault

An act involving forced or coerced sexual penetration or sexual contact.

D. Inducing Incapacitation for Sexual Purposes

Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy. Examples of behavior that could rise to the level of Sexual Exploitation include:

1. Prostituting another person;

2. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

3. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

4. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);

5. Engaging in non-consensual voyeurism;

6. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;

7. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;

8. Possessing, distributing, viewing or forcing others to view obscenity.

F. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. the length of the relationship;

2. the type of relationship;

3. the frequency of interaction between the persons involved in the relationship.

G. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. Consenting to Sexual Activity

Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

II. Definitions

Alleged Victim

The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

Complainant

A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

Respondent

The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

Title IX Coordinator

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators.

III. Reporting Discrimination

A. Bystander

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality,

direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

B. College Complaints and Reporting

Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;

- Send a private email to the Title IX Coordinator;

- Mail a letter to the Title IX Coordinator's office;

- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);

- File a Formal Complaint pursuant to this Policy;

- Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

C. Retaliation Prohibited

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

D. Criminal Reporting

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

E. Confidentiality of Complaints and Reports

Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCCD legal counsel).

F. Anonymous Reporting

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

IV. Rights of Parties

A. Alleged Victim: The Alleged Victim has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.

2. Be treated with respect by college officials.

3. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.

4. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.

5. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.

6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.

7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation–campus or criminal–need occur before this option is available. Accommodations may include:

   • Change of on-campus student's housing to a different on-campus location;

   • Assistance from college support staff in completing relocation;

   • Arranging to dissolve a housing contract and pro-rating a refund;

   • Exam, paper, or assignment rescheduling;

   • Taking an incomplete in a class;

   • Transferring class sections;

   • Temporary withdraw from institution;

   • Alternative course completion options.

8. Not have irrelevant prior sexual history admitted as evidence in an investigation.

9. Make a victim-impact statement available to the investigator and decision-maker.

10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.

12. Seek Reconsideration of the finding of the investigation and any sanction imposed.

13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.

14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.

15. Have an advocate or advisor present at all phases of the investigation.

16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.

17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.

18. Have MCCCD compel the presence of student, faculty, and staff witnesses.

19. Written notice of the investigation, findings and sanctions.

20. Challenge documentary evidence obtained during the investigation.

21. Be informed in advance of any public release of information regarding the investigation.

22. Give consent for the release of any personally identifiable information contained in the investigation.

B. Immediate Action and Interim Measures

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim's consent. Such measures for an Alleged Victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

C. Respondent: The Respondent has the right to:

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.

2. Be treated with respect by college officials.

3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.

4. Be informed of and have access to campus resources for medical, counseling, and advisory services.

5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.

6. Protections of due process required by local, state, or federal law.

7. Not have irrelevant prior sexual history admitted as evidence in an investigation.

8. Make an impact statement available to the investigator and decision-maker.

9. Seek Reconsideration of the finding of the investigation and any sanction imposed.

10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.

11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.

12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.

13. Have MCCCD compel the presence of student, faculty, and staff witnesses.

14. Challenge documentary evidence obtained during the investigation.

15. Have an advocate or advisor present at all phases of the investigation.

16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.

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17. Written notice of the investigation, findings, and sanctions.

18. Be informed in advance of any public release of information regarding the investigation.

19. Give consent for the release of any personally identifiable information contained in the investigation.

V. Due Process

Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects. Remedies for the victim of Sexual Harassment or Discrimination will also be sought. 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 applies to prohibited conduct that impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

A. Sex Discrimination Grievance Procedures for Students

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

B. Mediation

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process. Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon

a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

C. Formal Complaint Process

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent must provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

• Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees and students. The Title IX Coordinator may serve as investigator;

• Determine the identity and contact information of the Complainant;

• Identify the correct policies allegedly violated;

• Conduct a thorough, reliable, and impartial investigation;

• Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);

- Make findings based on the preponderance of evidence; and

- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

D. Maintenance of Documentation

Documentation resulting from each level in the Formal Complaint Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the 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.

E. Right to Assistance

A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

F. Time Frame and Grounds for Filing a Request for Reconsideration

A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District's Executive Vice Chancellor and Provost. There are four grounds upon which a Request for Reconsideration may be made:

(1) the party has new information, unavailable at the time of the investigation;

(2) the party has procedural concerns that may change or affect the outcome of the determination;

(3) the party perceives that there was insufficient evidence to support the investigators findings; or

(4) the party perceives any action taken by the President to be too severe.

The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX Coordinator shall ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has

been fully briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing—certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

G. External Filing of Discrimination Complaint

MCCCD encourages students to use the due process under this Policy to resolve Discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

> Office for Civil Rights
> Denver Office
> U.S. Department of Education
> Cesar E. Chavez Memorial Building
> 1244 Speer Boulevard, Suite 310
> Denver, Colorado 80204-3582
> Phone: 303-844-5695
> Fax: 303-844-4303
> TDD: 303-844-3417
> E-mail: OCR.Denver@ed.gov

5.1.9 Examples of Policy Violations

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

1. Make unwelcome sexual advances to another employee, student, or campus visitor;

2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;

3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way: (A) influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or (B) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

4. Engage in verbal or physical conduct of a sexual nature that: (A) has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or (B) creates an intimidating, hostile or offensive work or academic environment;

5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCD property or in connection with any MCCCD-sponsored activity;

6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.

8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 Additional Policy Violations

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

5.1.11 Responsibility for Policy Enforcement

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

5.1.12 Complaints

1. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

2. Students

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX

Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

3. General - Applicable to Both Employees and Students

A. Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCD EEO/AA Office.

B. The college/center/MCCCD will investigate all complaints in a prompt, thorough, and impartial manner.

C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

5.1.13 Confidentiality

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

5.1.14 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

5.1.15 False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including employment termination or academic dismissal.

5.1.16 Retaliation Prohibited

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

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender

identity, age, veteran status, and physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may submit a complaint under Sexual Harassment Policy for Students 2.4.4. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The supervisor or department head will notify the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 coordinator or the Associate Vice Chancellor of Student Affairs, who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept complaint filings.

A complaint may be submitted by the student verbally or in writing. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that the student believes is unlawful or MCCCD prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

Respondent must provide a written response to the allegations within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et. seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs or District Associate Vice

Chancellor of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the student and respondent along with a copy of the investigator's written findings and the Vice President's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

Interim Measures

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

MCCCD Administrative Review Process

Request for Reconsideration

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. 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. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the student has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the 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.

Right to Assistance

A student or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD's legal obligation to investigate and resolve issues of discrimination.

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.

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.

External Filing of Discrimination Complaint

MCCCD encourages students to use the MCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

2.4.6 Emissions Control Compliance

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

2.4.8 Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county- or state-wide election.

2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.

3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.

4. Representatives shall notify the designated official at each college or center of their intent to be present on college premises no fewer than three (3) working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

Policy

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application

Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas

Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance

To offset the costs associated with the use of campus grounds, non-MCCCD-affiliated users shall be required to pay a fee of $50 per day or $125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least $1 million in general liability coverage and names MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this administrative regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria

for approval or denial of such request shall be directed to the District Ombudsman.

Permits

The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits

The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.

2. Activities and events sponsored by the College administration.

3. Activities and events sponsored by MCCCD student organizations or employee groups.

4. Activities of non-MCCCD-affiliated individuals and organizations.

5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.

2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.

3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.

4. General feasibility of hosting the event as proposed.

Other Policies

This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in Appendix S-15.

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act

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.

2.4.12 Workplace Violence Prevention

Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, and visitors. MCCCD is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCD to report any occurrence of such conduct to MCCCD Public Safety. Every employee, student, contractor, and visitor on MCCCD property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCD property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCD. 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.

2.4.13 Student Right to Know

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.

College Environment

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College Environment

STUDENT RIGHTS AND
RESPONSIBILITIES

2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. 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.

3.2 Copyright Regulation

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code, Section 101, *et seq.*). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.

2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.

4. Employees are prohibited from copying materials not specifically allowed by the (1) Copyright Law, (2) fair use guidelines, (3) licenses or contractual agreements, or (4) other permission.

5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.

6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages–potentially in excess of $100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

How does copyright law affect information I obtain off the Internet?

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials–most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet

is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law?

Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources–such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail–for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Technology Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law...."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or retransmit 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, review the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of 4.4 Technology Resource Standards.

3.4 Taping of Faculty Lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes as to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

4.4 Technology Resource Standards

Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD public officials–employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws–both federal and state–also dictates the need for standards for the use of MCCCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair, and dignified.

This administrative regulation established standards for the use of MCCCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3, Electronic Communications.

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCD computer exhibits on starting up advises users of these Standards and requires an

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acknowledgment before the user may proceed to the next screen. Additionally, all MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCD Technology

Under Arizona's public records law, MCCCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records – the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCD technology resources for communication of any type of MCCCD business is heavily discouraged because those records are less capable of being managed according to MCCCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records.

Additionally, an MCCCD employee who receives a communication allegedly from another MCCCD employee using a non-MCCCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use

Use of MCCCD's technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational, and management purposes of the MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD's technology resources are limited to the same purposes.

Frequently, access to MCCCD's technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members, or students. It is those users' responsibility to keep a password confidential. While MCCCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCD community. Moreover, it cannot guarantee employees, Governing Board members, and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records, certain MCCCD employees are authorized to access information on an MCCCD technology device.

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

Incidental Computer and Technology Usage

Limited incidental personal use of MCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9).

Prohibited Conduct

The following is prohibited conduct in the use of MCCCD's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts.

2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

5. Hosting an unauthorized website that violates the .EDU domain request.

6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.

7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of MCCCD's Governing Board, including, but not limited to, MCCCD's non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.

10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.

14. Allowing any unauthorized access to MCCCD's technology and non-technology resources.

15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.

16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.

17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCD's Use of College Facilities administrative regulation.

18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.

19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.

20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena, or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records.

2. Any proposed changes to an MCCCD's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, Retrieval, Disclosure and Retention of Records.

Disclaimer

The home page of an MCCCD website must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however, errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Information Accuracy and Marketing Standards

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

Complaints and Violations

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, MCCCD may unilaterally delete any violative content and terminate the user's access to MCCCD's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through MCCCD's grievance procedures or resolution of controversy.

2.6 Hazing Prevention Regulation

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 MCCCD is prohibited.

2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:

    A. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any club/organization that is affiliated with MCCCD; 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 MCCCD Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:

    A. Pre-pledging, illegal pledging or underground activities.

    B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.

    C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours of sufficient sleep each day).

    D. Encouraging or forcing use of alcohol or drugs.

    E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.

    F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy (AR 5.1.8).

    G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.

    H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.

    I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.

    J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCD policies, and local and state laws.

    Alleged violations of the MCCCD 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.

    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 MCCCD hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and MCCCD policies, and local and state laws.

    Any MCCCD faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCD policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The

said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity—where students or student organizations knowingly permitted, authorized or condoned the hazing activity—the college can recommend the following sanctions against student clubs/organizations:

   A. **CENSURE:** Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.

   B. **PROBATION:** The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.

   C. **SUSPENSION:** The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

   D. **REVOCATION:** The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The MCCCD hazing prevention regulation is not intended to prohibit or sanction the following conduct:

   A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCD.

   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 MCCCD hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the Auxiliary Services Section for (4.12) Smoke-Free/Tobacco-Free Environment and the Appendices/Student Section (S-16) Medical Marijuana Act of the Administrative Regulations.

1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

   A. **Introduction and Purpose**

   The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at Maricopa Community Colleges.

   The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

   B. **Standards of Conduct**

   In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

   i. Drinking or possession of alcoholic beverages on the college campus.

   ii. Misuse of narcotics or drugs.

   C. **Sanctions for Violation of Standards of Conduct**

   Disciplinary actions include, but are not limited to:

   i. Warning,

ii. Loss of privileges,

iii. Suspension, or

iv. Expulsion.

D. **Legal Sanctions**

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug- and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCD; and use of illegal drugs.

3. MCCCD Program Standards

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.

A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.

B. Support 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.

C. Establish 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.

4. Alcoholic Beverages - Usage Regulation (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

A. **No funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCD except as provided in Paragraph H.

B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.

C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on District-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.

D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 - Notice of Intent to Serve Beer and Wine Form. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD Risk Manager no later than 10 business days before the event.

E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with all of the following restrictions:

i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz.;

ii. The gathering must be by invitation only, and not open to the public;

iii. The gathering may not exceed 300;

iv. Invitees may not be charged any fee for either the event or the beer or wine; and

v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license

with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served as well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.

G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:

   i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;

   ii. The entity completes the form available at: https://district.maricopa.edu/regulations/admin-regs/appendices/auxiliary-services/as-6. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;

   iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;

   iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;

   v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;

   vi. The contractor provides all of the beverages served as well as the servers or bartenders;

   vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and

   viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:

   i. Wine and beer to be served may only be brought to MCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and

   ii. Once the wine and beer arrives on MCCCD property, the Director of the culinary program shall assign an MCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.

I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes, Title 4 (Alcoholic Beverages), Chapters 1 (General Provisions), 2 (Regulations and Prohibitions), and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).

J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.

L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

5. Other Health Concerns
General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa

Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the *Arizona Medical Marijuana Act* (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "…no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8 Students with Disabilities

2.8.1 Eligibility for Accommodations and Required Disability Documentation

Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

General Eligibility Requirements

DRS applicants must be admitted or enrolled as an MCCCD student, and must provide the Disability Resources and Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

Who Is Eligible for Services?

To be eligible for DRS support services, a student must have a disability as it is defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

Definitions

- Disability: A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.

- Academic adjustment: An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

**Documentation can be transferred within MCCCD for current consideration for eligibility.

**Determination made by another institution or organization does not guarantee eligibility.

Special Considerations

Any employee who receives a request for academic adjustment must refer the student to the DRS Office. The DRS Office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by DRS. DRS may exercise its right to require additional documentation.

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor's perspective when it is offered. The interactive exchange may continue during the course of the year, and the DRS may make reasonable alterations in an approved academic adjustment based on input from the student and the faculty member. Academic adjustment determined by the DRS Office are required except when the institution subsequently determines that an adjustment would alter an academic requirements that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCCD is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by DRS would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the DRS office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member's concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college's chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the DRS Office's initial recommendation resulting from the above meeting or the Chief Academic Officer's decision will be communicated to the student by the DRS Office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the Discrimination Complaint Procedures for Students. In such cases, the Vice President for Student Affairs will assign an investigator whose qualifications and experience include curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member's appeal to the Chief Academic Officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the Chief Academic Officer, who will consult with the Vice Chancellor and the Office of General Counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

Documentation Guidelines

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- Current level of functioning
  - o Current documentation
  - o All standardized testing must use adult-normed instruments
  - o Age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- How the disability impacts the student's learning
- Contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

Specific Eligibility Requirements

1. Physical Disabilities

A. Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

i. Orthopedic Disability

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    ii. Blind or Visual Impairment

    iii. Deaf or Hard-of-Hearing

    iv. Traumatic Brain Injury

    v. Other Health-Related/Systemic Disabilities

B. Diagnostic Report

The diagnostic report must include the following information:

    i. A clear disability diagnosis, history, and the date of diagnosis.

    ii. A description of any medical and/or behavioral symptoms associated with the disability.

    iii. Medications, dosage, frequency, and any adverse side effects attributable to use.

    iv. A clear statement specifying functional limitations.

    v. A recommendation for accommodation(s).

2. Specific Learning Disabilities

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho-educational evaluations using adult-normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:

    i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

    Examples of Measures (including but not limited to):

        1. Wechsler Adult Intelligence Scale (WAIS-R)

        2. Stanford Binet Intelligence Scale

        3. Woodcock-Johnson Psycho-Educational Battery

        4. Kaufman Adolescent and Adult Intelligence Test

    ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery

should include current levels of functioning in the relevant area(s).

    Examples of Achievement (including but not limited to):

        1. Wechsler Individual Achievement Tests (WIAT)

        2. Woodcock-Johnson Psycho-Educational Battery

        3. Stanford Test of Academic Skills (TASK)

        4. Scholastic Abilities Test for Adults (SATA)

    iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.

    Examples of Achievement (including but not limited to):

        1. Wechsler Individual Achievement Tests (WIAT)

        2. Woodcock-Johnson Psycho-Educational Battery

        3. Stanford Test of Academic Skills (TASK)

        4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

The diagnostic report must include the following information:

    i. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.

    ii. A list of all instruments used in the test battery.

    iii. Discussion of test behavior and specific test results.

    iv. A diagnostic summary or statement with the following information:

        1. DSM V Classification

        2. A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as **appears**, **suggests**, or **probable** used in the diagnostic summary statement do not support a conclusive diagnosis.

        3. A clear statement specifying the substantial limitations to one or more major life activities.

        4. A psychometric summary of scores.

        5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans

may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

3. **Attention Deficit Hyperactivity Disorder (ADHD)/ Attention Deficit Disorder (ADD)**

   A. Required Documentation

   Submit a current diagnosis of Attention Deficit Hyperactivity Disorder (ADHD)/Attention Deficit Disorder (ADD) that is based on appropriate diagnostic evaluations.

   B. Diagnostic Report

   Acceptable documentation must include:

   i. DSM V Classification

   ii. A summary or statement which includes the following information:

      1. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.

      2. A recommendation for accommodations, including rationale.

4. **Psychological/Psychiatric Disabilities**

   A. Required Documentation

   i. Depression and/or bipolar disorder

   ii. Generalized anxiety disorders

   iii. Post traumatic stress disorder

   iv. Psychotic disorders

   v. Autism spectrum disorder

   B. Diagnostic Report

   If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested.

   The diagnostic report must include the following:

   i. DSM V Classification

   ii. A diagnostic summary or statement that includes the following:

      1. A clear summary or statement that a disability does or does not exist.

      2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.

      3. A discussion of medications and their possible impact on academic functioning.

5. **Neurological Disorders**

   A. Required Documentation

   Disorders of the central and peripheral nervous system, including but not limited to:

   i. Acquired Brain Injury/Traumatic Brain Injury

   ii. Epilepsy/Seizure Disorder

   iii. Stroke

   B. Diagnostic Report

   Written statement of diagnosis:

   i. Current functional limitations

   ii. Information regarding current symptoms

   iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance

   iv. Restrictions on activities imposed by the condition

   v. Where learning has been affected, a recent neuro-psychological evaluation is requested

6. **Temporary Disabling Conditions**

   A. Required Documentation

   Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:

   i. Written statement of diagnosis

   ii. List of current symptoms and degree of severity

   iii. Information regarding functional limitations and impact within an academic environment

   iv. Medications and possible side effects

   v. Duration of symptoms and estimated length of time services will be needed

2.8.2 Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during

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the summer to offset the impact of academic eligibility.

2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.

3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***

4. Eligibility for Federal Stafford Loans will be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.

5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.

6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.

7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V, Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability Resources & Services (DRS) professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**

2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to rsubmit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.

3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.

4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.

5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.

6. When a reduced course load status is granted by the DRS professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

2.8.3 Technology Accessibility

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

2.3.11 Academic Misconduct

1. Definitions

A. **Academic Misconduct** – includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.

B. **Cheating** is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (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; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.

C. **Plagiarism** is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance:

- Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

- Grade Adjustment - Lowering of a grade on a test, assignment, or course.

- Discretionary Assignments - Additional academic assignments determined by the faculty member.

- Course Failure - Failure of a student from a course where academic misconduct occurs.

3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

A. **Disciplinary Probation** – Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

B. **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.)

C. **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.)

4. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5; Appendix S-6). Students may appeal disciplinary sanctions a provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents–the

chancellor, administration and faculty–are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.

B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.

C. Violation of Arizona statutes and/or college regulations and policies.

D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4), which may result in notification of law enforcement authorities.

2. Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. **Accused student** means any student accused of violating this Student Conduct Code.

2. **Appellate boards** means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.

3. **College** means a Maricopa Community College or center.

4. **College premises** means all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college or District.

5. **College official** means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of this Student Conduct Code.

6. **Complainant** means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.

7. **Day** means calendar day at a time when college is in session, and shall exclude weekends and holidays.

8. **Disruptive behavior** means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.

9. **District** means the Maricopa County Community College District.

10. **Faculty member** means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.

11. **May** is used in the permissive sense.

12. **Member of the college community** means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.

13. **Organization** means any number of persons who have complied with the formal requirements for college recognition.

14. **Policy** is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

15. **Shall** is used in the imperative sense.

16. **Student** means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".

17. **Student Conduct Administrator** means a college official authorized on a case-by-case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

18. **Student Conduct Board** means any person or persons authorized by the college president to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

19. **Threatening Behavior** means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

A. Acts of dishonesty, including but not limited to the following:

  i. Furnishing false information to any college official or office.

  ii. Forgery, alteration, or misuse of any college document, record or instrument of identification.

  iii. Tampering with the election of any college-recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to the appropriate due process procedures.

C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article III.2. above.

D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college's or District's website.

H. Violation of federal, state, or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances, except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to others, or property damage.

L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.

M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:

  i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.

  ii. Unauthorized transfer of a file.

  iii. Unauthorized use of another individual's identification and/or password.

  iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.

  v. Use of technology facilities or resources to send obscene or abusive messages.

  vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.

  vii. Use of technology facilities or resources in violation of copyright laws.

  viii. Any violation of the District's technology resource standards.

  ix. Use of technology facilities or resources to illegally download files.

P. Abuse of the Student Conduct system, including but not limited to:

  i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.

  ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

  iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.

  iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.

  v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or

during the course of, the Student Conduct Board proceeding.

   vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.

   vii. Failure to comply with the sanctions imposed under this Student Conduct Code.

   viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.

   ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.

R. Attempt to bribe a college or District employee.

S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off-campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCD college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).

C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.

D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV.1.G below:

   i. Student Conduct Board hearings normally shall be conducted in private.

   ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion

of the Student Conduct Board, and/or its Student Conduct Administrator.

iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. The Student Conduct Administrator will present the information he or she received.

vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulations during the probationary period.

iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.

iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. **College Suspension** - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:

  i. Those sanctions listed above in Article IV.2.A. 1 through 4.

  ii. Loss of selected rights and privileges for a specified period of time.

  iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency

suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. Academic Consequences

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. Appeals Regarding Student Code of Conduct

A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.

B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

  i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.

iv. To consider new information, sufficient to alter a decision or other relevant facts 4not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

2.5.3 Student Records

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

A. **College** includes all colleges, educational centers, skill centers and district office.

B. **Educational Records** are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:

   i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.

   ii. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is used only in relation to the individual's employment.

   iii. Records maintained by the college's security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

   iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. Annual Notification (See also FERPA explanation)

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa County Community Colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that we offer.

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "Eligible Student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

A. ***The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.***

   Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. ***The right to request the amendment of the student's education records that the student believes is 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. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCD Administrative Regulations.

C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCCD whom the college or district has determined to have legitimate educational interests. 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 responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A)(1))

2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A)(2))

3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf. (§§99.31(A)(3) AND 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A)(4))

5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, validate, or administer predictive tests; (B) Administer student aid programs; or (C) Improve instruction. (§99.31(A)(6))

6. To accrediting organizations to carry out their accrediting functions. (§99.31(A)(7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A)(8))

8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A)(9))

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A)(10))

10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A)(11))

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A)(13))

12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or polices with respect to the allegation made against him or her. (§99.31(A)(14))

13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a

disciplinary violation and the student is under the age of 21. (§99.31(A)(15))

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at:

https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-8

D. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920

5. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

6. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records 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.

FERPA Appeal Process (Appendix S-17)

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade

disputes are not subject to this process and must be vetted through the Instructional Grievance Process.

- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.

- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.

- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.

- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.

- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

2.5.4 Student Employment

1. District Student Employees

A. **Introduction**

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. **Philosophy and Workload for Student Employees**

i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses; however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study, and participation in activities.

ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the college president or his/her designee.

iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. **Student Employee Benefits**

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. **Student Employment Records**

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Student Affairs.

E. **Student Compensation**

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. **Employee Contracts and Forms** (See Appendix FM-3)

G. **Student Employee Grievance Procedure**

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12).

2. **Student Security Guards**

A. **Introduction and Philosophy**

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. **Workload of Student Security Guards**

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.

ii. Student security guards shall be limited to 20 hours per week when the work week starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. **Students not in Administration of Justice Program**

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.

2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.

3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to, instruction in:

1. Wearing of the uniform, general appearance, and demeanor

2. The use of the various security report forms and how to properly complete them to provide requested information; general report writing methods

3. Public relations methods used on the campus

4. Crime prevention methods used on the campus; patrol methods used in buildings and grounds

5. Basic techniques for interviewing students, faculty and visitors relative to the incidents

6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus

7. Basic first aid

D. **Student Security Guards Employee Benefits**

As student employees there are not entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. **Student Employment Records**

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

2.5.5 Student Governance

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college.

The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of five) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (A.R.S. §13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case

shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. Remuneration Limitations

A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions.

Student body officers (maximum of five) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.

C. The allowance for awarding honorariums for scholarships for executive student officers is a maximum of $200.00.

D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. Student Governance Advisors

College organization advisors will be provided for in each of the student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc., shall rest with the offices of General Counsel and Chancellor, respectively.

10. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

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Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

4.18 Consensual Relationships

1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling, or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

A. **Definitions**

i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.

ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.

iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.

iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.

v. A **recent consensual relationship** is considered to be one that has taken place within the past 24 months.

B. **Prohibited Conduct**

i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom

the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:

i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.

ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.

iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:

i. The faculty member shall counsel and advise the student not to enroll in his or her course.

ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.

iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.

3. Persons Who Are Married

Persons who are married, or were married, are included within the definition of persons who have or have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at:

https://employee.maricopa.edu/

4. Failing to Follow Requirements

An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

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Student Rights and Responsibilities

Student Rights and Responsibilities

![MARICOPA COMMUNITY COLLEGES]

Governing Board

Mr. Augustine Bartning, Member

Ms. Johanna Haver, Secretary

Mr. Laurin Hendrix, President

Ms. Tracy Livingston, Member

Ms. Jean McGrath, Member

Mr. Dana Saar, Member

Dr. Linda Thor, Member

Administration

CHRISTINA M. HAINES
Interim President
> B.S., Black Hills State University; M.Ed., Northern Arizona University

STEPHANIE FUJII
Vice President, Academic Affairs
> B.A., M.C., University of Nevada; Ph.D., Arizona State University

DONNA YOUNG
Vice President, Student Affairs
> B.S., M.A., New Mexico State University; Ed.D., Arizona State University

COLLEEN O'NEILL
Vice President, Administrative Services
> B.A., University of Mankato; M.Ed., Northern Arizona University

GIA GARCIA TAYLOR
Dean of Enrollment Services
> B.A., M.C., Montclair State University

LARISSA TRAIN
Interim Dean of Student Affairs
> B.A., DePauw University; M.A., Arizona State University; M.Ed., Northern Arizona University

EDMOND LAMPEREZ
Interim Director of Institutional Strategies
> B.A., M.A. University of New Orleans; Ed.D., Northern Arizona University

Management

BECK, STACIE
Director, Financial Aid
> A.G.S., Rio Salado College; B.A., Western International University

BLAU, TERRI
Coordinator, Enrollment Services
> B.S, M.Ed., Northern Arizona University

BRACAMONTE, ANTONIO
Manager, Early Outreach Programs
> B.I.S., Arizona State University; M.Ed., Northern Arizona University

BRADLEY, REBECCA
Director, Service-learning & Leadership
> B.A., Eastern Michigan University; M.A., University of Michigan; Ed.D., Arizona State University

BRODIE, NICOLLE
Academic Scheduling Coordinator

BUNKER, MARK
Athletic Specialist
> A.G.S., Scottsdale Community College; B.S., Arizona State University; M.Ed., University of Phoenix

CAMPBELL, GREGORY
Systems Administrator II
> B.S., University of Phoenix; M.B.A., Grand Canyon University

CARROLL, TINA
Coordinator, Veterans Services
> B.I.S., Arizona State University; M.Ed., Northern Arizona University

CHERNEY, ALEXANDER
Athletic Specialist
> B.A., Beloit College; M.A., Arizona State University

COHEN, LAURIE
Director, Research Planning & Development
> B.S., State University of New York; Ph.D., Penn State University

COPPOLA, CJ
Human Resources Analyst

CORNELIUS, ALICE
Fiscal Analyst Senior
> B.S., Arizona State University

CORNELIUS, MICHAEL
Director, Academic and Career Advisement
> B.A., Arizona State University; M.Ed., Northern Arizona University

CUDDINGTON, ANA
Director, American Indian Program
> B.A., Arizona State University; M.Ed., Northern Arizona University

DIETZ, SIDNEY
Manager, College Fiscal Services

DIGLIO, MATTHEW
Enterprise Systems Administrator II
> A.A.S., Scottsdale Community College

GALARZA, SARAH
Production Coordinator, Motion Picture/Television
> A.A.S., Scottsdale Community College

JOHNSON, KAREN
Director, Human Resources
> A.A.S., Mesa Community College; B.I.S., Arizona State University; M.Ed., Northern Arizona University; SHRM-CP

KALCICH, DEANNA
Director, Learning Center
> B.A., University of Tulsa

KIND, MATTHEW
Manager, Building Operations

KIPP, CURTIS
Manager, Technical Support
> B.A., Ottawa University

KRUEGER, LAURA
Student Services Manager
> B.S., University of North Carolina; M.S., Capella University

KUHN, MICHELE
Coordinator, Wellness Education
> A.A., Norwalk Community College; B.S., Arizona State University

LAGINESS, MALLORY
Manager, Disability Resources and Services
> B.S., Central Michigan University; M.Ed., M.S., University of Phoenix

LEVIN, SHERRY
Assisant Director, Financial Aid
> B.A., Arizona State University

LITTLEJOHN, RONALD TODD
Athletic Specialist

MADOSKI, DOUGLAS
Athletic Specialist
> B.S., Utah State University

MANNIX, REGINA
Athletic Specialist
> B.S., Arizona State University

MARTINEZ DAVILA, RENE
Bursar

McKEEVER, MARY
Coordinator, College Curriculum
> A.A., Phoenix College; B.S., Capella University

McNALLY, MICHAEL
Athletic Director
> B.S., Arizona State University; M.S., Grand Canyon University

McNEILL, PATRICIA
Systems Application Analyst
> A.A., Scottsdale Community College

MEDDER, NEWTON V.
Athletic Specialist
> B.S., Arizona State University

MIELE, ANTHONY
Facilities Director
> M.B.A., San Francisco Institute of Architecture

MOHEBBI, VARGHA
Director, Information Technology
> B.S., Mohammed V University

NEFF, NANCY
Director, Institutional Advancement & Community Engagement
> B.A., Michigan State University

NEIGHBORS, TONY
Head Athletic Trainer
> B.S., Arizona State University

ORCUTT, AMY
Supervisor, Wellness and Fitness
> B.S., Mankato State University; M.A., Northern Arizona University

RACHEL, TAWNI
Manager, Student Success
> A.A., Scottsdale Community College; B.A., M.Ed., Northern Arizona University

RASMUSSEN, KEITH
Director, Information Technology

ROSAS, MIRNA
Director, College Business Services
> B.S., Northern Arizona University

Administration, Management & Faculty

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SHAL, ANDREY
Manager, Information Technology
> B.S., DeVry University

SILVER, CHARLES A.
Director of Development
> B.A., M.A., San Diego State University

STALEY, HOWARD
Water System/Equipment Manager

STEIN, BRENNA
Student Recruitment Manager
> B.S.B.A., University of Arizona; M.B.A., Frostburg State University

TASH, MICHELLE
Student Services Analyst
> A.A.S., Scottsdale Community College; A.A.S., Paradise Valley Community College; B.S., M.Ed., Northern Arizona University

TENDICK, THERESE
Director, Center for Civic & Global Engagement
> B.A., University of Iowa; M.A., Arizona State University

TIMBLIN, LEROY
Coordinator, Fine Arts Facility
> B.A., Taylor University

TREDE, EREKA
Project Coordinator
> A.A., Scottsdale Community College; B.S., Charter Oak State College

WALZ, ARLYN
Commander, Public Safety

WEIGAND, ED
Program Coordinator
> B.A., University of Arizona; M.B.A., Xavier University

ZHANG, RONALD
Senior Database Administrator
> B.S., Nanjing Normal University (China); M.S., Ph.D., Arizona State University

Faculty

ABRY, DENNIS (2013)
Professor, Psychology
> B.S., Ed.M., University of Illinois; M.S., Western Illinois University; Ph.D., Florida State University

ALLEN, KARRYN (2014)
Instructor, Dance
> B.A., Ottawa University; M.F.A., Arizona State University

ARAGONA, JARED (2005)
Professor, English
> B.S., Cornell University; B.A., University of New Mexico; M.A., Ph.D., University of Arizona

ASHBY, PATRICIA (1998)
Professor, Biology
> B.A., Ph.D., University of New Mexico

ATTANUCCI, FRANK (1990)
Professor, Mathematics
> B.S., M.A., Arizona State University

BALLARD, MARSHA (2000)
Librarian
> B.A.,Texas Christian University; M.L.S., University of Arizona

#£ BARTON, MARK (2006)
Professor, Business
> B.S., Arizona State University; M.Ed., Northern Arizona University

BEACKLEY-MERCILL, SARA (2013)
Professor, Computer Information Systems
> B.S., Arizona State University; M.B.A, University of Phoenix

BLOOM, MATTHEW (2014)
Instructor, English Composition
> B.A., Arizona State University; M.A., Saint Louis University; Master de Estudios Culturales y Literarios Anglo-Norteamericanos, Universidad Autonoma de Madrid

BOHART, JENIFER (2006)
Professor, Mathematics
> B.A., Texas Tech University; M.N.S., Arizona State University

BRACE-STILLE, RACHEL L. (1998)
Professor, Art
> B.F.A., University of Michigan

#£ BRANDT, SHEILA (2001)
Professor, Computer Information Systems
> M.S., Ph.D., University of Arizona

---

* Division Chairperson   **# Department Chairperson**   **£ Program Director**

*£ BROWER, MYRON R. (1982)
Professor, Architectural Tech/CAD

> B.A.Ed., B.A., Architecture, Arizona State University; M.A., Architectural History, University of Virginia

£ BROWN, DAVID (2003)
Professor, HPERD

> B.S., M.A., Brigham Young University; Ph.D., University of Maryland

BRUHN, JESSICA (2017)
Instructor, Nursing

> B.S.N., Northern Arizona University; M.S.N.- Ed., Grand Canyon University

BRUISED HEAD, DEBBIE "TIA" (2000)
Counselor

> B.A., B.S., M.A., Northern Arizona University

BUTTON, LEON (CPA) (1989)
Professor, Business and Accounting

> B.S., M.B.A., Arizona State University

CALOGERO, SIRIO (2002)
Professor, Italian

> M.A.J.D., University of Rome, Italy

£ CAMERON, SARA (2011)
Professor, Reading

> B.A., University of Iowa; M.S., Northern Illinois University

CANHAM, MICHAEL (2015)
Instructor, Physics

> B.S., M.S., University of Arizona

* CARLOCK, DANIELLE (2009)
Librarian

> B.A., Hofstra University; B.S., State University of New York; M.A., New Mexico State University; M.A., University of Arizona

CEDERGREN-HEALY, ANNE (2005)
Professor, Biology

> B.S., New Mexico Institute of Mining & Technology; M.S., University of Illinois

CLARK, PHILIP (2005)
Professor, Mathematics

> B.S., Ohio State University; M.A., Arizona State University

£ BROWN CLEMENTS, JAY (2017)
Instructor, Equine Science

> B.S., Sul Ross State University; M.S., Murray State University

 # COMBELLICK, DANIEL (1991)
Professor, Computer Information Systems

> B.S., M.Ed., Arizona State University

£ COOPER, CHARLES (1995)
Professor, Interior Design

> B.S., Arizona State University; A.S.I.D.; M.A.Ed., University of Phoenix

 # COPP, DARRELL L. (1990)
Professor, Communication Arts

> B.S., Eastern Michigan University; M.A., Arizona State University

CROCKETT-HOGGARD, BOBRA (2012)
Instructor, Business

> B.S., University of Illinois; M.B.A., Arizona State University

CWENGROS, KRISTINE (2014)
Librarian

> M.L.S., Arizona State University

 # DAMASK, NICHOLAS (1997)
Professor, Political Science

> B.A., M.A., University of Cincinnati; M.A., The American University (DC); Ph.D., University of Cincinnati

DAVIS, BRIAN (2011)
Professor, Communication

> B.A., Arizona State University; M.F.A., University of Southern California

£ DEAL, PEGGY (2016)
Instructor, Graphic Design

> B.A., Indiana University

* DeFALCO, NICHOLAS (2005)
Professor, Nursing

> B.S.N., Grand Canyon University; M.S.N., University of Phoenix

£ DESJARDINS, SANDRA (1998)
Professor, English

> B.A., University of Arizona; M.A., University of Windsor (Canada); M.F.A., Columbia University (NY)

DIGGINS, KERI A. (2004)
Professor, Sociology

> B.A., Framingham State College; M.A., Boston College

DOLLMEYER, DEBORAH (2010)
Professor, Nursing

> B.S.N., M.S.N., Arizona State University

£ DOW, MARK (2016)
Instructor, Culinary Arts

DUECK, PATRICIA (2000)
Professor, Mathematics

> B.A., Arizona State University; M.S., Northern Arizona University

---

* Division Chairperson   **# Department Chairperson**   **£ Program Director**

ELAM, JAMES (1990)
Professor, Computer Information Systems
> B.A., University of North Carolina; M.M., M.Ed., Arizona State University

ELLIS, JOHN (1998)
Professor, Spanish
> B.A., M.A., University of Arizona; Ph.D., University of Massachusetts

£ EMBRY, AMANDA (2013)
Instructor, Theatre Arts
> B.F.A., University of Evansville; M.F.A., Southern Methodist University

GEMBERLING, CYNTHIA (2013)
Instructor, Business
> B.S., B.A., University of Arizona, M.A., Northern Illinois University

* GOFF, AMY (1990)
Professor, Physical Education
> B.S., M.S., Texas A & M University

GOTH, RAMONA K. (1998)
Professor, English
> B.A., Southwest Baptist University (MO); M.A., Central Missouri State University

GRAY, BONNIE A. (2001)
Professor, Psychology
> B.S., M.S., Ph.D., Arizona State University

GREENWALT, THOMAS (1999)
Professor, Culinary Arts
> A.O.S., Culinary Institute of America (NY)

GREEP, LAURA (2012)
Professor, Nursing
> B.S.N., University of Arizona; M.S.N., Grand Canyon University

GUDINO, ROBERT (2016)
Instructor, Film School
> B.F.A., University of Arizona; M.F.A., University of California at Los Angeles

HAAS, ERIC C. (2003)
Professor, Psychology
> B.A., University of Michigan; M.S., Ph.D., University of Utah

HARPER, ANNELIESE M. (1997)
Professor, Communication Arts
> B.S., Southern Utah State University; M.A., New Mexico State University; Ph.D., Arizona State University

HAUGHEY, RUSSELL (2010)
Professor, Biology
> B.S., M.S., Arizona State University

HAYNIE, TRACEY (2015)
Instructor, Mathematics
> B.S., Abilene Christian University; M.S., Arizona State University

HEALY, MATTHEW (2011)
Professor, English
> B.A., M.A., Northern Arizona University; M.F.A., Ohio State University

HINTON, JANINE (2003)
Professor, Nursing
> B.S., University of the State of New York; M.S.N., University of Phoenix; Ph.D., Capella University

HOBBS, KAREN (2009)
Professor, Nursing
> B.S.N., Duquesne University; M.S.N., University of Phoenix

£ HOFFMAN, JANELLE (2003)
Professor, Hospitality
> B.S., Western Michigan University; M.A., University of Phoenix

IVESTER, ELIZABETH (1993)
Professor, Geology
> B.S., Brown University (RI); M.S., Arizona State University

JESSE, AARON (2008)
Professor, Mathematics
> B.S., M.A., Arizona State University

KIEFER, CYNTHIA (2013)
Professor, English
> B.A. University of Arizona; M.Ed., Ph.D., Arizona State University

KIERAS, CARRIE (2016)
Instructor, Clinical Nursing
> B.S.N., Clarke University-Dubuque Iowa; M.S.N., Olivet Nazarene University

KLINE, ROBERT (2017)
Instructor, Physical Education
> B.S., Pennsylvania State University; M.S., Arizona State University

KLOBAS, MARK (2002)
Professor, History
> B.A., University of Arizona; M.A., Ph.D., Texas A & M University

---

* Division Chairperson   **# Department Chairperson**   **£ Program Director**

* KUMAR, DILIP (1984)
Professor, Economics

> B.A., M.A., University of Mysore, India; M.A., University of Akron (OH); Ed.D., Arizona State University

KUZMIK, MICHAEL L. (1998)
Professor, Architectural Technology/CAD

> B.A., Architecture, Arizona State University

LAREY, TIMOTHY (2005)
Professor, Psychology

> B.A., Texas Tech University; Ph.D., University of Texas

LEMONS, GARY (1994)
Professor, Sociology

> B.S., Oklahoma City University; Ph.D., University of New Mexico

LIFFITON, JOHN (2001)
Professor, English as a Second Language

> B.S., Northern Arizona University; M.A., Arizona State University

LINTON, REBECCA (2016)
Instructor, Biology

> B.S., University of South Carolina Aiken; Ph.D., Medical University of South Carolina

LUCAS, MIGUEL (2002)
Counselor

> B.A., M.C., Ed.D., Arizona State University

MacELVEE, CAMERON R. (2000)
Professor, English

> B.A.Ed., Arizona State University; M.A.Ed., Northern Arizona University; Ph.D., University of Arizona

MacKAY, NEIL (2001)
Professor, Biology

> B.S., University of Notre Dame; M.S., Univ. of Wisconsin - Madison; Ph.D., Arizona State University

£ MARSCHALL, RONALD (2010)
Professor, Music

> B.S., University of Colorado

MARSHALL, MISTY (2008)
Professor, Nursing

> B.S.N., York College of Pennsylvania; M.A., Grand Canyon University

 # MARSIO, LISA (2008)
Professor, Anthropology

> B.A., University of Arizona; M.B.A., Thunderbird University; M.A., Ph.D., University of Arizona

£ MARTIN, ROBERT H., III (2014)
Professor, Nutrition

> B.S., St. Cloud State University; M.S., Arizona State University

 # MAWO, RELINDIS (2009)
Professor, Chemistry

> B.S., M.S., University of Buea, Cameroon; Ph.D., University of North Dakota

McDONNELL, RHONDA (2006)
Professor, English

> B.S.Ed., Northern Arizona University; M.A., Ph.D., Arizona State University

 # McKINNEY, ROGER (2002)
Professor, Art

> B.A., Graceland University (IA); M.F.A., American University

MEACHAM, WILLIAM (2000)
Professor, Mathematics

> B.S., Northern Arizona University; M.C.S., Arizona State University

MEHRABAN, MITRA (2004)
Counselor

> B.S., Grand Canyon University; M.Ed., Northern Arizona University; M.A., Arizona State University

* MESSER, LUCAS (2009)
Professor, Communication

> B.A., M.A., Univ. of Northern Iowa; Ph.D., Arizona State University

 # MESSERSMITH, RANDOLPH (2006)
Professor, Theatre Arts

> B.S., Southern Illinois University; M.F.A., University of Missouri

MILLER, KATHY (2005)
Professor, Nursing

> B.S.N., University of Phoenix; M.S.N., University of Phoenix

MITCHELL, SHAWN (2013)
Professor, Film School

> B.A., University of Deleware; M.A., University of Southern California

MONROIG, RONALD (2003)
Professor, Computer Information Systems

> B.S.E.E., University of Colorado; M.B.A., University of Phoenix

Administration, Management & Faculty

297

Administration, Management & Faculty

---

* Division Chairperson   **# Department Chairperson**   **£ Program Director**

Administration, Management & Faculty

298

* MOORE, SUSAN (1993)
Professor, English
> B.A., M.A., Arizona State University

MUGFORD, ROBERT B. (1979)
Professor, English
> B.A., University of Connecticut; M.A., Arizona State University

 # MUTZ, STEVEN (1996)
Professor, Physics and Astronomy
> B.A., Univ. of California/Berkeley; M.S., San Diego State University

NAGANO, MICHAEL (1991)
Professor, Economics
> B.A., University of Washington; M.S., Arizona State University

NAGY, JOHN D. (1998)
Professor, Biology
> B.S., Eastern Michigan University; B.S., University of Michigan; Ph.D., Arizona State University

NEARING, DANIEL (1997)
Professor, Mathematics
> B.S., M.A., Central Michigan University

NOVAK, CHRISTINA D. (1999)
Professor, Music
> B.A., Pennsylvania State University; D.M.A., Arizona State University

NUNLEY, DENISE (2012)
Professor, Mathematics
> B.S., University of Nevada; M.Ed., Northern Arizona University

£ OLSEN, WALTER (2015)
Instructor, Administration of Justice Studies
> B.S., M.S., University of Louisville; Ed.D., Arizona State University

O'NEILL, DOMINIC (1988)
Professor, Culinary Arts
> A.A.S., Scottsdale Community College

ORENT, NICOLE (2008)
Professor, Nursing
> B.S., Lourdes College-Sylvania Ohio; M.S.N., University of Phoenix

 # ORTIZ, JEFFREY (2011)
Professor, English
> B.A., M.A., Northern Arizona University

ORTIZ, JOSEPH (1989)
Professor, Communication Arts
> B.S., Lamar University (TX); M.A., Eastern New Mexico University; Ed.D., Arizona State University

 # PEACE, LISA (2002)
Professor, Art
> B.F.A., Univ. of New Hampshire; M.F.A., Arizona State University

* PETERSON, SUSAN A. (1998)
Professor, Business
> B.A., University of Oklahoma; Diploma, Univ. of Aix/Marseille; M.B.A., University of Pennsylvania

£ PINO, MANUEL F. (1996)
Professor, Sociology
> B.A., M.A., University of New Mexico

POLEDNA, MARI (2016)
Instructor, Nursing
> B.S.N., San Diego State University; M.S.N., Grand Canyon University

PUISTO, JACKKO (2014)
Instructor, History
> M.A., Ph.D., Arizona State University

 # RASMUSSEN, ERIC (2011)
Professor, Music
> B.F.A., California Institute of Arts; M.M., New England Conservatory

RAWLINGS, KYLE (1985)
Professor, Physics
> B.S., Ph.D., Arizona State University

REYES, MIRIAM (2004)
Professor, Nursing
> B.S.N., M.S.N., University of Miami

RICKER, JEFFRY P. (1995)
Professor, Psychology
> B.S., M.A., Ph.D., University of Illinois/Champaign-Urbana

£ ROBINSON, JANET (2004)
Professor, Humanities
> B.A., Arizona State University; M.Ed., University of Phoenix

ROCK, SERENE (?)
Librarian
> B.S., M.A., University of Arizona

ROOT, PHILIP (2013)
Professor, Chemistry
> B.A., M.N.S., Arizona State University

---

* Division Chairperson   **# Department Chairperson**   **£ Program Director**

£ ROSENKRANS, ANGELA (2007)
Professor, Dance
> B.A., Centenary College of Louisiana; M.F.A., Sam Houston State University

 # SANDBLOM, SUSAN (2010)
Professor, Business
> B.S., M.B.A., Arizona State University

* SANTIESTEBAN, SOPHIA RAMONA (2012)
Counselor
> B.A., Arizona State University; M.Ed., Northern Arizona University; M.A.P.C., Ottawa University

SCHERRER, ANDREA (2016)
Counselor
> B.A., Miami University (Oxford, OH); M.C., Arizona State University

SERAFIN, NIKKI N. (2004)
Professor, English as a Second Language
> B.A., Arizona State University; M.Ed., Northern Arizona University

SHAFFER, JOHN (2004)
Professor, Geography
> B.S, M.A., Ph.D., Arizona State University

 # SHANK, ALBERT (2000)
Professor, Spanish
> B.A., M.T., University of Virginia; M.A., Arizona State University

£ SIKES, CARLYN (2003)
Professor, Yoga
> B.A., University of Colorado; M.F.A., Arizona State University

SIMMONS, RACHEL (2016)
Instructor, Interior Design
> B.A.S., Northern Arizona University; M.S.D., Arizona State University

SIMPSON, JIM (2001)
Professor, Computer Information Systems
> B.S., MTax, Arizona State University, Ph.D., Walden University

* SLAUGHTER, DONNA (2007)
Professor, Mathematics
> B.S., M.C., Arizona State University

 # SLAUSON, ELIZABETH (2001)
Professor, Biology
> B.S., Augsburg College; B.S., M.S., Ph.D., Arizona State University

SMITH, BRANDI (2016)
Instructor, Reading
> B.S., Missouri Southern State College; M.Ed., Arizona State University

SPIKER, JAMES (2015)
Instructor, Mathematics
> B.A., Central Washington University; M.A., University of Phoenix

STALLINGS, DANIELLE (2016)
Instructor, Film school
> B.F.A., University of Southern California; M.F.A., Loyola Marymount University

STANG, KATHERINE (2016)
Instructor, Forensic Science
> B.A., St. Mary's University of Minnesota; M.A., George Mason University

STEIN, JOEL (2004)
Professor, Biology
> B.A., Macalester College; M.S., University of Wisconsin-Madison

 # STICH, ADAM (2010)
Professor, Music
> B.A., Rollins College; M.M., Ph.D., University of South Carolina

STROUD, CARLA (2015)
Instructor, Mathematics
> B.S., M.A., California Polytechnic State University

SUTOR, JUDY (2011)
Professor, Mathematics
> B.S., University of Illinois; M.N.S., Ph.D., Arizona State University

THORLAKSDOTTIR, ANNA (2002)
Professor, Film School
> B.F.A., M.F.A., Arizona State University

THURMAN, GERALD (1997)
Professor, CIS/Computer Science
> B.S., Whitewater University (OH); M.S., Purdue University (IN)

#£ TRUE, BILL (2016)
Professor, Film School
> B.A., University of Minnesota

 # TUALLA, LARRY (2002)
Professor, English
> B.A., M.A., Northern Arizona University

Administration, Management & Faculty

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Administration, Management & Faculty

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URAN, TED (2002)
Professor, Art
> B.A., B.F.A., Southern Illinois University; M.F.A., Arizona State University

 # VALLE, MICHAEL S. (2002)
Professor, Philosophy
> B.A., University of Minnesota; M.A., University of Illinois; Ph.D., Arizona State University

VOLPE, AMY K. (2012)
Professor, Mathematics
> B.A., Purchase College, SUNY; M.S., M.N.S., Arizona State University

* WARD, GARY (2001)
Professor, Hospitality and Tourism
> B.A., Cleveland State University; M.B.A., University of Phoenix

WARD, KATHY (2004)
Professor, Nursing
> B.S.N., M.S.N., Arizona State University

WATTS, ALLEN (2015)
Instructor, Computer Information Systems
> B.A., Arizona State University

WESER, JOHN T. (1996)
Professor, Biology
> B.S., M.N.S., Ph.D., Arizona State University

 # WESER, PAUL (1990)
Professor, Geography
> A.A., Mesa Community College (AZ); B.S., M.A., Ph.D., Arizona State University

* WILSON, MEREDITH (2003)
Professor, Geology
> B.A., Augustana College (IL); M.S., Ed.D., Arizona State University

WORTH, KEITH (2009)
Professor, Mathematics
> B.S., M.T., Arizona State University

YOU, ROBERT (2000)
Professor, Art
> B.A., Northeast Missouri State University; M.F.A., University of North Carolina

YOUNG, LISA (2009)
Library Educational Support
> B.S., M.Ed., Arizona State University; Ph.D., Capella University

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Barnes, Roy, B.S., M.S.

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Belsher, Brian E., M.C.

Biglin, Karen, B.A., M.L.S., M.A.

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Brooke, Edna M., B.S., M.A.

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Miller, Robert W., B.S., M.S., Ph.D.

Munn, Ruth S., B.S.N., M.A.

Nance, Linda, B.S.N., M.S.N., Ed.D.

Nelson, Anita J., B.A., M.A.

Nelson, Nellie, B.S.N., M.S.N.

O'Brien, Edward J., B.B.A., M.S.

Overley, Winifred (T. J.), B.A., M.A., M.N.S.

Pirman, Mary R., B.S.N., M.S.N.

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Scudder, John R., B.A., M.A.

Sessions, Charles M., B.M., M.M.Ed., D.M.A.

Shaffer, Gary M., B.S., M.S.

Sickafoose, John P., B.S., Ph.D.

Silberman, Philip L., B.S., M.S.

Sklar, David, B.A., M.F.A.

Slater, Rodger D., B.S.Ed., M.S., Ph.D.

Snow, Donald H., B.A., Ph.D.

Stahl, Virginia, B.A., M.Ed., Ph.D.

Steinmann, Phyllis, M.A.

Taylor, Annie A., B.A., M.A., Ph.D.

Tobiason, Rolf V. (Toby), B.A., M.A., Ed.D.

Trollen, Thomas, A.E.T., B.A., M.B.A.

Via, L. L., B.S., M.A.

Vicich, James, B.S., M.S., Ed.D.

Walker, Herman, B.S., M.A., Ph.D.

Wambach, Julie A., B.S., M.A., Ph.D.

Werner, Donald A., B.A., M.A., Ed.D.

Williamson, Kim E., B.A., M.A.

Winters, Robert C., B.A., M.A.

Worth, Keith A., A.A.S., B.S.E.E.T., M.S.

Wyatt, Jeannie, B.S., M.Ed., Ph.D.

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Scholarships

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SCC CAMPUS MAP

FLD — Dr. Arthur W. DeCabooter Athletic Complex

SOCCER FIELD
PRACTICE BASEBALL FIELD
MAIN BASEBALL FIELD
COMMUNITY GARDENS
MAIN SOFTBALL FIELD
BATTING CAGES
GREEN HOUSE
PRACTICE SOFTBALL FIELD
FSH
PARKING LOT J
PUTTING GREEN
RACQUETBALL COURTS
FOOTBALL FIELD
MERCADO
PARKING LOT I
TENNIS COURTS
PE
NS
FW
LC
PARKING LOT A
MECHANICAL PLANT
AB
ME
PARKING LOT H
FACILITIES
CAFETERIA
CM
EV (Electric Vehicle) charging stations
BUS STOP
SC
TWO WATERS CIRCLE
CNUW
AP
WELCOME CENTER
BUS
MUS
PAC
HES
SL
FOB
ICC
ADMISSIONS RECORDS FINANCIAL AID SS
AD
IT HELP DESK
REC
AMPHITHEATER
LIBRARY
LIB
SBW
SBE
UC
PARKING LOT B
PARKING LOT G
PARKING LOT C
PARKING LOT D
PARKING LOT E
PARKING LOT F
ENTRANCE 1
ENTRANCE 2
ENTRANCE 3
ENTRANCE 4
CHAPARRAL ROAD
101 FREEWAY

MAP LEGEND

? Welcome Center (SC 118)
AB Art Building
AD Administration
  Dean of Students Office
AP Applied Sciences
  Accounting/Statistics Learning Center - AP 292
  AVID Lab
  Culinary Arts Dining Room
  Film and Television Studios
BUS Business School Opening Spring 2019
CM Computer Technology and Mathematics
  Math/Science Center - CM 441
CS Concession Stand (Athletics)
FOB Faculty Office Building
  Honors Program - FOB 104
  Institutional Advancement & Community Engagement - FOB 124
FSH Film School Hub

FW Fitness & Wellness Center
HES Health Sciences Building
  Nursing
ICC Indigenous Cultural Center Opening Late Fall 2018
  Future location of SCC's American Indian Program
IT Information Technology
  Student Tech Center - IT 100
  Media Services
LIB Library
  Copy Center/Mail Room - LIB 482
  Human Resources - LIB 476
  Institutional Research - LIB 464
  Public Safety - LIB 450
  SOAR - Student Orientation and Registration sessions - LIB 463
LC Language/Communications
  Writing Center - LC 379
MUS Music Building
  Recital Hall - MUS 115

ME Mechanical Plant
NS Natural Sciences
  NS Tutor Center - NS 107
P Portables - CNUW Office
PAC Performing Arts Center
PE Physical Education
  North & South Gyms
  Weight Rooms
SBE Social/Behavioral Sciences-East
  SS/BS Learning Center - SBE 158
SBW Social/Behavioral Sciences - West
SC Student Center
  Academic & Career Advisement
  American Indian Program
  Azurite Meeting Room - SC 172
  Bookstore
  Cafeteria
  Center for Civic & Global Engagement
  Copper Meeting Room - SC 171
  Counseling Services

Disability Resources & Services
Food Services
Peridot Meeting Room - SC 209
Service-learning & Leadership
Testing Center - SC 150
Turquoise Meeting Room - SC 164
Welcome Center - SC 118
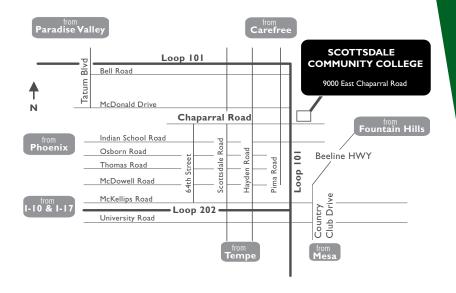*New Students Start Here*
SL Science Lecture
SN Snack Bar
SS Student Services
  Admissions and Records Office
  Bursar/Cashier's Office
  Financial Aid Office - SS 141
  Veterans Services
UC University Center
  NAU extended campus

8/8/18 New map and two new building locations added: Business School (BUS) and Indigenous Cultural Center (ICC).

from **Paradise Valley**

from **Carefree**

Loop 101

Bell Road

McDonald Drive

Tatum Blvd

Chaparral Road

SCOTTSDALE COMMUNITY COLLEGE

9000 East Chaparral Road

N

from **Phoenix**

Indian School Road

Osborn Road

Thomas Road

McDowell Road

McKellips Road

University Road

64th Street

Scottsdale Road

Hayden Road

Pima Road

Loop 101

from **Fountain Hills**

Beeline HWY

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from **I-10 & I-17**

Loop 202

from **Tempe**

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